

VAN BIBBER LAKE CONSERVANCY DISTRICT

4374 W County Rd 450 N • Greencastle, IN • 46135 • (765) 739-6671

Board Meeting Minutes – July 12, 2025

Meeting Called to Order:

Chair Sabrina Johnson called the meeting to order at 9:31 a.m.

Roll Call

Board Members Present:

- Sabrina Johnson (Chair)
- Laren Zeeck
- Rebecca Bilbrey
- Brenda Dossey
- Susan Grimes

Staff/Contractors Present:

- Barb Johnson (Office Personnel)
- Jeremy Staley (Water Superintendent)
- Doug Clodfelter (Wastewater Superintendent)

Via Phone:

- John Young (Attorney)

Absent:

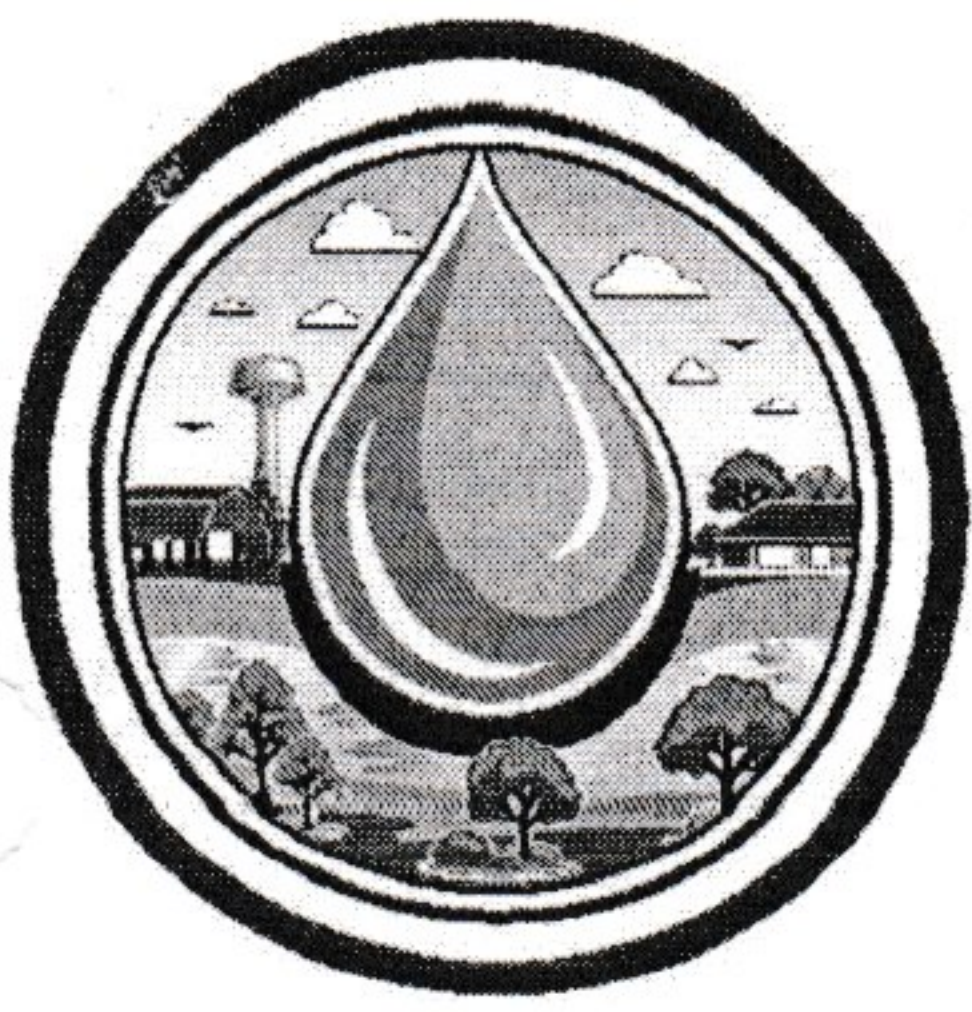
- Tina Sillery (Office Manager)
- Marshal, Alan Driver Jr.

