

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

February 11, 2025

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), Member Carol Wood (CW), and Member Ray Rutkowski (RR).

No members of the public were present.

Attorney: IBCD Attorney Colby Barkes

Financial Clerk: Katie Holmgren (KH)

The board reconvened at 7:11 PM after the adjournment of the 2025 Annual Meeting.

1. **Approval of the Minutes of the January 21, 2025, Meeting**– Member C. Wood made the motion to approve the minutes of the January 21, 2025 meeting, motion seconded by Member R. Rutkowski; motion approved by unanimous voice vote (5-Yes, 0-No).
2. Reports
 - a. Chairman
 - i. Chairman G. Clem reported on interest rates from local financial institutions and TRUST IN. TRUST IN had the best interest rate at 4.68% as of 1/31/2025. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD 2025 was \$4,053.
 - ii. Chairman Clem has met with DLZ regarding obtaining updated costs for engineering for an emergency pump system at Indian Boundary Road. The expected cost is now close to \$60,000. This would require a competitive RFP. Chairman Clem will report back on the process at the next meeting.
 - iii. The annual internal controls meeting will be on 3/18/2025 at 7PM via executive session.
 - iv. Chairman Clem discussed some options for phone relay service applications. Chairman Clem will report back with more information.
 - v. **Resolution 2025-01: Transfer of General Fund Surplus to Rainy Day Fund:** Member J. Dunlap made the motion to approve the resolution, motion seconded by Member C. Wood; motion approved by unanimous voice vote (5-Yes, 0-No).
 - vi. Chairman Clem continues to work on the preparation of proposal for cleaning and camera work of sewer lines.
 - b. Board Member Report- Carol Wood
 - i. **IOT(Indiana Office of Technology) Updates-** Member Wood reported that there have not been any updates regarding email services offered. We are waiting for more information regarding Gworks services. Next, Member Wood reported that she and Clerk Holmgren attended a meeting with Tyler Tech regarding a service called Prompt Pay. A demo meeting has been scheduled. Lastly, Member Wood reported on the new website creation updates. We have been working with Tyler Tech regarding templates and content mapping. The vendor will be in touch with Chairman Clem for executive approval.

- ii. **Meeting Recordings Policy & Process-** Member C. Wood made the motion to approve the meeting recordings policy & process, motion seconded by Member J. Dunlap; motion approved by unanimous voice vote (5-Yes, 0-No).
- iii. **Capital Assets-** Member Wood and Clerk Holmgren will work on updating IBCD's capital asset and or inventory process/policy.
- c. Financial Statements/Financial Clerk Reports- reviewed by Clerk K. Holmgren.
 - i. The website is up to date.
 - ii. There has been \$27,000 collected in resident sewer fees for 2025.
 - iii. There was \$495.50 in outstanding delinquent fees, plus penalties, at the end of Q4 2024. This was amongst 6 residents. One resident remained delinquent greater than 6 months.
 - iv. The January 2025 financial reports were reviewed.
 - v. Clerk Holmgren distributed 2025 individual tax forms for completion.
 - vi. Clerk Holmgren was able to schedule the remaining 2025 meetings in the Baugher Center, with the exception of the April meeting, which will take place in the Westchester Public Library Bertha Wood Meeting Room.
- d. Legal Report- IBCD Attorney Colby Barkes
 - i. There have been no updates regarding proceeding with the new service contract with Chesterton Utilities. The board decided, via consensus, to remove the service contract with Chesterton Utilities as a standing line item on the legal agenda. Any updates received will be communicated accordingly.
 - ii. There have been no updates from the Shirley Heinze board/legal regarding the Indian Boundary Lift Station. Attorney Barkes will check into the concept of prescriptive easement.
 - iii. Attorney Barkes reported that he is waiting on information from his contact regarding the Porter County Highway Department proposed projects. Barkes will report back when the information is available, specifically regarding the area near the Indian Boundary Road Lift Station.
 - iv. There have been no updates regarding the Graham Lift Station.
- e. Service Manager Report-Presented by Chairman G. Clem
 - i. Project List:
 - 1. Chairman Clem has contacted D&M regarding excavation needed on Honeyshade. More follow up to come.
 - 2. Chairman Clem reported that a contractor is needed to do small work on manholes on Brummitt and Indian Boundary Road.
 - 3. Chairman Clem has contacted MCO to do manhole inspections.
 - 4. Chairman Clem has received communication from Superior Pumping to do the 2024/2025 lift station inspection reports. The inspections for 2023/2024 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. Chairman Clem has confirmed with the vendor that there is a spare pump for the Graham Lift Station. A new quote will be needed for the installation of the new equipment at the Indian Boundary Lift Station.

