

**SHOREWOOD FOREST UTILITIES, INC.**  
**425 Utility Dr**  
**Valparaiso, IN 46385**  
**219-531-0706**

**BOARD OF DIRECTORS MEETING**

President, Terry Atherton  
Vice President, Randy Becker  
Vice-President, Gary Maxwell  
Secretary-Treasurer, Phil Litherland  
Assistant Treasurer, Donna Atherton

**Regular Meeting of September 17, 2012**

NOTE: All minutes are summarized to give the community the essential information of what has happened 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 Terry Atherton called the September 17, 2012 meeting to order at 7:02 p.m. in the Shorewood Forest Clubhouse. Directors, Gary Maxwell, Phil Litherland, Randy Becker, & Assistant Treasurer Donna Atherton were present. Also, in attendance were Plant Manager Forest Ash, Office Manager Linda Walla, and several residents. Director Mike Kenney was not able to attend the meeting.

**Approval of Prior Minutes:**

A motion was made by Director Litherland and seconded by Director Becker to approve the August 20, 2012 Regular Meeting minutes. The motion was approved unanimously.

**Shop Reports:**

A copy of the September Shop Report prepared by Forest Ash, Plant Manager, was distributed to all Members that were present, and is as follows:

**September Shop Report**

August 21 – September 14, 2012

**Main Plant**

1. Our NPDES Permit is for 450,000 GPD. We had an average flow of 154,560 GPD and our high flow was 202,720 GPD. We treated a total of 4.8 million gallons of wastewater last month, or 34% of our permitted capacity. IDEM does not grade us on percentage rates, except for the Phosphorus level that has an 80% minimum. The following percentage rates are only a “snapshot” of how efficiently the plant is operating. We had a removal rate of 99.4% of BODS, 99.2% of Suspended Solids, 99.5% of Ammonia, and 94.4% of Phosphorus. We have had no violations for 31 months.
2. On August 29th, we walked to the outfall for our monthly inspection; the outfall was clean.

- On August 29th, MCO began repairing the West Digester. They completed the job on Sept 12<sup>th</sup>. The digester is back in service. We will begin transferring the sludge in number 2 & 3 aeration tanks to get the sludge as thick as possible. I have contacted Ryan, from Merrell Brothers. They will be in to haul sludge at the end of September or early part of October.

**Lift Stations**

- Lift station pump run times from August 1 – 31, 2012

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	244	5.4	Nature Preserve	770	81.5
Pixley	450	2.4	Devon	995	47.9
Edgewood	790	44.4	Main	6123	148.9
Surrey Hill	814	60.1	Wessex	546	54.3
Wexford	407	28.1	Scarborough	396	14.3
Amhurst	1160	188.4	Shorewood Ct.	376	41.5
Roxbury	867	52			

- On August 22<sup>nd</sup>, we pulled the number 2 pump from the Wessex Lift Station, and found it had jammed. We removed the debris and put it back in service.
- On August 23<sup>rd</sup>, the PLC at the Nature Preserve Lift Station had to be reset to re-establish the pump controls of the station.
- On August 23<sup>rd</sup>, we were called to Amhurst Ct. Lift Station; pump 2 had failed. After removing the pump and un-jamming it, we found the station level was getting high and it would not work on automatic. We found that the Wika level transmitter had shorted out. We replaced the level transmitter with a new Dwyer transmitter; however, the level would not show on the PLC. We had to move the transmitter to the second analog signal, and had E-Squared reprogram the PLC.
- On September 7<sup>th</sup>, the Devon Lift Station pump 1 failed. On the 13<sup>th</sup>, I was able to check it out and found the seals had failed. The pump needs to be pulled; we are planning on pulling the pump on September 18<sup>th</sup>.

