

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

**May 13, 2025**

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

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

No members of the public were present.

Attorney: IBCD Attorney Colby Barkes

Financial Clerk: Katie Holmgren (KH)

Chairman George Clem called the meeting to order at 7:07 PM.

1. **Approval of the Minutes of the April 8, 2025, Meeting**– Member C. Wood made the motion to approve the minutes of the April 8, 2025 meeting, motion seconded by Member R. Rutkowski; motion approved by unanimous voice vote (4-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 4.23% as of 4/30/2025. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD 2025 was \$15,641.
    - ii. Chairman Clem has been working on a draft for an RFP for the purpose of emergency pump systems on Indian Boundary Road. The expected cost is now close to \$60,000. The District will move forward without an easement from the Porter County Highway Department. RFP drafts are in process for preliminary engineering. Chairman Clem will report back on the process at the next meeting.
    - iii. A quote was obtained from R&R Visual Services for the purpose of sewer line inspection and video work. Last year, the work cost \$1.30 per foot for video work and \$1.95 per foot for cleaning. This year's quote came in at \$19,000. Member D. Doolin made the motion to approve the quote, pending certificate of insurance review and approval, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No).
    - 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 we have drawings for lines that were audited via camera for IBCD's sewer line and manhole cleanout inventory.
    - vi. Tank pumping updates were reviewed. Chairman Clem has compiled a listing and this has been distributed to D&M Excavating, Inc. along with door hangers, which are awaiting pickup.
    - vii. 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.

- viii. A discussion occurred regarding Brummitt School's billing. Chesterton Utilities bills IBCD a surcharge fee when testing data warrants. A discussion regarding possibly amending IBCD's ordinance to reflect the surcharge fees, in proportion to the Chesterton Utility surcharge assessed, via a bill to Brummitt School occurred. Legal will review and follow up.
- b. Board Member Report- Carol Wood
  - i. **IOT(Indiana Office of Technology) & Tyler Tech. Updates-** Member Wood reported that she and Clerk Holmgren continue to review the draft of the new website. A document has been created with recommended updates and edits and will be shared with the board. There is an end of May goal for the new website to go live. Also, Member Wood and Clerk Holmgren have submitted a form request for TPE (The Payment Engine). More follow up to come. The vendor is also working on setting up the test environment for Prompt Pay (Delinquent SMS notification service).
  - ii. Member C. Wood made the motion to authorize Clerk Holmgren and or Chairman Clem to sign the revised docusign agreement for TPE (credit card payment processing) services, pending legal review, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No).
  - iii. **Capital Assets-** Member Wood and Clerk Holmgren will work on updating IBCD's capital asset and or inventory process/policy.
  - iv. **Back up Processes** – no updates.
  - v. **Policy (v) – COI, WC, & Bond Requirements for Contractors-** COI samples were reviewed. More information will be reviewed before creating a policy for review.
- c. Financial Statements/Financial Clerk Reports- reviewed by Clerk K. Holmgren.
  - i. The website is up to date.
  - ii. There has been \$45,200 collected in resident sewer fees for 2025.
  - iii. There was \$1,400 in outstanding delinquent fees for 2025 quarter 1, plus penalties. This was amongst 29 residents.
  - iv. The April 2025 financial reports were reviewed.
- d. Legal Report- 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.
  - 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.
  - 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 review the revised draft of the TPE docusign document when available.

- vi. Attorney Barkes will follow up on possible sewer fee increase processes in reference to ordinance and rate study requirements.
- vii. Attorney Barkes will review possible surcharge amendment information to reflect surcharges assessed by Chesterton Utility in proportion to the Brummitt school usage/billing.

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.
  - 3. Chairman Clem has contacted MCO to do manhole inspections. The manhole at Brummitt needs inspected.
  - 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 D. Doolin made the motion to approve the claims as sent electronically by the Clerk, motion seconded by Member C. Wood; motion approved by unanimous voice vote (4-Yes, 0-No).
- 6. Comments from the Public - no public present.
- 7. Adjournment- Member C. Wood made the motion to adjourn the meeting at 8:34 PM, motion seconded by Member R. Rutkowski; motion approved by unanimous voice vote (4-Yes, 0-No).

Signed this 10th day of June 2025 by:

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CHAIRMAN- GEORGE CLEM

May 13, 2025

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VICE CHAIRMAN- JON DUNLAP

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RAYMOND RUTKOWSKI

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DANIEL DOOLIN

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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  
May Monthly Report  
For Meeting on June 10, 2025  
Submitted By: Nathan Howell**

1. On May 30, 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 991,958,168.

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 – 12.4/12.4		Pump 2 – 10.8/10.8	
L <sub>1</sub>	28.7	L <sub>1</sub>	27.5				
L <sub>2</sub>	27.8	L <sub>2</sub>	27.7	FLA =	14.0	FLA =	14.0
L <sub>3</sub>	29.0	L <sub>3</sub>	29.0	Panel Amp Meter –6.0		Panel Amp Meter –6.0	
GPM	185	GPM	190				
FLA =	30	FLA =	28				
Panel Amp Meter –28		Panel Amp Meter –28					

1284 Brummitt L.S.	- 12.0	1780 Indian Boundary	- 12.2
1501 Indian Boundary	- 12.2	1800 Indian Boundary	- 17.5
1505 Indian Boundary	- 11.2	1475 Indian Boundary	- 16.2

2. The pumps at 1475 & 1800 Indian Boundary Road are drawing higher current. We will try to investigate further this month.
3. The OmniSite flows, based on run times, are inaccurate. It is about  $\frac{1}{2}$  the actual amount. We will investigate the problem.

