

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

September 12, 2024

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)

1. **Public Hearing: Additional Appropriation- General Fund-** Chairman G. Clem made the motion to open the public hearing for additional appropriation at 7:02 PM, motion seconded by Member C. Wood; motion approved by unanimous voice vote (4-Yes, 0-No). No public were present. No one spoke for or against the additional appropriation. Chairman G. Clem made the motion to close the public hearing at 7:04 PM, motion seconded by Member C. Wood; motion approved by unanimous voice vote (4-Yes, 0-No). Chairman G. Clem made the motion to approve Resolution 2024-04- Additional Appropriation-General Fund, motion seconded by Member C. Wood; motion approved by unanimous voice vote (4-Yes, 0-No).
2. **Public Hearing: 2025 Budget & Real Estate Tax Levy/ Ordinance 2024-01-** Chairman G. Clem made the motion to open the public hearing at 7:04 PM, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No). No public were present. No one spoke for or against the 2025 budget & real estate tax levy/Ordinance 2024-01. Chairman G. Clem made the motion to close the public hearing at 7:06 PM, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No). The 2025 Budget & Real Estate Tax Levy and Ordinance 2024-01 will be reviewed and adopted at the 10/17/2024 regularly scheduled meeting at 7 PM at Westchester Public Library in the Bertha Wood Meeting room.
3. **Public Hearing: Sewer Rates & Fees/ Ordinance 2024-02-** Chairman G. Clem made the motion to open the public hearing at 7:07 PM, motion seconded by Member R. Rutkowski; motion approved by unanimous voice vote (4-Yes, 0-No). No public were present. No one spoke for or against the Sewer Rates/Fees Ordinance 2024-02. Chairman G. Clem made the motion to close the public hearing at 7:08 PM, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No). Ordinance 2024-02 will be reviewed and adopted at the 10/17/2024 regularly scheduled meeting at 7 PM at Westchester Public Library in the Bertha Wood Meeting room.
4. **Public Hearing: Sewer Rates & Fees/ Ordinance 2024-03-** Chairman G. Clem made the motion to open the public hearing at 7:08 PM, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No). No public were present. No one spoke for or against the Sewer Rates/Fees Ordinance 2024-03. Chairman G. Clem made the motion to close the public hearing at 7:09 PM, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No). Ordinance 2024-03 will be reviewed and adopted at the 10/17/2024 regularly scheduled meeting at 7 PM at Westchester Public Library in the Bertha Wood Meeting room.

The regularly scheduled meeting was called to order at 7:09 PM.

5. **Approval of the Minutes August 13, 2024 Meeting**– Member R. Rutkowski made the motion to approve the minutes of the August 13, 2024 Meeting, motion seconded by Chairman G. Clem; motion approved by unanimous voice vote (4-Yes, 0-No).
6. 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 5.33% as of 8/31/2024. Interest rates will continue to be reviewed monthly to secure the best interest rates possible for the IBCD. Total interest received YTD was \$36,770.
 - ii. Chairman Clem reported on the construction occurring around the Brummitt School meter. An invoice for July-August was sent using readings from last year.
 - iii. Chairman Clem and Member C. Wood attended the IOT (Indiana Office of Technology) cyber security conference on 8/22/2024.
 - iv. There was a manhole that was partially paved by a previous Porter County project at Arbor & Brummitt. Chairman Clem will follow up on a 3-inch lift ring and is currently exploring cost, installation, and shipping location.
 - v. Chairman Clem reported no updates to IBCD's email archiving processes.
 - vi. Chairman Clem presented a draft of a nepotism policy. Legal will review the draft and report back at the next meeting for review/vote.
 - vii. A discussion was held regarding the bank's positive pay service and its cost. The board decided via consensus to keep the service and re-evaluate as needed.
 - viii. Chairman Clem presented a draft of a contracting out policy for review. Legal will review the draft and report back at the next meeting for review/vote.
 - b. Board Member Report- Carol Wood
 - i. Board Member Wood and Clerk Holmgren will schedule and resume the next process review meeting regarding capital assets and inventory procedures/policy.
 - ii. Board Member Wood reported on the IOT Cyber Security meeting. 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. Meeting location changes and date changes have been posted.
 - ii. There was \$51,000 collected in resident sewer fees have been collected for 2024.
 - iii. There was \$188 in delinquent fees outstanding, plus penalties, at the end of Q2 2024. This was amongst 5 residents. A report for quarter 3 will be provided at the October meeting.
 - iv. The August 2024 financial reports were reviewed.
 - v. Meeting days and locations for 2025 were discussed. The board decided via consensus for Clerk Holmgren to reach out to Westchester Public Library about trying to book either the 2nd or 3rd Tuesdays of the months for meetings in 2025.
 - 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. There have been no updates regarding proceeding with the new service contract with Chesterton Utilities.
- ii. There have been no updates from the Shirley Heinze board/legal regarding the Indian Boundary Lift Station. Follow-up will be provided at the next meeting regarding the easement.
- iii. There have been no updates regarding the Porter County Highway Department regarding the Indian Boundary Road Lift Station.
- iv. There have been no updates regarding the Graham Lift Station.
- v. A draft of a recording archiving policy will be created/reviewed.