Community Members:

Attendance recorded via sign-in sheet available at VBL Conservancy Office.

External Business

- **SRF & USDA Funding:**
Mike Novak updated that SRF funding is expected to begin in September, and USDA funding by October.



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Action Item: Sabrina to check with Craig on queue placement.

Approval of Prior Minutes

- **June 14, 2025 Minutes:**
Motion to approve and waive reading by Brenda, seconded by Rebecca. All approved.

Financial Report

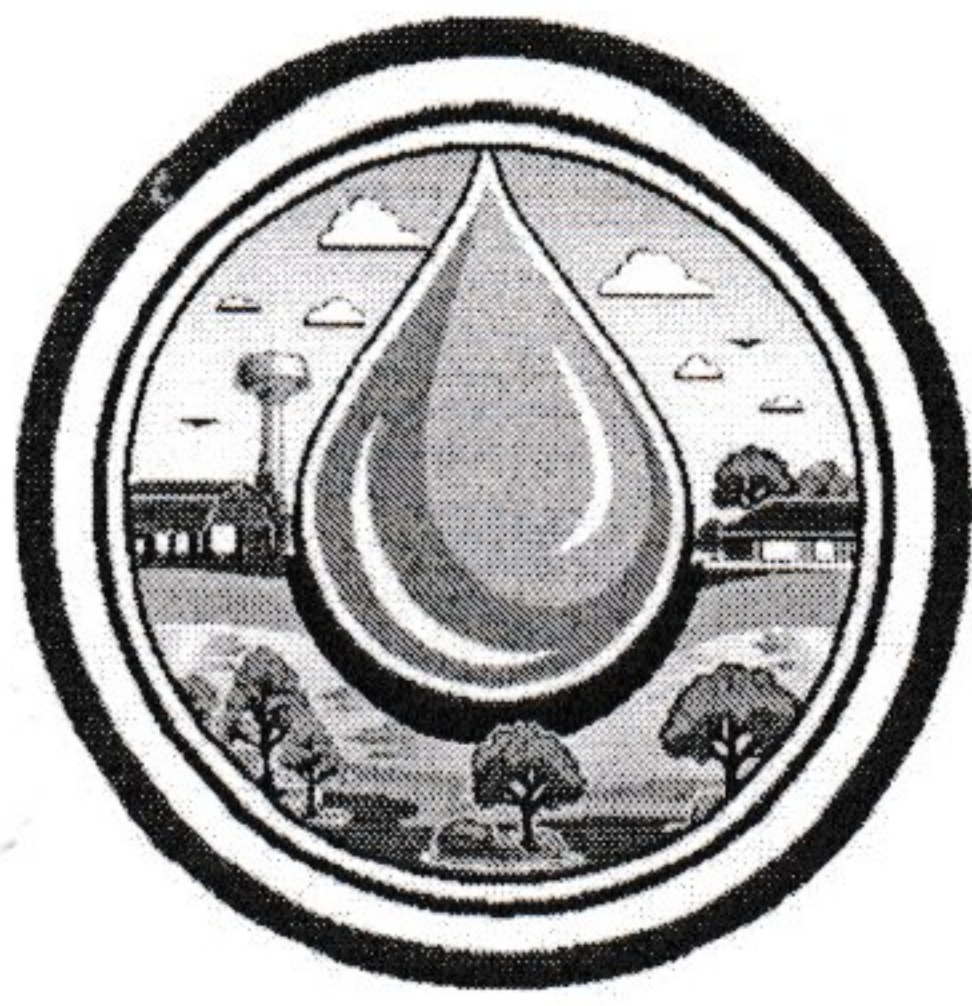
- Not reviewed. Tina was absent.
Action Item: Review financials for May, June, and July during the August meeting.

