

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

July 8, 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 was absent.

Financial Clerk: Katie Holmgren (KH)

Chairman George Clem called the meeting to order at 7:02 PM.

1. **Approval of the Minutes of the June 10, 2025, Meeting**– Member R. Rutkowski made the motion to approve the minutes of the June 10, 2025 meeting, motion seconded by Member C. Wood; 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 4.2647% as of 6/30/2025. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD 2025 was \$22,800.
 - ii. Chairman Clem reported that Notice to Proceed has been given to R&R Visual for the purpose of performing video inspections and sewer line cleaning of 5,000 feet of sewer line north of Indian Boundary Road.
 - iii. Chairman Clem has been working on drafting an RFP for the emergency pump system for Indian Boundary Road. The expected cost is about \$60,000. We will move forward without an easement from PCHD (Porter County Highway Department). Chairman Clem attended a recent meeting with the County Commissioners and is awaiting any updates regarding County paving & projects as well as any bridge rebuild updates.
 - iv. Chairman Clem discussed some options and details for phone relay service applications. Chairman Clem will report back with more information, as well as confirmation regarding services that possess inbound and outbound calling via the same line.
 - v. Chairman Clem reported that 2026 budget tasks will be organized and reviewed in July. We have started to receive information from DLGF regarding required information. The budget workshop with DLGF will be on 8/1/2025. Member D. Doolin made the motion to set the 2026 Budget Hearing to be held at the 9/9/2025 regularly scheduled meeting and to set the 2026 Budget Adoption at the 10/14/2025 regularly scheduled meeting; motion seconded by Member R. Rutkowski; motion approved by unanimous voice vote (5-Yes, 0-No).
 - vi. A discussion regarding homeowner agreements and information on the website occurred.
 - vii. Chairman Clem reported that there is a patch replacement/shut off valve project on Arbor Drive.

- b. Board Member Report- Carol Wood
 - i. **IOT(Indiana Office of Technology) & Tyler Tech. Updates-** Clerk Holmgren reported that the Tyler TPE & Prompt Pay software is live since 6/20/2025. Customers are utilizing the Tyler payments portal through the new in.gov website domain. Prompt Pay has been helpful with delinquent notifications/payments.
 - ii. **Website Updates-** The new in.gov website continues to be reviewed. Board Member Wood encouraged IBCD board members to continue to review and to submit feedback to her.
 - iii. **Capital Assets-** Member Wood and Clerk Holmgren will work on updating IBCD's capital asset and or inventory process/policy. No updates.
 - iv. **Back up Processes** – No updates.
 - v. **Policy – COI, WC, & Bond Requirements for Contractors-** COI samples were reviewed and limits were discussed. A policy will be presented for review and vote at the next board meeting.
- c. Financial Statements/Financial Clerk Reports- reviewed by Clerk K. Holmgren.
 - i. The website is up to date.
 - ii. There has been \$49,000 collected in resident sewer fees for 2025.
 - iii. There was \$1,400 in outstanding sewer fees for 2025 quarter 1 &2. This was amongst 18 residents. Member J. Dunlap made the motion to send notices of lien/disconnect to the seven residents who had not made payments in over six months, motion seconded by Member G. Clem; motion approved by unanimous voice vote (5-Yes, 0-No).
 - iv. The June 2025 financial reports were reviewed.
- d. Legal Report- Chairman George Clem on behalf of IBCD Attorney Colby Barkes
 - i. 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 and will record the deed and or easement that was previously signed.
 - ii. 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.
 - iii. There have been no updates regarding the Graham Lift Station. It was previously decided by IBCD/legal to proceed without the easement and or via use of prescriptive easement.
 - iv. Attorney Barkes will provide an update on possible methods to address additional compensation for board members who work over their current court-order parameters.
 - v. Attorney Barkes will follow up on possible sewer fee increase and or surcharge processes in reference to ordinance and rate study requirements.
- e. Service Manager Report-Presented by Chairman G. Clem
 - i. Project List:
 - 1. Chairman Clem has contacted D&M regarding excavation needed on 1501 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. A contractor is needed for Brummitt Road sewer pipe work where there are roots plugging the lines. Homeowners would pay for excavation and IBCD would pay for the seal, in reference to policy. Also, on Honeyshade, a possible anti-cave box by crane may possibly be needed for the repair. This is more expensive work that the homeowner is responsible for fixing. There is a reoccurring repair issue on Arbor Drive, which the contractor has been and needs to be consulted with regarding. The ground has been sunken in this area.
 3. Chairman Clem has contacted MCO to do manhole inspections. The manhole at Brummitt needs inspected. The idea of the Porter County Highway Department possibly setting the rings was discussed.
 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. The station is functional currently with the new pump. The other pump is being repaired.
 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 D. Doolin made the motion to approve the claims as sent electronically by the Clerk, motion seconded by Member J. Dunlap; motion approved by unanimous voice 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 7:49 PM, motion seconded by Member J. Dunlap; motion approved by unanimous voice vote (5-Yes, 0-No).

Signed this 12th day of August 2025 by:

CHAIRMAN- GEORGE CLEM

July 8, 2025

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
July Monthly Report
For Meeting on August 12, 2025
Submitted By: Nathan Howell**

- On July 31, 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 946552960.

