

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

**November 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 was present.

Financial Clerk: Katie Holmgren (KH)

Chairman George Clem called the meeting to order at 7:00 PM.

1. **Approval of the Minutes of the October 14, 2025, Meeting**– Member C. Wood made the motion to approve the Minutes of the October 14, 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 an interest rate at 4.02% as of 10/31/2025. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD 2025 was \$40,604. Chairman Clem will review and possibly move more funds from TRUST IN to First Internet Bank CDs.
    - ii. 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). There are no updates currently.
    - iii. Chairman Clem discussed some options and details for phone relay service applications. Chairman Clem discussed Google Voice. Attorney Barkes also offered to forward the Board some vendor information to review.
    - iv. Attorney Barkes reported that the board compensation petition has been filed and will provide follow-up when available after November 14, 2025. An updated additional compensation and meeting pay policy will be presented at the December meeting.
    - v. Capital Asset & Inventory policy updates were discussed. Maintenance asset valuation thresholds were discussed and will be followed up on at the next meeting.
    - vi. An update to Resolution 2024-03: Customer Lien & Disconnect Policy will be presented at the December meeting.
    - vii. Member C. Wood made the motion to approve the updated Contracting Out Policy, which included the SBOA September 2025 Special District updates, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (5-Yes, 0-No).
    - viii. A letter to DSC regarding surcharge billing will be sent after the first of the new year.

- ix. A resolution authorizing the District to pay any audit costs out of the rainy-day fund will be presented at the December meeting.
- x. Chairman Clem and Board Member Wood will work on updating a back-up procedure for IBCD data and will present the procedure at the December meeting.
- b. Board Member Report- Carol Wood
  - i. **Website Updates-** The new in.gov website continues to be reviewed. Member Wood has a listing of updates which will be reviewed and processed.
  - ii. **Email Migration-** Member Wood submitted a request to IOT regarding information on switching to Gmail/Googleworks.
  - iii. **Billing Process Updates-** The concept of updating the coupons into a utility bill format with a stub was discussed and approved via consensus by the board. A sample will be presented for review and vote at the December meeting. Member Wood has also explored vendor options for billing.
- c. Financial Statements/Financial Clerk Reports- reviewed by Clerk K. Holmgren.
  - i. There has been \$53,200 collected in resident sewer fees for 2025.
  - ii. There was \$419.50 in outstanding sewer fees for 2025 quarter 3 and quarter 2 and quarter 3 combined delinquent residents. This was amongst 7 residents. 1 resident remained greater than 6 months past due and has until 11/17/25, per certified letter, to pay the outstanding balance.
  - iii. The October 2025 financial reports were reviewed.
  - iv. The annual letter and bill format for 2026 were discussed. A draft will be presented for review at the December meeting.
  - v. Member C. Wood made the motion to approve the presented schedule of 2026 board meeting dates, motion seconded by Member R. Rutkowski; motion approved by unanimous voice vote (5-Yes, 0-No).
- d. Legal Report- 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 has 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 the petition for increasing additional compensation and meeting pay for board members after November 14, 2025.
  - v. Attorney Barkes followed up on possible sewer fee increases and surcharge processes in reference to ordinance and rate study requirements. A notice in the format of a letter will be provided for distribution when necessary to affected customers by the District.

- vi. Attorney Barkes presented the legal notice for the upcoming vacancy of Member Rutkowski's position, which will be expiring in 2026. There were no receipts of any other nominations, so there will not be a contested election. The publication of upcoming vacancy was published in the Northwest Indiana Times between 10/24/25 and 10/31/25.
- e. Service Manager Report-Presented by Chairman G. Clem
  - i. Project List:
    - 1. Chairman Clem reported that a contractor is needed to do small work on manholes on Brummitt and Indian Boundary Road.
    - 2. 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 and will be followed up on.
    - 3. 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.
    - 4. 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.
    - 5. 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 8:21 PM, motion seconded by Member C. Wood; motion approved by unanimous voice vote (5-Yes, 0-No).

November 11, 2025

Signed this 9th day of December 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](#)



**Indian Boundary Conservancy District  
November Monthly Report  
For Meeting on December 9, 2025  
Submitted By: Nathan Howell**

- On November 26, 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 99788648.

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 – 12.3/12.2		Pump 2 – 10.9/10.8	
L <sub>1</sub>	28.3	L <sub>1</sub>	28.9				
L <sub>2</sub>	27.3	L <sub>2</sub>	27.5	FLA =	14.0	FLA =	14.0
L <sub>3</sub>	28.4	L <sub>3</sub>	30.0	Panel Amp Meter –6.0		Panel Amp Meter –6.0	
GPM	175	GPM	175				
FLA =	30	FLA =	29				
Panel Amp Meter –28		Panel Amp Meter – 28					

