

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

October 14, 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 September 9, 2025, Meeting and the Minutes of the September 9, 2025 Special Meeting**– Member R. Rutkowski made the motion to approve the Minutes of the September 9, 2025, Meeting and the Minutes of the September 9, 2025, Special Meeting; motion seconded by Member J. Dunlap; 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 4.19% as of 9/30/2025. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD 2025 was \$37,000. Chairman Clem, acting in his role of Chief Financial Officer, started the process to open CD accounts at First Internet Bank (Carmel, IN). The CDs will be 12M or less in term and will help maintain interest revenue. \$100,000 from the cumulative fund account at Trust IN was transferred to the cumulative fund CD at First Internet Bank, which pays 4.11% interest in a 12 month CD.
 - ii. Chairman Clem reported that R&R Visual has finished their inspection. D&M has started tank pumping.
 - 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). There are no updates currently.
 - 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. The goal is to have new phone numbers for staff around year end.
 - v. Member C. Wood made the motion to approve the updated agreement for the Financial Clerk, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (5-Yes, 0-No).
 - vi. Attorney Barkes reported that the board compensation petition has been filed and will provide follow-up when available after the November 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. Member Wood attended the IOT's Town Hall on 10/14 and reviewed information from a vendor called Abnormal AI, which reportedly enhances email security for units that use services such as Gmail for email.
 - iv. **Capital Assets-** Member Wood and Clerk Holmgren will work on updating IBCD's capital assets and or inventory process/policy. No updates.
 - v. **Back up Processes –** No updates.
 - vi. **Billing Process Updates-** Member Wood met with Clerk Holmgren regarding a discussion on updating payment coupons for 2026. 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 November/December meeting.
 - vii. The concept of a vanity URL for the new website was discussed. More follow up to come.
- c. Financial Statements/Financial Clerk Reports- reviewed by Clerk K. Holmgren.
- i. There has been \$52,500 collected in resident sewer fees for 2025.
 - ii. There was \$588 in outstanding sewer fees for 2025 quarter 3 and quarter 2 and quarter 3 combined delinquent residents. This was amongst 10 residents. Member J. Dunlap made the motion to send the two residents greater than six months past due notices of disconnect, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (5-Yes, 0-No). Chairman Clem requested an update to policy to be drafted which would allow the Clerk to send out notices of disconnect between meeting dates. A policy update will be presented for vote at the November meeting.
 - iii. The September 2025 financial reports were reviewed.
 - iv. The Prompt Pay software continues to be successful in helping with delinquent payment collection.
 - v. The annual letter and bill format for 2026 were discussed. A draft will be presented for review at the November meeting.
 - vi. The meeting dates and location for 2026 were discussed and will be presented for review and vote at the November meeting.
 - vii. The most recent Special District's Bulletin highlights relevant to the District were reviewed. The contracting-out policy will be reviewed and followed up on in this regard.
- 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.
 - 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. Also, Barkes provided Rutkowski with a nominating petition document for collecting signatures. The publication of upcoming vacancy will be 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 the excavation at Arbor is ongoing. As far as Violet Dr., the customer will remedy the issue.
 - 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. The idea of the Porter County Highway Department possibly setting the rings was discussed and will be followed up on.
 - 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

October 14, 2025

5. Claims- reviewed by Clerk K. Holmgren. Member C. Wood made the motion to approve the claims as sent electronically by the Clerk, 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 R. Rutkowski made the motion to adjourn the meeting at 8:06 PM, motion seconded by Member G. Clem; motion approved by unanimous voice vote (5-Yes, 0-No).

Signed this 14th day of October 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
September Monthly Report
For Meeting on November 11, 2025
Submitted By: Nathan Howell**

- On October 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 98679256.

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 – 11.8/11.6		Pump 2 – 10.6/10.6	
L ₁	28.0	L ₁	28.0				
L ₂	28.8	L ₂	28.0	FLA =	14.0	FLA =	14.0
L ₃	29.2	L ₃	29.5	Panel Amp Meter –6.0		Panel Amp Meter –6.0	
GPM	172	GPM	172				
FLA =	30	FLA =	29				
Panel Amp Meter –28		Panel Amp Meter – 28					

1284 Brummitt L.S. - 11.3
1501 Indian Boundary - 10.6
1505 Indian Boundary - 11.4

1780 Indian Boundary - 12.6
1800 Indian Boundary - 17.5
1475 Indian Boundary - 16.5

- The pumps at 1475 & 1800 Indian Boundary Road are drawing higher current.
- We will have the site box installed at the Graham Drive Station within a month.
- There was an emergency callout for the Indian Boundary Road lift station, pump fail. We responded and found a phase out. We called Superior Pumping because we could not determine cause. They found a failed contact in the disconnect outside the panel which was repaired.
- 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	1,314,725	61:332:13	63:40:32	
Graham Drive	468,777	45:22:03	35:02:09	
1284 Brummitt		4:56:15		
1501 Indian Boundary		2:26:00		
1505 Indian Boundary		2:44:24		
1780 Indian Boundary		1:59:48		
1800 Indian Boundary		56:46		
1475 Indian Boundary		2:38:17		