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 – 11.8/11.8		Pump 2 – 10.5/10.4	
L ₁	27.8	L ₁	28.3				
L ₂	27.7	L ₂	28.4	FLA =	14.0	FLA =	14.0
L ₃	29.6	L ₃	30.2	Panel Amp Meter –6.0		Panel Amp Meter –6.0	
GPM	173	GPM	173				
FLA =	30	FLA =	28				
Panel Amp Meter –28		Panel Amp Meter – 28					

1284 Brummitt L.S. - 11.2
1501 Indian Boundary - 10.0
1505 Indian Boundary - 11.3

1780 Indian Boundary - 12.8
1800 Indian Boundary - 17.8
1475 Indian Boundary - 16.0

- The pumps at 1475 & 1800 Indian Boundary Road are drawing higher current. We will try to investigate further this month.
- We had a pump fail alarm at the Indian Boundary Lift Station. Superior was out and found the motor starter failed. They ordered a new one and a set of contacts to rebuild the old one. The new starter was installed as soon as it arrived.
- We noticed the pumps short cycling at the Indian Boundary Road Station when we were there. We found the lag float was not working correctly and replaced it. We then found the pump still short cycling. We called Superior on site and found that they had a couple stray wires crossing over to an auxiliary contact which was causing the problem. This was corrected
- The Omnisite flows based on run times are inaccurate. It is about half the actual amount. We will investigate the problem.

Pumping Station Summary

Pumping/Alarm Summary	Gallons/Month	Hours		Alarms
		Pump 1	Pump 2	
Indian Boundary	1,383,252	56:54:02	88:05:29	Multiple for starter issue
Graham Drive	590,622	54:02:34	43:18:36	
1284 Brummitt		4:31:03		
1501 Indian Boundary		46:43		
1505 Indian Boundary		2:25:48		
1780 Indian Boundary		2:15:12		
1800 Indian Boundary		1:13:13		
1475 Indian Boundary		2:35:06		

INDIAN BOUNDARY CONSERVANCY DISTRICT
MONTHLY TREASURER REPORT

		2025	July
General Fund			
GF Horizon Bank	Beginning Balance	\$	497,432.27
GF TrustIndiana	Receipts	\$	1,673.37
GF HB Money Market	Disbursement	\$	8,368.95
GF MM TrustIndiana	Ending Balance	\$	490,736.69
Cumulative Improvement			
	Beginning Balance	\$	367,001.88
CIF Horizon Bank	Receipts	\$	1,318.40
CIF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	368,320.28
Rainy Day			
	Beginning Balance	\$	227,529.60
RDF Horizon Bank	Receipts	\$	819.71
RDF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	228,349.31
Sewer Operating			
	Beginning Balance	\$	180,688.83
SUF Horizon Bank	Receipts	\$	3,183.60
SUF TrustIndiana	Disbursement	\$	2,095.60
	Ending Balance	\$	181,776.83
CD Investments			
Form 350		\$	-
Total in all Accounts		\$	1,269,183.11

I hereby certify that this report is true and correct.	Financial Clerk
	Chairman

ACCOUNTS PAYABLE VOUCHER REGISTER
Indian Boundary Conservancy District

For Period 6/10/25 to 7/8/25

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	FUND	VOUCHER	ALLOWED	CHECK NUMBER	MEMORANDUM
7/8/2025		KATHERINE HOLMGREN	SUF	\$ 864.05	\$ 864.05	1424	2025 JUNE PAYROLL
7/8/2025		NIPSCO	SUF	\$ 341.00	\$ 341.00	1425	POWER - 1845 INDIAN BOUNDARY LIFT -#400945 & GRAHAM W/O ARCHITECT LIFT #401790
7/8/2025		INDIANA DEPARTMENT OF REVENUE	SUF	\$ 36.37	\$ 36.37	ACH	2025 JUNE STATE & LOCAL PAYROLL TAXES - SEWER FUND PORTION
7/8/2025		OMNISITE	SUF	\$ 254.18	\$ 254.18	1426	#101294: VERIZON LEGACY RADIO KIT FOR VIPER: 1800 INDIAN BOUNDARY ROAD STEP STATION
7/8/2025		D&M EXCAVATING, INC.	SUF	\$ 600.00	\$ 600.00	1427	LOCATES: #A27936, A28066, A28165, A27995
				\$ 2,095.60	\$ 2,095.60	TOTAL SUF FUND	

7/8/2025		GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1312	ADDITIONAL COMPENSATION CLAIM # 25-07
7/8/2025		RAYMOND RUTKOWSKI	GEN	\$ 88.62	\$ 88.62	1313	ADDITIONAL COMPENSATION CLAIM # JUNE 2025
7/8/2025		CHESTERTON UTILITY	GEN	\$ 7,216.64	\$ 7,216.64	1314	TREATMENT: 5/30/2025 - 6/30/2025
6/23/2025		MCGOWAN INSURANCE GROUP	GEN	\$ 3,647.00	\$ 3,647.00	1311	#1260814: INSURANCE POLICY RENEWAL 6/14/2025 - 6/14/2026
7/8/2025		USPS	GEN	\$ 188.00	\$ 188.00	1315	P.O. BOX RENEWAL - 12 MONTHS - JULY 2025 TO JULY 2026
7/8/2025		INDIANA DEPARTMENT OF REVENUE	GEN	\$ 33.57	\$ 33.57	ACH	2025 JUNE STATE & LOCAL PAYROLL TAXES - GENERAL FUND PORTION
6/12/2025		AMAZON.COM	GEN	\$ 83.89	\$ 83.89	DC	#114-2726589-0137034: PRINTER INK
6/30/2025		IONOS	GEN	\$ 12.50	\$ 12.50	DC	WEB HOSTING : 6/24/2025; #
6/30/2025		HORIZON BANK	GEN	50.70	50.70	ACH	POSITIVE PAY SERVICE- JUNE2025 - VIA AGREEMENT
				\$12,029.88	\$12,029.88	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.

7/8/2025
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 14 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

\$ **14,125.48**

Date this 8 Day of July 2025

SIGNATURES OF GOVERNING BOARD