**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	1,291,980	57:47:27	57:09:31	
Graham Drive	509,889	48:22:01	39:02:13	4-2 Power outage
1284 Brummitt		3:33:23		
1501 Indian Boundary		1:36:03		
1505 Indian Boundary		3:19:59		
1780 Indian Boundary		2:21:32		
1800 Indian Boundary		1:01:12		
1475 Indian Boundary		1:38:53		

INDIAN BOUNDARY CONSERVANCY DISTRICT  
MONTHLY TREASURER REPORT

		<b>2025</b>	<b>May</b>
<b>General Fund</b>			
GF Horizon Bank	Beginning Balance	\$ 404,466.78	
GF TrustIndiana	Receipts	\$ 1,411.22	
GF HB Money Market	Disbursement	\$ 10,378.34	
GF MM TrustIndiana	Ending Balance	\$ 395,499.66	
<b>Cumulative Improvement</b>			
CIF Horizon Bank	Beginning Balance	\$ 344,964.28	
CIF TrustIndiana	Receipts	\$ 1,222.65	
	Disbursement	\$ -	
	Ending Balance	\$ 346,186.93	
<b>Rainy Day</b>			
RDF Horizon Bank	Beginning Balance	\$ 225,938.56	
RDF TrustIndiana	Receipts	\$ 803.74	
	Disbursement	\$ -	
	Ending Balance	\$ 226,742.30	
<b>Sewer Operating</b>			
SUF Horizon Bank	Beginning Balance	\$ 182,778.23	
SUF TrustIndiana	Receipts	\$ 2,667.51	
	Disbursement	\$ 4,249.66	
	Ending Balance	\$ 181,196.08	
<b>CD Investments</b>			
Form 350		\$ -	
<b>Total in all Accounts</b>		<b>\$ 1,149,624.97</b>	

ACCOUNTS PAYABLE VOUCHER REGISTER  
Indian Boundary Conservancy District

For Period

4/8/25

to

5/13/25

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	FUND	VOUCHER	ALLOWED	CHECK NUMBER	MEMORANDUM
5/13/2025		KATHERINE HOLMGREN	SUF	\$ 864.05	\$ 864.05	1411	2025 APRIL PAYROLL
5/13/2025		NIPSCO	SUF	\$ 395.00	\$ 395.00	1412	POWER - 1845 INDIAN BOUNDARY LIFT #401123 & GRAHAM W/O ARCHITECT LIFT #401854
5/13/2025		EUROFINS ENVIRONMENT TESTING NORTH CENTRAL, LLC	SUF	\$ 140.79	\$ 140.79	1413	#5000147991: QUARTERLY LIFT STATION TESTING: 4/11/2025
5/13/2025		INDIANA DEPARTMENT OF REVENUE	SUF	\$ 36.37	\$ 36.37	ACH	2025 APRIL STATE & LOCAL PAYROLL TAXES - SEWER FUND PORTION
5/13/2025		INDIANA UNDERGROUND PLANT PROTECTION	SUF	\$ 43.70	\$ 43.70	1414	#INV-11097: 2024 Q4 TICKET FEES
5/13/2025		MCO	SUF	\$ 1,194.75	\$ 1,194.75	1415	INV31706: 2025 MARCH MONTHLY SERVICES
5/13/2025		SUPERIOR PUMPING SERVICES, LLC	SUF	\$ 975.00	\$ 975.00	1416	#3927: INSTALLATION OF NEW PUMP
5/13/2025		D&M EXCAVATING, INC.	SUF	\$ 600.00	\$ 600.00	1417	LOCATES: #A 27631, A26140, A27804, A27846
				\$ 4,249.66	\$ 4,249.66		TOTAL SUF FUND

5/13/2025	GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1305	ADDITIONAL COMPENSATION CLAIM # 25-05
5/13/2025	CHESTERTON UTILITY	GEN	\$ 9,567.01	\$ 9,567.01	1306	TREATMENT: 3/31/2025-4/30/2025
5/13/2025	INDIANA DEPARTMENT OF REVENUE	GEN	\$ 29.84	\$ 29.84	ACH	2025 APRIL STATE & LOCAL PAYROLL TAXES - GENERAL FUND PORTION
4/15/2022	USPS	GEN	\$ 21.90	\$ 21.90	DC	POSTAGE
4/14/2025	AMAZON.COM	GEN	\$ 45.09	\$ 45.09	DC	3111-3123972-8059438: COPY PAPER
5/13/2025	IONOS	GEN	\$ 12.50	\$ 12.50	DC	WEB HOSTING : 4/24/2025 - 5/24/2025: #202054973769
4/30/2025	HORIZON BANK	GEN	\$ 50.77	\$ 50.77	ACH	POSITIVE PAY SERVICE - VIA AGREEMENT
			\$10,436.07	\$10,436.07		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.

5/13/2025

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.

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

\$

14,685.73

Date this \_\_ 13 Day of May

2025

SIGNATURES OF GOVERNING BOARD