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.
2. RFPs to rebuild Indian Boundary Lift Station - no updates for now.

7. Old Business-

- a. 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.
- b. MCO completed the manhole inspection and Chairman Clem has received the written report. Chairman Clem will prepare RFPs. Manhole has been uncovered and will need to be inspected.
- c. The wet well alarms recently went off and were inspected.

8. New Business- None.

9. Claims- reviewed by Clerk K. Holmgren. Member R. Rutkowski made the motion to approve the claims as submitted, motion seconded by Member D. Doolin; motion approved by unanimous voice vote (4-Yes, 0-No).

10. Comments from the Public - no public present.

11. Adjournment- Member R. Rutkowski made the motion to adjourn the meeting at 8:23 PM, motion seconded by Member C. Wood; motion approved by unanimous voice vote (4-Yes, 0-No).

Signed this 17th day of October 2024 by:

CHAIRMAN- GEORGE CLEM

VICE CHAIRMAN- JON DUNLAP

RAYMOND RUTKOWSKI

September 12, 2024

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 October 8, 2024
Submitted By: Nathan Howell**

- On September 30, 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 80,364,224.

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 – 12.2/12.3		Pump 2 – 10.8/10.9	
L ₁	27.5	L ₁	27.8				
L ₂	28.8	L ₂	27.2	FLA =	14.0	FLA =	14.0
L ₃	27.4	L ₃	27.5	Panel Amp Meter –6.0		Panel Amp Meter –6.0	
GPM	183	GPM	192				
FLA =	30	FLA =	28				
Panel Amp Meter –26		Panel Amp Meter – 26					

1284 Brummitt L.S. - 12.0
1501 Indian Boundary - 10.6
1505 Indian Boundary - 11.2

1780 Indian Boundary - 11.5
1800 Indian Boundary - 16.2
1475 Indian Boundary - 16.4

- 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.
- We opened all the STEP station wells and tested the high-level alarm. All worked properly.

Pumping Station Summary

Pumping/Alarm Summary	Gallons/Month	Hours		Alarms
		Pump 1	Pump 2	
Indian Boundary	1,270,640	56:23:54	51:27:45	Power outage 9/16
Graham Drive	689,222	39:04:11	32:24:42	Power outage 9/16
1284 Brummitt		4:07:01		
1501 Indian Boundary		1:04:17		Power outage 9/16
1505 Indian Boundary		6:12:23		Power outage 9/16
1780 Indian Boundary		1:56:39		Power outage 9/16
1800 Indian Boundary		48:44		Power outage 9/16
1475 Indian Boundary		1:49:53		Power outage 9/16