Office Report

- Prepared by Tina Sillery and Barb Johnson (dated July 12, 2025)

Key Items & Motions:

1. **Propane Purchase:**
Pre-buy of 740 gallons at \$1.95/gallon approved. Barb authorized to proceed.
2. **Firewall Estimate (TechRyan):**
Motion by Laren to approve \$677.40 estimate; seconded by Susan. Approved unanimously.
3. **Internet & Phone Issues:**
Plan to switch from Frontier to T-Mobile unless Spectrum becomes available.
4. **SBOA Exit Conference:**
Follow-up Item: Awaiting rescheduled date.
5. **Pipe Utilities - Zenner Meters/Keystone Integration:**
Review in August.
6. **Water Rate Study:**
Not completed.
Action Item: Sabrina to follow up with Steve for report. Steve promised delivery next week.



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Superintendent Reports

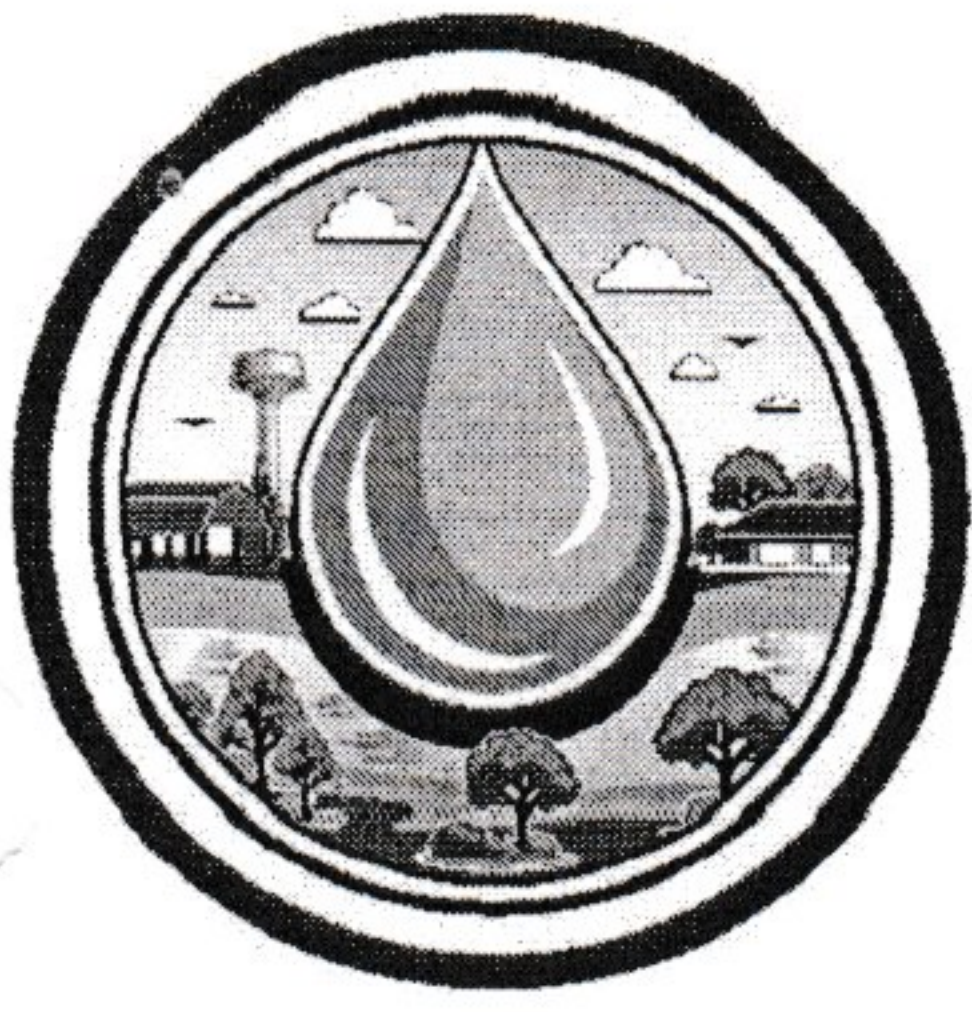
(No formal report this month. Will review in August.)

