

**THE MINUTES OF THE MEETING  
OF THE  
INDIAN BOUNDARY CONSERVANCY DISTRICT**

**August 13, 2024**

K. Holmgren did a formal roll call of board members and members present were:

Chairman George Clem (GC), Vice Chairman Jon Dunlap (JD), Member Dan Doolin (DD), and Member Carol Wood (CW). Member Ray Rutkowski (RR) was present telephonically.

No members of the public were present.

Attorney: IBCD Attorney Colby Barkes

Financial Clerk: Katie Holmgren (KH)

1. **Approval of the Minutes July 9, 2024 Meeting**— Member C. Wood made the motion to approve the minutes of the July 9, 2024 Meeting, motion seconded by Member J. Dunlap; motion approved by unanimous roll call vote (5-Yes, 0-No).
2. Reports
  - a. Chairman
    - i. Chairman Clem reported that the SBOA (State Board of Accounts) 2019-2023 Compliance Engagement was completed and costs will be approximately \$20,000. SBOA mentioned that the cost may come out of the December real estate tax settlement. Member J. Dunlap made the motion to authorize Chairman Clem to begin the process of an additional appropriation in the amount of \$20,000 out of the general fund for covering the compliance engagement costs and to set the additional appropriation for public hearing on September 12, 2024 at 7 PM at the Westchester Public Library Bertha Wood Meeting Room, motion seconded by Member R. Rutkowski; motion approved by unanimous roll call vote (5-Yes, 0-No).
    - ii. Chairman Clem reported on interest rates from local financial institutions and TRUST IN. TRUST IN had the best interest rate at 5.33% as of 7/31/2024. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD was \$31,826.
    - iii. A discussion was held regarding the 2025 budget and tax rate. Member J. Dunlap made the motion to approve the 2025 budget and tax levy as presented by Chairman Clem and to set a public hearing for the 2025 budget and tax levy for September 12, 2024 at 7PM at the Westchester Public Library Bertha Wood Meeting Room; motion seconded by Member C. Wood; motion approved by unanimous roll call vote (5-Yes, 0-No).
    - iv. Chairman Clem reported that a meeting with DLGF field representative Tina Market is scheduled for 8/14/2024.
    - v. Chairman Clem reported on the construction occurring around the Brummitt School meter, explaining that meter reading is not possible. An invoice for July was sent using readings from last year. A tentative next meter reading date and reading reconciliation is scheduled for November 2024.
    - vi. Legal is assisting IBCD with drafting a new rate ordinance. Attorney C. Barkes presented a draft copy of a new rate ordinance. Member C. Wood made the motion to set the ordinance for public hearing on September 12, 2024 at 7PM at the Westchester Public

Library Bertha Wood Meeting Room; motion seconded by Member G. Clem; motion approved by unanimous roll call vote (5-Yes, 0-No).

- vii. **Resolution 2024-02- Transfer of Cumulative Fund Portion of Spring Real Estate Tax Levy from General Fund to Cumulative Fund-** Member C. Wood made the motion to approve the resolution, motion seconded by Member D. Doolin; motion approved by unanimous roll call vote (5-Yes, 0-No).
- viii. There was a manhole that was partially paved by a previous Porter County project at Arbor & Brummitt. Chairman Clem will follow up on a 3-inch lift ring and is currently exploring cost, installation, and shipping location.
- ix. Chairman Clem reported no updates to IBCD's email archiving processes.
- b. Board Member Report- Carol Wood
  - i. Board Member Wood presented Resolution **2024-03-Delinquent Payment Process & Policy**. Member C. Wood made the motion to approve the resolution, motion seconded by Member D. Doolin; motion approved by unanimous roll call vote (5-Yes, 0-No).
  - ii. Board Member Wood and Clerk Holmgren will schedule and resume the next process review meeting regarding capital assets and inventory procedures/policy.
- c. Financial Statements/Financial Clerk Reports- reviewed by Clerk K. Holmgren.
  - i. The website is up to date. Meeting location changes and date changes have been posted.
  - ii. There was \$50,100 collected in resident sewer fees have been collected for 2024.
  - iii. There was \$350 in delinquent fees outstanding, plus penalties, at the end of Q2 2024. This was amongst 7 residents. Past due reminder letters were sent out to the 5 residents that were late for quarter 2 payments. Notices of Disconnect were sent to the 2 residents 6 months or greater past due on 7/10/2024. The board agreed via consensus to proceed with IBCD's disconnect/lien policy.
  - iv. The July 2024 financial reports were reviewed.
- d. Legal Report- IBCD Attorney Colby Barks
  - i. There have been no updates regarding proceeding with the new service contract with Chesterton Utilities.
  - ii. There have been no updates from the Shirley Heinze board/legal regarding the Indian Boundary Lift Station.
  - iii. There have been no updates regarding the Porter County Highway Department regarding the Indian Boundary Road Lift Station.
  - iv. There have been no updates regarding the Graham Lift Station.
  - v. Attorney Barks discussed and presented the new rate ordinance draft.
- e. Service Manager Report-Presented by Chairman G. Clem
  - i. Project List:
    - 1. Chairman Clem has received communication from Superior Pumping to do the 2023/2024 lift station inspection reports. The inspections were completed, and we are waiting for the reports. Also, Superior Pumping found that an adapter is required to connect the old coupling to the new pump that was recently purchased.

