

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

October 17, 2024

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

No members of the public were present.

Attorney: IBCD Attorney Colby Barkes

Financial Clerk: Katie Holmgren (KH)

Chairman G. Clem called the meeting to order at 7:09 PM.

1. **Ordinance 2024-01: 2025 Budget & Real Estate Tax Levy** – The public hearing for the 2025 Budget & Real Estate Tax Levy was held 9/12/2024 at IBCD’s 9/12/2024 meeting. Vice Chairman J. Dunlap made the motion to approve the ordinance on 1st reading, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No). Vice Chairman J. Dunlap made the motion to suspend the rules, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No). Vice Chairman J. Dunlap made the motion to approve the ordinance on 2nd reading, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No).
2. **Ordinance 2024-02: Sewer Rates & Fees**- The public hearing for Sewer Rates & Fees was held 9/12/2024 during IBCD’s 9/12/2024 meeting. Member C. Wood made the motion to approve the ordinance on 1st reading, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No). Member C. Wood made the motion to suspend the rules, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No). Member C. Wood made the motion to approve the ordinance on 2nd reading, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No).
3. **Ordinance 2024-03: Sewer Rates & Fees** - The public hearing for Sewer Rates & Fees was held 9/12/2024 during IBCD’s 9/12/2024 meeting. Member D. Doolin made the motion to approve the ordinance on 1st reading, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No). Member D. Doolin made the motion to suspend the rules, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No). Member D. Doolin made the motion to approve the ordinance on 2nd reading, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No).
4. **Approval of the Minutes September 12, 2024 Meeting**– Vice Chairman J. Dunlap made the motion to approve the minutes of the September 12, 2024 meeting, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No).
5. Reports
 - a. Chairman
 - i. Chairman Clem reported on interest rates from local financial institutions and TRUST IN. TRUST IN had the best interest rate at 4.99% as of 9/30/2024. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD was \$37,207.

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- ii. Chairman Clem reported the Brummitt meter was read on 9/30/2024. Clerk Holmgren will contact DSC (Duneland School Corporation) for the purpose of asking them to start sending us their IAWC (Indiana American Water Company) readings.
 - iii. Chairman Clem reported on the updated tank pumping and inspection schedule for the website.
 - iv. Chairman Clem drafted and sent out RFPs for tank inspection and service to:
 - 1. D&M Excavating – Michigan City, IN
 - 2. Freeflow Environmental – Valparaiso, IN
 - 3. Gift Septic Service – Wanatah, IN
 - 4. Dogtag Septic Services, LLC – LaPorte, IN
 - 5. Ground Improvement Services – Valparaiso, IN
 - a. Of the 5 companies that the RFPs were sent to, two responded: Ground Improvement Services & D&M Excavating. Member C. Wood made the motion to accept the RFP from the lowest cost contractor, D&M Excavating; motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No).
 - v. Chairman Clem reported that the documentation has been submitted to DLGF for the \$20,000 additional appropriation for SBOA Compliance Engagement fees. The resolution was signed at the 9/12/2024 meeting when the public hearing occurred. The additional appropriation has been approved by DLGF. The SBOA Special Districts bulletin for September explains that the invoice for the compliance engagement will get paid by the County and then IBCD will then receive an invoice from the County.
 - vi. **Anti-Nepotism Policy:** Member D. Doolin made the motion to approve the Anti-Nepotism Policy, motion seconded by Member C. Wood; motion approved by unanimous voice vote (4-Yes, 0-No).
 - vii. **Contracting Out Policy:** Member C. Wood made the motion to approve the Contracting Out Policy, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No).
- b. Board Member Report- Carol Wood
- i. **IOT(Indiana Office of Technology) Updates-** Board Member Wood reported on the IOT Cyber Security meeting that is scheduled for 10/31/2024. The IOT offers subdomain services for websites and emails, payment processing, and more. Wood provided an overview and information of services offered and will follow up with another report at the next meeting.
- c. Financial Statements/Financial Clerk Reports- reviewed by Clerk K. Holmgren.
- i. The website is up to date.
 - ii. There has been \$51,000 collected in resident sewer fees for 2024.
 - iii. There was \$593.50 in delinquent fees outstanding, plus penalties, at the end of Q3 2024. This was amongst 10 residents. There were 7 residents outstanding for Q2 only and there were 3 residents outstanding for Q2 & Q3. Chairman G. Clem made the motion to send the

3 residents that were delinquent for Q2 & Q3 notices of disconnect, motion seconded by Member C. Wood; motion approved by unanimous voice vote (4-Yes, 0-No).