Water & Wastewater Action Items:

- Sewer repairs & water pit installations underway and to be completed within 2 weeks.
- No ETA for tower cleaning/painting due to incorrect contractor contact.
- Chlorine leak continues—letter to be sent to complete warranty work.
- Water usage high during holiday as well as high winds that likely churned up sediment in tower; dirty filters noted around 4013.
- UMAC repairs: Section 1 completed; others pending.
- Part-time maintenance and roto-rooter help: job ad reviewed, not yet posted.
- Consumer Confidence Report mailed.
- High water usage tracking ongoing.
- Section 6 (Campbell Property): Ongoing drainage issue—Sabrina and Joe Trout to send photos to John Young.
- Specific Property (5183): Fines paid; fence and driving over pit continues. May require legal action.
- New meters for Mr. Brown & Bill Clements to be installed in two weeks.
- Equipment needs and 2026 wish list requested from all departments.
- Weed-eating agreement with Matt Whitacker pending signature.
- Tour of easements with legal and board to be scheduled.
- Section 1 Easements (Jeffery Lane): Review plat for maintenance responsibilities.

Marshal Report

- 11 incidents, no arrests.
- New truck plate pending; lights installed July 22.
- RMS system issue pending ticket.
- **Summer Hours Proposal:** \$6,300 POA donation for additional 18 weeks (40–50 hrs/week). POA did not discuss in recent meeting.
- **No Parking Signs:** Locations and area near docks to be determined.
- **Towing Contract & Enforcement:** In progress.
- Firearms training complete.
- Dodge Charger functioning well.
- Mileage Log: Incomplete; needs update (May 9-June 13: 15,899 - ???, June 14 – July 11: ???)
- Calendar of 2026 events recommended.



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Board-Focused Projects

1. **2026 Budget:**
 - Workshop held June 21. Preliminary budget due by Aug. 19.
 - **Action Items:** Schedule follow-up meeting; correct line items; advertise for public hearing.
2. **Marshal Office Construction:**
 - Bid approved for \$14,700 from Sillery Construction (motion: Laren; seconded: Brenda).
 - **Action Items:** Set timeline, advertise appropriation, review funding sources.
3. **LARE Grant:**
 - Check sent to McCullough (\$111,280); \$5,360 remains for silt grading.
 - **Action Items:** Track funds; submit 2026 LARE grant application.
4. **Gate – Section 1:**
 - Board reaffirmed no gate installation.
 - **Action Item:** Sabrina to send letter to Mr. Boggess about maintaining rights and installing a gate only when necessary
5. **Cross Training:**

Still needed for office staff.
6. **Barb Johnson:**

Returned to 3-day workweek as of July 14.
7. **Emergency Leak Statutes:**

Policy development needed to negate sewer charges.
8. **Pothole Repairs:**

Completed July 9 by Hendricks Co. Paving.
9. **Staff Meetings:**

Workshops may be scheduled biannually; require advertising if quorum present.
10. **Silt Management:**

Barb to track interested parties; need valuation per cubic yard.
11. **Speedbump Painting:**