1284 Brummitt L.S. - 11.7  
1501 Indian Boundary - 10.8  
1505 Indian Boundary - 10.5

1780 Indian Boundary - 12.7  
1800 Indian Boundary - 18.0  
1475 Indian Boundary - 14.5

- The pumps at 1475 & 1800 Indian Boundary Road are drawing higher current. 1800 Indian Boundary seems to be getting worse.
- We will have the site box installed at the Graham Drive Station by Spring.
- The Omnisite flows, based on run times, are inaccurate. It is about half 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	1,145,735	54:08:30	54:37:10	
Graham Drive	425,333	41:19:15	31:37:39	
1284 Brummitt		3:06:54		
1501 Indian Boundary		1:12:57		
1505 Indian Boundary		2:16:06		
1780 Indian Boundary		1:39:56		
1800 Indian Boundary		52:41		
1475 Indian Boundary		2:36:04		

INDIAN BOUNDARY CONSERVANCY DISTRICT  
MONTHLY TREASURER REPORT

		2025	November
<b>General Fund</b>			
GF Horizon Bank	Beginning Balance	\$	483,779.78
GF TrustIndiana	Receipts	\$	1,377.21
GF HB Money Market	Disbursement	\$	8,621.44
GF MM TrustIndiana	Ending Balance	\$	450,262.13
GF Investment			
<b>Cumulative Improvement</b>			
CIF Horizon Bank	Beginning Balance	\$	372,193.94
CIF TrustIndiana	Receipts	\$	1,192.39
CIF First Internet Bank	Disbursement	\$	-
CIF Investment	Ending Balance	\$	373,386.33
<b>Rainy Day</b>			
RDF Horizon Bank	Beginning Balance	\$	230,759.47
RDF TrustIndiana	Receipts	\$	732.71
RDF Investment	Disbursement	\$	-
	Ending Balance	\$	231,492.18
<b>Sewer Operating</b>			
SUF TrustIndiana	Beginning Balance	\$	167,276.26
SUF Horizon Bank	Receipts	\$	1,066.96
SUF Investment	Disbursement	\$	3,488.26
	Ending Balance	\$	164,854.96
<b>CD Investments</b>			
Form 350		\$	-
<b>Total in all Accounts</b>			
		\$	1,219,995.60

<b>I hereby certify that this report is true and correct.</b>	Financial Clerk
	Chairman

ACCOUNTS PAYABLE VOUCHER REGISTER  
Indian Boundary Conservancy District

For Period 10/14/25 to 11/11/25

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	FUND	VOUCHER	ALLOWED	CHECK NUMBER	MEMORANDUM
11/11/2025		KATHERINE HOLMGREN	SUF	\$ 864.05	\$ 864.05	1446	2025 OCTOBER PAYROLL
11/11/2025		NIPSCO	SUF	\$ 341.00	\$ 341.00	1447	POWER - 1845 INDIAN BOUNDARY LIFT #400145 & GRAHAM W/O ARCHITECT LIFT #401025
11/11/2025		MCO	SUF	\$ 553.05	\$ 553.05	1448	INV32167: 2025 AUGUST MONTHLY SERVICES
11/11/2025		EUROFINS ENVIRONMENT TESTING NORTH CENTRAL, LLC	SUF	\$ 140.79	\$ 140.79	1449	#500155812: QUARTERLY LIFT STATION TESTING: 10/7/2025
11/11/2025		MB CONTROLS LLC	SUF	\$ 653.00	\$ 653.00	1450	#1487: 6/27/25: CELL RADIO UPGRADE
11/11/2025		INDIANA DEPARTMENT OF REVENUE	SUF	\$ 36.37	\$ 36.37	ACH	2025 OCTOBER STATE & LOCAL PAYROLL TAXES - SEWER FUND PORTION
11/11/2025		D&M EXCAVATING, INC.	SUF	\$ 900.00	\$ 900.00	1451	LOCATES: A28873, A28897, A28899, A29036
				\$ 3,488.26	\$ 3,488.26	TOTAL SUF FUND	
11/11/2025		GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1327	ADDITIONAL COMPENSATION CLAIM # 25-10
11/11/2025		RAYMOND RUTKOWSKI	GEN	\$ 88.62	\$ 88.62	1328	ADDITIONAL COMPENSATION CLAIM # OCTOBER 2025
11/11/2025		CHESTERTON UTILITY	GEN	\$ 7,725.10	\$ 7,725.10	1329	TREATMENT: 9/30/2025 - 10/31/2025
11/11/2025		INDIANA DEPARTMENT OF REVENUE	GEN	\$ 33.57	\$ 33.57	ACH	2025 OCTOBER STATE & LOCAL PAYROLL TAXES - GENERAL FUND PORTION
10/16/2025		NWI TIMES	GEN	\$ 126.16	\$ 126.16	DC	PUBLICATION OF R. RUTKOWSKI'S BOARD MEMBER SEAT EXPIRING 2026
10/15/2025		USPS	GEN	\$ 36.56	\$ 36.56	DC	CERTIFIED MAIL (2) AND POSTAGE
10/28/2025		IONOS	GEN	\$ 14.42	\$ 14.42	DC	WEB HOSTING : 10/25/2025 - 11/24/2025; #202058178373
10/10/2025		HORIZON BANK	GEN	\$ 50.91	\$ 50.91	ACH	POSITIVE PAY SERVICE- OCTOBER 2025 - VIA AGREEMENT
				\$8,784.30	\$8,784.30	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.

11/11/2025  
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 15 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

\$ 12,272.56

Dated this 11th Day of November 2025

SIGNATURES OF GOVERNING BOARD