INDIAN BOUNDARY CONSERVANCY DISTRICT
MONTHLY TREASURER REPORT

		2024	September
General Fund			
GF Horizon Bank	Beginning Balance	\$	472,000.69
GF TrustIndiana	Receipts	\$	21,949.21
GF HB Money Market	Disbursement	\$	41,672.89
GF MM TrustIndiana	Ending Balance	\$	452,277.01
Cumulative Improvement			
	Beginning Balance	\$	323,830.53
CIF Horizon Bank	Receipts	\$	1,331.53
CIF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	325,162.06
Rainy Day			
	Beginning Balance	\$	185,981.43
RDF Horizon Bank	Receipts	\$	767.07
RDF TrustIndiana	Disbursement	\$	-
	Ending Balance	\$	186,748.50
Sewer Operating			
	Beginning Balance	\$	153,869.61
SUF Horizon Bank	Receipts	\$	1,429.33
SUF TrustIndiana	Disbursement	\$	1,682.46
	Ending Balance	\$	153,616.48
CD Investments			
Form 350		\$	-
Total in all Accounts		\$	1,117,804.05

I hereby certify that this report is true and correct.	<div style="display: flex; justify-content: space-between;"> <div>Financial Clerk</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Chairman</div> <div>_____</div> </div>
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ACCOUNTS PAYABLE VOUCHER REGISTER
Indian Boundary Conservancy District

For Period 8/13/24 to 9/12/24

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	FUND	VOUCHER	ALLOWED	CHECK NUMBER	MEMORANDUM
9/12/2024		KATHERINE HOLMGREN	SUF	\$ 837.46	\$ 837.46	1373	2024 AUGUST PAYROLL
9/12/2024		NIPSCO	SUF	\$ 395.00	\$ 395.00	1374	POWER - 1845 INDIAN BOUNDARY LIFT -#411831 & GRAHAM W/O ARCHITECT LIFT #412804
9/12/2024		D&M EXCAVATING, INC.	SUF	\$ 450.00	\$ 450.00	1375	LOCATES: A26408, A 26107
				\$ 1,682.46	\$ 1,682.46	TOTAL SUF FUND	

9/12/2024		GEORGE CLEM	GEN	\$ 708.96	\$ 708.96	1271	ADDITIONAL COMPENSATION CLAIM # 24-9
9/12/2024		CHESTERTON UTILITY	GEN	\$ 6,490.71	\$ 6,490.71	1272	TREATMENT:7/31/2024-8/30/2024
9/12/2024		IONOS	GEN	\$ 12.50	\$ 12.50	DC	WEB HOSTING : 8/25/2024 - 9/25/2024: #202051037552
8/16/2024		USPS	GEN	\$ 21.90	\$ 21.90	DC	30 STAMPS
8/27/2024		AMAZON.COM	GEN	120.37	120.37	DC	#114-8665615-8766619: COPY PAPER & PRINTER INK, #114-6722479-0590637: PRINTER INK
9/12/2024		D&M EXCAVATING, INC.	GEN	14,400.00	14,400.00	1273	# T248402: TANK PUMPING (39), VISUAL/VIDEO INSPECTION, AND LID CASTING & CLEANING (39)
9/12/2024		GEORGE CLEM	GEN	9.99	9.99	1274	REIMBURSE AMAZON #113-0540996-1333826- METER BOX KEY
9/12/2024		GEORGE CLEM	GEN	12.74	12.74	1275	MILEAGE REIMBURSEMENT: 8/22/2024: IOT CYBER CONNECT
				\$21,777.17	\$21,777.17	TOTAL GENERAL FUND	

****Bold** claims indicate charges already deducted from bank account.

				\$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.

9/12/2024
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 11 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

\$23,459.63

Date this 12 Day of September 2024

SIGNATURES OF GOVERNING BOARD