**Sewer Lines & Manholes**

- On September 10<sup>th</sup>, Pro-Form came and began the preparation work for the CIPP project. They were cleaning, and measuring the lines to order the supplies that are needed. On the 12<sup>th</sup>, Pro-Form’s truck broke down; they stated that they would be back on the 17<sup>th</sup> to finish the prep work.
- On September 11<sup>th</sup>, Metz began working on the cutting out of the roots, and re-televising of the lines. This verifies the roots have been removed, and that nothing happened to the pipe from the root cutter.

**Other**

1. On August 21<sup>st</sup>, we took the tire off the portable generator and had it patched.
2. On August 29<sup>th</sup>, we came in and found the tire on the portable generator had gone flat. We took it off and replaced the tire with a new one.
3. On September 5<sup>th</sup>, Sam from “Save Your Computer” brought in the new modem for the SCADA system and installed it.
4. I have bids for the replacement of the Wexford Lift Station check valves, and gate valves. The bids are enclosed.

**Questions ensued regarding the shop reports:**

Forest clarified the fact that Shorewood Forest Utilities has gone 32 consecutive months without any violations. Last month’s meeting minutes were incorrect in that we had 31 consecutive months without any violations.

Director Litherland inquired if the modem that we purchased was a special type of modem since it has to work with the SCADA System. Forest replied that it is a computer voice modem and is different than a regular computer modem. Forest explained that Save Your Computers installed a newer type of modem, but it didn’t work properly. Forest stated that when they came back to install a modem like the type we had originally, it now works. Director Litherland asked Forest about the warranty; Forest stated that he thought it was a one-year warranty, but would find out for sure.

**Financial Reports:**

A copy of the financial summary for the month of August was handed out to all members that were present. Treasurer Litherland presented the financial report as follows:

**The Summary Financial Report as of August 31, 2012** (*a copy of the full report can be obtained by Members from the SFU office*) is highlighted as follows: Capital Replacement Fund \$235,011.98; Capacity Fees Fund \$558,536.48; Total Operating Fund \$351,641.78 (7.03 months of cash on hand); August Income \$66,114.54; August Expenses \$32,335.25; 2002 & 2005 Bond Payment \$17,613.96; August Net Income \$16,165.33; Year-To-Date Debt Service Ratio is 2.08 (1.25 is required to be in compliance with our Bond Covenants).

Director Litherland pointed out that we could not transfer monies from the Sweep Account into the Operating Account until Indiana American Water can provide us with details regarding the payments that they collected on our behalf.

**Old Business:****Utility Website (Randy Becker)**

Director Becker asked Office Manager, Linda Walla if the signed contract was mailed to Data Mine. Linda stated that the contract was sent and that Jason from DataMine wanted to know if we would be paying monthly or yearly. President Atherton stated that it would be better if we paid on an annual basis for the discount. President Atherton asked Director Becker how long it would take before the website was working. Director Becker stated as soon as the website is tweaked, it can be operational within 24 hours. President Atherton asked Director Becker to see if we can get a working product by the next meeting. Director Becker stated that the domain name would be “shorewoodforestutilities.com”.

### **Wexford Road Replacement Project (President Atherton)**

President Atherton reminded the Members that the Board voted at the last meeting to approve a contract from McMahon and Associates for engineering and surveying services to get the project designed and drawn up. McMahon and Associates have completed the survey and the engineering work is under way. President Atherton stated that by next week, Shorewood Forest Utilities would be ready to schedule a meeting in the next two weeks with the residents that the project will affect.

### **Replacement of Valves for Wexford Lift Station (bids)**

President Atherton stated that Forest obtained two bids: Reichelt Plumbing in the amount of \$5100, with an additional charge of \$1600 if the vacuum truck would be needed and Alex Metz in the amount of \$5800, which includes the price of the vacuum truck. Forest explained that Alex Metz owns their vacuum truck. President Atherton stated that if a vacuum truck isn't needed, then we would still be paying for one if we chose the bid from Alex Metz.

Assistant Treasurer Donna Atherton noticed that the Reichelt Plumbing Bid included sales tax. Forest stated that he did notice the error and will ask them for a corrected bid if the Board chooses them to do the work.