INDIAN BOUNDARY CONSERVANCY DISTRICT
MONTHLY TREASURER REPORT

		2025	October
General Fund			
GF Horizon Bank	Beginning Balance	\$	483,779.78
GF TrustIndiana	Receipts	\$	1,513.93
GF HB Money Market	Disbursement	\$	7,923.32
GF MM TrustIndiana	Ending Balance	\$	457,506.36
Cumulative Improvement			
	Beginning Balance	\$	370,921.37
CIF Horizon Bank	Receipts	\$	1,272.57
CIF TrustIndiana	Disbursement	\$	-
CIF First Internet Bank	Ending Balance	\$	372,193.94
Rainy Day			
	Beginning Balance	\$	229,967.28
RDF Horizon Bank	Receipts	\$	792.19
RDF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	230,759.47
Sewer Operating			
	Beginning Balance	\$	176,145.82
SUF Horizon Bank	Receipts	\$	1,550.55
SUF TrustIndiana	Disbursement	\$	10,420.11
	Ending Balance	\$	167,276.26
CD Investments			
Form 350		\$	-
Total in all Accounts		\$	1,227,736.03

<p>I hereby certify that this report is true and correct.</p>	<p>Financial Clerk _____</p> <p>Chairman _____</p>
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ACCOUNTS PAYABLE VOUCHER REGISTER
Indian Boundary Conservancy District

For Period 9/9/25 to 10/14/25

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	FUND	VOUCHER	ALLOWED	CHECK NUMBER	MEMORANDUM
		KATHERINE HOLMGREN	SUF	\$ 864.05	\$ 864.05	1440	2025 SEPTEMBER PAYROLL
10/14/2025		NIPSCO	SUF	\$ 341.00	\$ 341.00	1441	POWER - 1845 INDIAN BOUNDARY LIFT #400140 & GRAHAM W/O ARCHITECT LIFT #401011
10/14/2025		MCO	SUF	\$ 668.25	\$ 668.25	1442	INV32068: 2025 JULY MONTHLY SERVICES
10/14/2025		R&R VISUAL, INC.	SUF	\$ 7,373.04	\$ 7,373.04	1443	#9883 CCTV INSPECTION - 5,671.57 FT. 7/28-25 - 7/31/25
10/14/2025		INDIANA UNDERGROUND PLANT PROTECTION	SUF	\$ 87.40	\$ 87.40	1444	#INV-17111: 2025 Q2 TICKET FEES & #INV-20030: 2025 Q3 TICKET FEES
10/14/2025		INDIANA DEPARTMENT OF REVENUE	SUF	\$ 36.37	\$ 36.37	ACH	2025 SEPTEMBER STATE & LOCAL PAYROLL TAXES - SEWER FUND PORTION
10/14/2025		D&M EXCAVATING, INC.	SUF	\$ 1,050.00	\$ 1,050.00	1445	LOCATES: A28615, A28437, A28627, A28832, A28848
				\$ 10,420.11	\$ 10,420.11		TOTAL SUF FUND
10/14/2025		GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1324	ADDITIONAL COMPENSATION CLAIM # 25-09
10/14/2025		RAYMOND RUTKOWSKI	GEN	\$ 88.62	\$ 88.62	1325	ADDITIONAL COMPENSATION CLAIM # SEPTEMBER 2025
10/14/2025		CHESTERTON UTILITY	GEN	\$ 6,864.12	\$ 6,864.12	1326	TREATMENT: 8/29/2025 - 9/30/2025
10/14/2025		INDIANA DEPARTMENT OF REVENUE	GEN	\$ 33.57	\$ 33.57	ACH	2025 SEPTEMBER STATE & LOCAL PAYROLL TAXES - GENERAL FUND PORTION
9/11/2025		USPS	GEN	\$ 23.40	\$ 23.40	DC	POSTAGE
10/14/2025		IONOS	GEN	\$ 14.42	\$ 14.42	DC	WEB HOSTING : 9; #
9/30/2025		HORIZON BANK	GEN	\$ 50.91	\$ 50.91	ACH	POSITIVE PAY SERVICE- SEPTEMBER 2025 - VIA AGREEMENT
				\$ 7,784.00	\$ 7,784.00		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.

Date10/14/2025

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

\$

18,204.11

Date this 14th day of October, 2025

SIGNATURES OF GOVERNING BOARD