July 9, 2024

2. RFPs to rebuild Indian Boundary Lift Station - no updates for now.
3. We are waiting for information on rebuilding actual pump lines for IBLs as well as on labor availability.
3. Old Business-
  - a. Lift Station wet wells concrete starting to spall. Working with Nathan of MCO on specifications for rework. Specifications have been received from Chesterton Utilities and there are no updates.
  - b. MCO completed the manhole inspection and Chairman Clem has received the written report. Chairman Clem will prepare RFPs. Manhole has been uncovered and will need to be inspected.
  - c. The wet well alarms recently went off and were inspected.
4. New Business- None.
5. Claims- reviewed by Clerk K. Holmgren. Member C. Wood made the motion to approve the claims as submitted, motion seconded by Member D. Doolin; motion approved by unanimous roll call vote (5-Yes, 0-No).
6. Comments from the Public - no public present.
7. Adjournment- Member R. Rutkowski made the motion to adjourn the meeting at 8:10 PM, motion seconded by Member J. Dunlap; motion approved by unanimous roll call vote (5-Yes, 0-No).

Signed this 12th day of September 2024 by:

\_\_\_\_\_  
CHAIRMAN- GEORGE CLEM

\_\_\_\_\_  
VICE CHAIRMAN- JON DUNLAP

\_\_\_\_\_  
RAYMOND RUTKOWSKI

\_\_\_\_\_  
DANIEL DOOLIN

\_\_\_\_\_  
CAROL WOOD

Attest: \_\_\_\_\_  
FINANCIAL CLERK/SECRETARY

Acronyms:

CIF – Cumulative Improvement Fund, SBOA – State Board of Accounts, MCO – Maintenance Managers, Nathan Howell (NH), MH – Manhole, STEP – Septic Tank Effluent Pumping, D&M – Sewer maintenance contractor, DLGF – [Indiana Department of Local Government Finance](#)



**Indian Boundary Conservancy District  
August Monthly Report  
For Meeting on September 10, 2024  
Submitted By: Nathan Howell**

- On August 30, 2024, MCO went to the Graham Drive Lift Station and checked on the panel which was operating properly. The high alarm float was checked, and it was operating properly. OmniSite called our phone which indicated proper operation of the alarm system. We checked Indian Boundary Road Lift Station for operations, and all seemed to be operating satisfactorily. The high alarm float was checked which turned on the strobe and OmniSite called our phone.

We met the Town of Chesterton at the Indian Boundary Lift Station to get the pump station flow readings. The totalizer reading was 79110072.

The amperage of all the pumps were checked before leaving. Below you will find the readings:

Indian Boundary Lift Station				Graham Drive Lift Station			
Pump 1		Pump 2		Pump 1 – 12.0/12.0		Pump 2 – 10.8/10.8	
L <sub>1</sub>	29.0	L <sub>1</sub>	26.0				
L <sub>2</sub>	29.4	L <sub>2</sub>	27.3	FLA =	14.0	FLA =	14.0
L <sub>3</sub>	31.2	L <sub>3</sub>	30.0	Panel Amp Meter –6.0		Panel Amp Meter –6.0	
GPM	184	GPM	193				
FLA =	30	FLA =	28				
Panel Amp Meter –28		Panel Amp Meter – 26					

1284 Brummitt L.S. - 11.0  
1501 Indian Boundary - 10.5  
1505 Indian Boundary - 11.2

1780 Indian Boundary - 11.8  
1800 Indian Boundary - 17.8  
1475 Indian Boundary - 16.2

- The pumps at 1475 & 1800 Indian Boundary Road are drawing higher current. We checked voltage when the pumps were running and when they were off. We did not see much voltage drop when they ran. We also checked the amperage at the 1800 Station after the junction box to see if possibly the connections were not good at the splice. We did not see any difference. We will continue to monitor this. We may need to try a different pump.
- The Omnisite flows based on run times is inaccurate. It is about ½ the actual amount. We will investigate the problem. We calculated by hand for the flow comparisons spreadsheet.
- While we were investigating the high current at 1800 Indian Boundary Road, we opened the manhole in front of the property and found the lining has failed. The manholes should probably be looked at in the coming months.