- iv. The September 2024 financial reports were reviewed.
- v. Meeting days and locations for 2025 were discussed.
- vi. Clerk Holmgren will be sending out a draft of the 2025 annual letter and payment coupons for review at the next meeting. Review/Vote of the letter/coupons will take place at the November meeting.

d. Legal Report- IBCD Attorney Colby Barkes

- i. Nominating Petitions: Attorney Barkes provided Vice Chairman J. Dunlap and Member D. Doolin with nominating petitions.
- ii. There have been no updates regarding proceeding with the new service contract with Chesterton Utilities.
- iii. There have been no updates from the Shirley Heinze board/legal regarding the Indian Boundary Lift Station.
- iv. There have been no updates regarding the Porter County Highway Department regarding the Indian Boundary Road Lift Station.
- v. There have been no updates regarding the Graham Lift Station.
- vi. A draft of a recording archiving policy will be created and reviewed at the next meeting.

e. Service Manager Report-Presented by Chairman G. Clem

i. Project List:

- 1. Chairman Clem has received communication from Superior Pumping to do the 2023/2024 lift station inspection reports. The inspections 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.
- 2. 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. 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 starting to spall. Working with Nathan of MCO on specifications for rework. Specifications have been received from Chesterton Utilities and there are no updates.
- c. MCO completed the manhole inspection and Chairman Clem has received the written report. Chairman Clem will prepare RFPs.

7. New Business- None.

- 8. Claims- reviewed by Clerk K. Holmgren. Vice Chairman J. Dunlap made the motion to approve the claims as submitted, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No).

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9. Comments from the Public - no public present.

10. Adjournment- Member C. Wood made the motion to adjourn the meeting at 8:08 PM, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No).

Signed this 14th day of November 2024 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
October Monthly Report
For Meeting on November 12, 2024
Submitted By: Nathan Howell**

- On October 31, 2024, 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 81,656,560.

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 – 12.0/12.2		Pump 2 – 10.6/10.6	
L ₁	29.0	L ₁	29.4				
L ₂	28.0	L ₂	28.4	FLA =	14.0	FLA =	14.0
L ₃	30.1	L ₃	27.9	Panel Amp Meter –6.0		Panel Amp Meter –6.0	
GPM	183	GPM	190				
FLA =	30	FLA =	28				
Panel Amp Meter –28		Panel Amp Meter – 28					

1284 Brummitt L.S. - 11.5
1501 Indian Boundary - 11.0
1505 Indian Boundary - 11.5

1780 Indian Boundary - 12.7
1800 Indian Boundary - 18.8
1475 Indian Boundary - 14.8

- 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.
- 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	1,422,933	59:33:15	55:58:53	
Graham Drive	689,222	39:04:11	32:24:42	
1284 Brummitt		4:14:19		
1501 Indian Boundary		1:09:51		
1505 Indian Boundary		4:25:06		
1780 Indian Boundary		2:45:26		
1800 Indian Boundary		49:37		
1475 Indian Boundary		1:13:25		

INDIAN BOUNDARY CONSERVANCY DISTRICT
MONTHLY TREASURER REPORT

		2024	October
General Fund			
GF Horizon Bank	Beginning Balance	\$	452,277.01
GF TrustIndiana	Receipts	\$	1,865.00
GF HB Money Market	Disbursement	\$	7,925.35
GF MM TrustIndiana	Ending Balance	\$	446,216.66
Cumulative Improvement			
	Beginning Balance	\$	325,162.06
CIF Horizon Bank	Receipts	\$	1,310.38
CIF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	326,472.44
Rainy Day			
	Beginning Balance	\$	186,748.50
RDF Horizon Bank	Receipts	\$	754.99
RDF TrustIndiana	Disbursement	\$	754.99
	Ending Balance	\$	186,748.50
Sewer Operating			
	Beginning Balance	\$	153,526.48
SUF Horizon Bank	Receipts	\$	1,164.62
SUF TrustIndiana	Disbursement	\$	3,598.06
	Ending Balance	\$	151,093.04
CD Investments			
Form 350		\$	-
Total in all Accounts			
		\$	1,110,530.64

I hereby certify that
this report is true and
correct.

Financial Clerk

Chairman

For Period 9/12/24 to 10/17/24

10/17/2024	GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1276	ADDITIONAL COMPENSATION CLAIM # 24-10
10/17/2024	CHESTERTON UTILITY	GEN	\$ 6,766.02	\$ 6,766.02	1277	TREATMENT: 8/30/2024
10/17/2024	IONOS	GEN	\$ 12.50	\$ 12.50	DC	WEB HOSTING : 9/25/2024 - 10/25/2024 : #202051547061
10/17/2024	LEE ENTERPRISES, INC.	GEN	\$ 192.87	\$ 192.87	1278	#500039800: ADVERTISEMENT OF PUBLIC HEARING: RATE ORDINANCES & ADDITIONAL APPROPRIATION
10/17/2024	US TREASURY	GEN	151.82	151.82	1279	2024 Q3 FEDERAL 941 PAYROLL TAXES - GENERAL FUND PORTION
10/17/2024	HORIZON BANK	GEN	50.49	50.49	ACH	POSITIVE PAY SERVICE - VIA AGREEMENT:

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.

Fiscal Officer

(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.

11,245.17

SIGNATURES OF GOVERNING BOARD