

SHOREWOOD FOREST UTILITIES, INC.

425 Utility Dr.
Valparaiso, IN 46385
219-531-0706

BOARD OF DIRECTORS MEETING

President, Greg Colton
Vice President, Dan Clark
Treasurer, Jerry Hanas
Secretary, Ken Buczek
Director, Terry Atherton

Meeting of February 16, 2017

NOTE: All minutes are summarized to give the community the essential information of what has taken place at meetings and what votes were taken. Board discussions and public comments are not presented verbatim.

Pursuant to the call of the Board of Directors of Shorewood Forest Utilities, Inc., Board President Greg Colton called the February 16, 2017 meeting to order at 7:02 p.m. in the Shorewood Forest Club House. Directors Greg Colton, Dan Clark, Terry Atherton, and Jerry Hanas were present, Ken Buczek was absent. Also attending were Forest Ash, Plant Manager, and four members of the Utility.

Approval of Prior Minutes:

Board President Colton asked if there were any questions concerning the minutes from the previous Board meeting of January 19, 2017. There were none. The minutes of the Board of Directors Regular Meeting of January 19, 2017 were then accepted and approved.

Shop Report:

A copy of the December 9, 2016 through January 17, 2017 Shop Report, prepared by Forest Ash, Plant Manager, was distributed to all Members who were present, and is summarized as follows:

Shop Report

January 18th through February 8th, 2017

Main Plant

1. Permit capacity is 450,000 GPD. We had an average flow of 220,700 GPD and our high flow was 343,700 GPD. We treated a total of 6.843 million gallons of wastewater last month, or 49% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 99.4% removal of BODS; 99.4% of Suspended Solids; 99.6% of Ammonia; and 96.3% of Phosphorus (80% minimum).
2. On January 24th, we walked to the creek for our normal monthly inspection.
3. On January 23rd, we replaced the 24-volt battery charger for the plant generator with a new 24-volt battery charger.
4. On January 30th, the plant generator did not start. We found the generator was about 4 gallons low on antifreeze and the block heater was not working.

Lift Stations

1. Lift station pump run times from January 1 - 31, 2017

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	789	38.3	Nature Preserve	1666	186.8
Pixley	461	29.1	Devon	2717	77.6
Edgewood	545	60.1	Main	6500	174.2
Surrey Hill	509	28.9	Wessex	660	49
Wexford	593	28.6	Scarborough	585	62.2
Amhurst	1443	148.7	Shorewood ct.	1038	200.1
Roxbury	2205	81.1			

- On January 18th, we went to Wessex to trouble shoot pump1. We found a relay vibrated loose. After plugging in the relay the pump started working again.
- On January 24th, we pulled pump 2 at Sagamore lift station. We found the pump full of rags. The pump was cleaned out and put back in service.
- On February 6th, we installed a new resistor to the RONK at Scarborough. We got the pump realigned and made sure the level went down. When we got back to the shop we had a “backup control mode” alarm. We went back to the station but could not find a reason for the alarm to be on. The alarm cleared when the pump was turned from auto to off.
- On February 7th, we pulled pump 2 at Amhurst lift station. We found nothing in the pump and the pump turned freely. We put the pump back in the lift station to test it and a start capacitor blew in the Ronk. We replaced the start capacitor and found some wires had come loose, we replaced the wire ends, and reconnected them to the starter relays. The Ronk and the pump is now back in operation.

Sewer Lines & Manholes

- On February 2nd, we were called to Sagamore by Indiana American Water. We popped a manhole so they could take a depth reading for a road bore.

Other

- No issues this month.

Submitted By

Forest W. Ash

Questions and Answers:

Mr. Colton asked if there were any more questions, concerning the shop report.

Mr. Clark asked if we typically watched the boring for the water line. Mr. Ash responded that we do not, we open the manhole so they can see the depth, and that is all we do.

Mr. Hanas asked if we are working on a forced main. Mr. Ash stated that we will be working on the main tomorrow. The 2 inch forced main is leaking, we will not know what is the matter with the line until we dig it up.

Mr. Clark asked if it had a tracer wire on it. Mr. Ash stated that it does not, when they installed the lines back then they did not use tracer wires.