**Pumping Station Summary**

<b>Pumping/Alarm Summary</b>	<b>Gallons/Month</b>	<b>Hours</b>		<b>Alarms</b>
		<b>Pump 1</b>	<b>Pump 2</b>	
Indian Boundary	678,536	55:07:56	50:16:38	
Graham Drive	409,998	38:21:44	31:53:37	
1284 Brummitt		3:465:24		
1501 Indian Boundary		1:18:41		
1505 Indian Boundary		5:13:15		
1780 Indian Boundary		1:43:44		
1800 Indian Boundary		45:12		
1475 Indian Boundary		2:26:09		

INDIAN BOUNDARY CONSERVANCY DISTRICT  
MONTHLY TREASURER REPORT

		2024	August
<b>General Fund</b>			
GF Horizon Bank	Beginning Balance		478,532.01
GF TrustIndiana	Receipts		2,120.04
GF HB Money Market	Disbursement		8,653.36
GF MM TrustIndiana	Ending Balance		471,998.69
<b>Cumulative Improvement</b>			
	Beginning Balance	\$	335,639.75
CIF Horizon Bank	Receipts	\$	1,438.78
CIF TrustIndiana	Disbursement	\$	13,248.00
	Ending Balance	\$	323,830.53
<b>Rainy Day</b>			
	Beginning Balance	\$	185,170.08
RDF Horizon Bank	Receipts	\$	811.35
RDF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	185,981.43
<b>Sewer Operating</b>			
	Beginning Balance		156,728.26
SUF Horizon Bank	Receipts		1,837.30
SUF TrustIndiana	Disbursement		4,695.95
	Ending Balance		153,869.61
<b>CD Investments</b>			
Form 350		\$	-
<b>Total in all Accounts</b>			
		\$	1,135,680.26

<b>I hereby certify that this report is true and correct.</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Financial Clerk</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Chairman</td> </tr> </table>	Financial Clerk	Chairman
Financial Clerk			
Chairman			

ACCOUNTS PAYABLE VOUCHER REGISTER  
Indian Boundary Conservancy District

For Period 7/9/24 to 8/13/24

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	FUND	VOUCHER	ALLOWED	CHECK NUMBER	MEMORANDUM
8/13/2024		KATHERINE HOLMGREN	SUF	\$ 837.46	\$ 837.46	1367	2024 JULY PAYROLL
8/13/2024		NIPSCO	SUF	\$ 395.00	\$ 395.00	1368	POWER - 1845 INDIAN BOUNDARY LIFT -#401235 & GRAHAM W/O ARCHITECT LIFT #402206
8/13/2024		MCO	SUF	\$ 950.00	\$ 950.00	1369	INV30879 - MANAGE SERVICE: 2024 MAY & 2024 JUNE
8/13/2024		INDIANA UNDERGROUND PLANT PROTECTION	SUF	\$ 62.70	\$ 62.70	1370	INV-04273: 2ND QUARTER 2024 PER TICKET FEES
8/13/2024		SUPERIOR PUMPING SERVICES, LLC	SUF	\$ 2,310.00	\$ 2,310.00	1371	#3548: NEW CONTACTS FOR LIFT STATION, & #3502: LOAD BYPASS PUMP & HOSES
8/13/2024		EUROFINS ENVIRONMENT TESTING NORTH CENTRAL, LLC	SUF	\$ 140.79	\$ 140.79	1372	#5000137239: QUARTERLY LIFT STATION TESTING 7/19/2024
				\$ 4,695.95	\$ 4,695.95	TOTAL SUF FUND	
8/13/2024		GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1269	ADDITIONAL COMPENSATION CLAIM # 24-8
8/13/2024		CHESTERTON UTILITY	GEN	\$ 7,738.86	\$ 7,738.86	1270	TREATMENT: 6/28/2024 - 7/31/2024
8/13/2024		IONOS	GEN	\$ 12.50	\$ 12.50	DC	WEB HOSTING : 7/25/2024 - 8/25/2024 #202050586219
7/10/2024		USPS	GEN	\$ 61.11	\$ 61.11	DC	7 CERTIFIED MAILINGS FOR 6 MONTHS PAST DUE RESIDENTS
				\$8,521.43	\$8,521.43	TOTAL GENERAL FUND	
**Bold claims indicate		charges already deducted from bank account.					
8/13/2024		SUPERIOR PUMPING SERVICES, LLC		\$ 13,248.00	\$ 13,248.00	1013	#3552: 14.1 HP ABS PUMP
				\$13,248.00	TOTAL CUMULATIVE IMPROVEMENT FUND		

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date8/13/2024

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing or bills attached thereto.

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 11 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

\$26,465.38

Date this 13 Day of August 2024

SIGNATURES OF GOVERNING BOARD