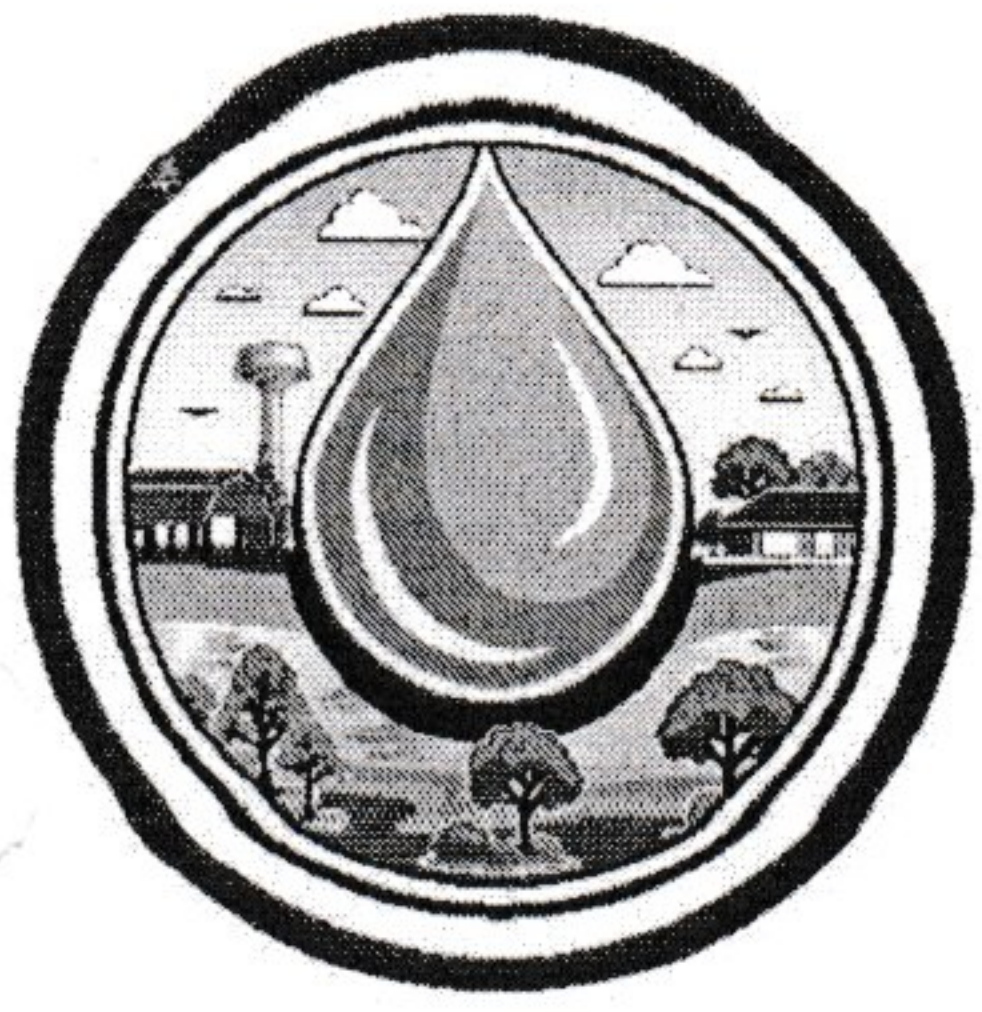
Volunteers: Dawn & Gayle. Susan to procure supplies.
12. **Grant Research (Rebecca):**

Ongoing. Federal websites currently down; calls to begin.
13. **Putnam Co. Health Dept.: CLOSED.**
14. **Culvert Section 6:**

No resolution yet. Awaiting HWC site visit.
15. **Reimbursement Policy:**

Action Item: John to draft resolution for board vote in August (receipts not received within 30 days of expense will not be eligible for reimbursement)
16. **USDA Wastewater Paperwork:**

Sabrina/Tina to verify all required documents filed. Who has taken over for John McGee?



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Per Craig, not finding all necessary forms. Depending on findings, may determine who may or may not need to pay for wastewater

17. Sewer Line Survey & Lot Assessment:

Action Items: Review lot records and create freeholder survey letter assessing what lots have the ability to produce sewer.

Which lots currently do or do not pay the \$39.05 fee?

New Business

- **VBLCD Website Alerts:**

Increased subscribers to nearly 100. Alerts functional.

Action Items: Train Barb, Tina, and Jeremy; Rebecca to send documentation.

- **T-Mobile Small Town Grant:**

Motion to proceed with beach upgrade proposal (motion: Brenda; seconded: Laren).
Approved.

- **Section 1 Easements:**

Define which easements are maintained. Check plat for any language related to easement maintenance.

- **Considerations for 2026 Budget:**

Mowing, painting, etc.

- **Locks/Unlocks – POA notification**

The POA does receive a list

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Open Forum

- **Joe Trout (5035 VBL Est):**

Concern regarding Campbell property and stagnant water. Rebecca sent drainage laws to Joe via email.

Adjournment

Motion to adjourn by Laren; seconded by Susan. All in favor.

Meeting adjourned at 11:58 a.m.

Board Member Signature:

August 9th, 2025

Absent

Sabrina Johnson

Brenda Dossey

Brenda Dossey

Susan Grimes

Susan Grimes

Laren Zeek

Laren Zeek

Rebecca Bilbrey

Rebecca Bilbrey