Mr. Colton asked if the Ronk problem was what we had discussed before on Amhurst. Mr. Ash stated it was not Amhurst has VFD's and this is a Ronk-add-aphase.

Mr. Ash stated that he wanted to discuss with the Board at last meeting but could not because of his laryngitis, but at the Wexford lift station we have replaced both VFD's, and I feel that this last one was due to the NIPSCO transformer being hit. On December 17, 2016 we were called for an emergency locate for NIPSCO transformer being replaced after a car had hit it. On Dec 18, we were called to the Wexford lift station for pump failure. We had to replace the pump and the VFD. There was a discussion from the Board and it was decided to see if we could make a claim against NIPSCO.

Mr. Colton asked if there were any more questions, there were none.

Treasurer's Report:

Treasurer Jerry Hanas gave the financial report: Restricted Bonds total \$53,282; Debt Service Reserve of \$282,693 with a Debt Service Reserve target of \$325,920, leaving an amount still owed of \$43,227. Capital Replacement Fund totaled \$828,799; Construction Funds totaled \$190,760; Capacity Fees totaled \$356,319; and Restricted Investments totaled \$1,375,877. The Utility currently has Total Operating Funds of \$184,502 and 3.1 months of cash on hand. We have \$22,815 of payables and \$166,085 in receivables. We had a total income of \$73,690 and expenses of \$21,661; leaving a net Operating Income of \$52,029 for the year to date. Bond payments totaled \$28,360, resulting in an Income after Bond Payments of \$23,669. The Debt Service Coverage Ratio is 1.80. The Utility is required to maintain a Debt Service Coverage ratio of 1.25.

Mr. Hanas stated that the debt service will fluctuate due to the ongoing Metz project to televise our sewer lines, and the cost will be about the same as last year.

President Colton asked if there were any questions on the financials. There were none.

Old Business:

Mr. Colton wanted to remind everyone about the upcoming election, and that we have three Board positions that are up for election this year: Terry Atherton's, Ken Buczek's, and Dan Clark's. The candidate application form will go out with the March billing, the due date for the application is mid-May, the applicants will be published with the billing in May, then we will have a candidate's night in June, and then the election in July.

Mr. Clark asked if we have received the update on the capacity evaluation from McMahon Associates. As of yet we have not and Mr. Atherton will talk to John Sturgill to see if we can get that information.

Mr. Clark asked if we could get some information on why sewage treatment plants smell. Mr. Colton stated that he talked to Mr. Ash about this earlier, and asked Forest to discuss the issue with the Board and the audience. Mr. Ash stated that there are a number of things that can cause a plant to smell: the type of facility being operated, whether it has a primary clarifier, what types of digesters are being used, and how the solids are treated. Primary clarifiers are designed to separate the grease and inorganic material from the plant's influent. These clarifiers have a tendency to create odors. Digestion of the sludge can be done by either aerobic or anaerobic digestion. Anaerobic digestion creates gases such as methane that are normally burned off but can create a smell. Sludge can create odors, depending on how it is handled. If a belt press is used to remove the water and create dry solids, these solids have to stay in a controlled environment for 90 days to kill any pathogens. During this time the solids can create an odor.

Our treatment plant has extended aeration tanks, no primary clarifier, our digester is an aerobic type, and our sludge is hauled to a farmer field for injection into the ground. None of the normal sources of treatment plant odors are present in our plant. I have been here for 19 years and have only had a smell in the plant a couple of times, once was because we forgot to turn the digester back on after we had removed the supernatant, and the other was we had something toxic that came through the plant and killed the biological process.

New Business:

There was none

President Colton asked if there were any questions from the membership.

It was asked if the Board is still going to move forward on the CTA expansion. Mr. Colton said yes, and that the letters being sent to residents will refer to the Utility's web page where we will post the minutes from the Special Meeting on December 15, 2016, and the minutes from the second meeting on January 19, 2017. In the ballot itself, we are considering having each Board member write a summary of their position on the CTA expansion.

There was a discussion concerning the treatment plant and odors, and how most people are misinformed when it comes to the plant operations. It was suggested that the Board should try to help people understand that the CTA expansion will not result in any bad smells at the plant.

There were no further questions.

President Colton adjourned the meeting at 7:35 pm.

Respectfully submitted,

Kenneth L. Buczek, Secretary