5. RFPs to rebuild Indian Boundary Lift Station - no updates for now. Chairman Clem has also contacted DLZ regarding possible engineering plans for installation of backup systems on the same footprint as the existing lift station.
 6. Chairman Clem is waiting for information regarding rebuilding the actual pump lines for the Indian Boundary Lift Station.
3. Old Business-
- a. The manhole that was partially covered needs a three-inch lift ring. Cost and installation are currently being explored.
 - b. Lift Station wet wells concrete is starting to spall. Chairman Clem has been working with Nathan of MCO on specifications for rework. Specifications have been received from Chesterton Utilities and there are no updates.
 - c. MCO completed manhole inspection and Chairman Clem has received the written report. Chairman Clem will prepare RFPs for repair.
4. New Business - NONE
5. Claims- reviewed by Clerk K. Holmgren. Member R. Rutkowski made the motion to approve the claims as submitted, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (5-Yes, 0-No).
6. Comments from the Public - no public present.
7. Adjournment- Member C. Wood made the motion to adjourn the meeting at 8:14 PM, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (5-Yes, 0-No).

Signed this 11th day of March 2025 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](#)

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

**2025 Annual Meeting
February 11, 2025**

Board Members present:

George Clem (GC), Chairman; Vice Chairman, Jon Dunlap (JD);
C. Wood (CW); Ray Rutkowski (RR), and Member D. Doolin (DD)

Attorney: Colby Barkes

Financial Clerk: Katie Holmgren (KH)

Annual 2025 meeting call to order at 7:00 PM:

No members of the public were present.

A hard copy notice of annual meeting was posted at Chesterton Town Hall at 726 Broadway, Chesterton, IN 46304. Notice of the annual meeting was published 1/24/2025 in the Northwest Indiana Times. Notice was also posted on IBCD's website.

Attorney C. Barkes swore in J. Dunlap and D. Doolin for unopposed 4-year terms on the Board.

D. Doolin made the motion to nominate G. Clem as Chairman, motion seconded by J. Dunlap, motion approved by unanimous voice vote (5-Yes, 0-No). J. Dunlap made the motion to close the nomination process, nominating G. Clem as Chairman; motion seconded by Member C. Wood; motion approved by unanimous voice vote (5-Yes, 0-No).

G. Clem made the motion nominate J. Dunlap as Vice Chairman, motion seconded by D. Doolin; motion approved by unanimous voice vote (5-Yes, 0-No). C. Wood made the motion to close the nomination process, nominating J. Dunlap as Vice Chairman; motion seconded by R. Rutkowski; motion approved by unanimous voice vote (5-Yes, 0-No).

Attorney Barkes opened the meeting for public comment at 7:09 PM. No members of the public were present. Public comment closed at 7:10 PM.

J. Dunlap made the motion to adjourn the annual meeting at 7:11PM, motion seconded by G. Clem; motion approved by unanimous voice vote (5-Yes, 0-No).

Signed this 11th day of March 2025 by:

Chairman- George Clem

Vice Chairman- Jonathan Dunlap

Board Member – Daniel Doolin

Board Member – Raymond Rutkowski

Board Member – Carol Wood

Attest:

Financial Clerk/Secretary

Acronyms:

CIF – Cumulative Improvement Fund

SBOA – State Board of Accounts

MCO – Maintenance Managers, Nathan Howell (NH), company

MH – Manhole

STEP – Septic Tank Effluent Pumping

D&M – Sewer maintenance contractor

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**Indian Boundary Conservancy District
February Monthly Report
For Meeting on March 11, 2025
Submitted By: Nathan Howell**

- On February 28, 2025, 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 86,905,640.

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 – 12.6/12.6		Pump 2 – 10.6/10.6	
L ₁	28.5	L ₁	29.5				
L ₂	29.3	L ₂	28..2	FLA =	14.0	FLA =	14.0
L ₃	29.7	L ₃	29.0	Panel Amp Meter –8.0		Panel Amp Meter –8.0	
GPM	180	GPM	176				
FLA =	30	FLA =	28				
Panel Amp Meter –28		Panel Amp Meter – 28					

1284 Brummitt L.S. - 11.6
1501 Indian Boundary - 11.2
1505 Indian Boundary - 11.8

1780 Indian Boundary - 13.3
1800 Indian Boundary - 20.6
1475 Indian Boundary - 16.0

- 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. This visit the amps have increased. We will try to schedule a site visit to place pressure gauges on the two stations.
- The Omnisite flows based on run times are inaccurate. It is about ½ the actual amount. We will investigate the problem.

Pumping Station Summary

Pumping/Alarm Summary	Gallons/Month	Hours		Alarms
		Pump 1	Pump 2	
Indian Boundary	1,275,300	60:56:04	57:09:42	
Graham Drive	515,169	49:18:57	39:00:55	
1284 Brummitt		4:56:28		
1501 Indian Boundary		1:13:09		
1505 Indian Boundary		3:30:30		
1780 Indian Boundary		3:33:49		
1800 Indian Boundary		1:09:24		
1475 Indian Boundary		59:39		

INDIAN BOUNDARY CONSERVANCY DISTRICT
MONTHLY TREASURER REPORT

		2025	Feburary
General Fund			
GF Horizon Bank	Beginning Balance	\$	463,325.13
GF TrustIndiana	Receipts	\$	1,432.61
GF HB Money Market	Disbursement	\$	42,474.28
GF MM TrustIndiana	Ending Balance	\$	422,283.46
Cumulative Improvement			
	Beginning Balance	\$	341,498.24
CIF Horizon Bank	Receipts	\$	1,091.17
CIF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	342,589.41
Rainy Day			
	Beginning Balance	\$	189,612.90
RDF Horizon Bank	Receipts	\$	34,744.51
RDF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	224,357.41
Sewer Operating			
	Beginning Balance	\$	166,716.25
SUF Horizon Bank	Receipts	\$	10,619.87
SUF TrustIndiana	Disbursement	\$	3,229.33
	Ending Balance	\$	174,106.79
CD Investments			
Form 350		\$	-
Total in all Accounts		\$	1,163,337.07

I hereby certify that this report is true and correct.

Financial Clerk	
Chairman	

ACCOUNTS PAYABLE VOUCHER REGISTER
Indian Boundary Conservancy District

For Period 1/21/25 to 2/11/25

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	FUND	VOUCHER	ALLOWED	CHECK NUMBER	MEMORANDUM
2/11/2025		KATHERINE HOLMGREN	SUF	\$ 864.05	\$ 864.05	1396	2025 JANUARY PAYROLL
2/11/2025		NIPSCO	SUF	\$ 395.00	\$ 395.00	1397	POWER - 1845 INDIAN BOUNDARY LIFT -#401258 & GRAHAM W/O ARCHITECT LIFT #401993
2/11/2025		A.E. BOYCE COMPANY, INC.	SUF	\$ 392.50	\$ 392.50	1398	#INV115592: RECEIPT BOOKS
2/11/2025		EUROFINS ENVIRONMENT TESTING NORTH CENTRAL, LLC	SUF	\$ 140.79	\$ 140.79	1399	#5000145008: QUARTERLY LIFT STATION TESTING 1/28/2025
2/11/2025		D&M EXCAVATING, INC.	SUF	\$ 150.00	\$ 150.00	1400	#A27444: LOCATES
2/11/2025		MCO	SUF	\$ 1,179.00	\$ 1,179.00	1401	INV31324 & INV31411: 2024 NOVEMBER & DECEMBER MONTHLY SERVICES
2/11/2025		INDIANA DEPARTMENT OF REVENUE	SUF	\$ 107.99	\$ 107.99	ACH	2025 JANUARY STATE & LOCAL PAYROLL TAXES - SEWER FUND PORTION
				\$ 3,229.33	\$ 3,229.33	TOTAL SUF FUND	
2/11/2025		GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1295	ADDITIONAL COMPENSATION CLAIM # 25-02
2/11/2025		CHESTERTON UTILITY	GEN	\$ 7,429.04	\$ 7,429.04	1296	TREATMENT: 12/30/2024 - 1/31/2025
1/30/2025		ZENWORK INC.	GEN	\$ 17.25	\$ 17.25	DC	#210922913: 1099 SUBMISSION & MAILINGS FOR 2024
2/11/2025		IONOS	GEN	\$ 12.50	\$ 12.50	DC	WEB HOSTING : 1/25/2025 - 2/25/2025: #202053436819
1/10/2025		HORIZON BANK	GEN	51.12	51.12	ACH	POSITIVE PAY SERVICE - VIA AGREEMENT
1/29/2025		USPS	GEN	13.33	13.33	DC	(1) CERTIFIED MAILING & POSTAGE FOR TAX DOCUMENT MAILINGS
1/31/2025		AMAZON.COM	GEN	34.28	34.28	DC	#114-2503005-9123436: LABEL MAKER TAPE & FILE FOLDERS
2/11/2025		INDIANA DEPARTMENT OF REVENUE	GEN	63.41	63.41	ACH	2025 JANUARY STATE & LOCAL PAYROLL TAXES - GENERAL FUND PORTION
2/11/2025		JON DUNLAP	GEN	88.62	88.62	1297	ADDITIONAL COMPENSATION CLAIM #25-02
				\$8,418.51	\$8,418.51	TOTAL GENERAL FUND	

****Bold** claims indicate charges already deducted from bank account.

		INDICATES CLAIM PAID VIA MANUAL CLAIM PROCESS					
				\$0.00	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.

2/11/2025
Date

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 16 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

\$11,647.84

Date this 11 Day of February 2025

SIGNATURES OF GOVERNING BOARD