A motion was made by Director Becker and seconded by Director Litherland to accept the quote from Reichelt Plumbing, Inc., contingent upon receiving the corrected bid without sales tax included. The motion was approved unanimously.

Director Litherland stated that we could save money by getting galvanized hardware instead of stainless steel, providing that the valve pit is dry. Forest stated that there is a little bit of ground water in the pit and some corrosive gases, but it is a fairly dry atmosphere.

A motion was made by Director Litherland and seconded by Director Becker to amend the acceptance of the quote from Reichelt Plumbing, Inc. to include galvanized hardware instead of stainless steel hardware, as well as the removal of the sales tax. The motion was approved unanimously.

### **New Business:**

#### **Acceptance of the Proposal for Engineering Services for Wexford Road and 350 West**

President Atherton stated that the Board did accept the proposal from Bengel Engineering and the firm is currently working on the project.

#### **Issuance of Request for Proposal for Plant Improvements**

President Atherton stated that the Board did receive the proposal from McMahan and Associates and will evaluate it. After the evaluation, the Board will begin the contracting process.

#### **Installation of Solar Power Panels on the Filter Building- Director Litherland**

Director Litherland stated that he is employed by NIPSCO and explained that they have a program that will pay you for power that you generate if you are an independent power provider. He stated that currently, there are 473 Indiana customers who are taking advantage of the program. Director Litherland stated that he would call and see if any schools such as Purdue North Central or the Energy Tech Group at Ivy Tech would consider installing the solar panels on our Filter Building. He stated that the Filter Building has a sizable roof and faces the South. He stated that perhaps we could get a grant from the Department of Energy to help with the cost of installation. President Atherton stated that the Town of Merrillville did install solar panels on

their Town Hall a few years ago and did so with the cooperation with one of the union, such as the Electrical Workers Union. Director Litherland offered to call the Training Center, North of the Mall to see if they can help us. President told Director Litherland to contact Howard Fink.

### **Progress Reports and Updates:**

#### **Wexford Lift Station Landscaping- Director Litherland**

Director Litherland stated that he contacted six different companies to get quotes for landscaping shrubbery and he was told that the best time to plant the Arborvitaes is in the months of September and October. He stated that he would be able to firm up the quotes by the end of the week and would purchase 6 to 8 Arborvitaes to plant around the Wexford Lift Station. President Atherton inquired about the price. Director Litherland stated that the 4 foot trees would cost between \$50 and \$60 per tree. President Atherton stated that this cost would be considered a part of last year's Wexford Project and will be capitalized.

### **Comments from the Board:**

Director Becker explained that the cost of the website is \$15 per month or \$150 yearly charge. He explained that we could save \$30 by paying the yearly charge. He also stated that we would save on postage, as well as check preparation.

### **Comments from the Membership:**

**Marcia Casassa (lot 618)** asked Forest what is causing the pumps to jam up. Forest replied that it was toilet paper that gathers inside the station and gets stuck in the pumps. Marcia stated that this seems to be a happening frequently. Forest agreed and stated that it is time for the lift stations to have their annual cleaning. Forest stated that he is in the process of obtaining three bids, but is having a hard time getting companies to respond.

**Tom Szeffc (lot 878)** wanted to know the reason for the difficulty in obtaining the bids. Forest explained that there are not a lot of companies that do this type of work. In addition, he explained that some of the companies that have provided quotes in past years, but never received the job, are tired of bidding. Tom Szeffc stated that the bids are opened at the same time and the decision is generally based on hiring the company with the lowest bid; therefore, they should not feel that they are being treated unfairly. Forest stated that it is not a case of being treated unfairly; it is that the bidding company knows from past experience that they are higher priced and have no chance of being hired, so they don't want to waste their time bidding for the job. President Atherton inquired whether offering a three-year contract to these companies would improve bidding success. Forest stated that he thought that would be helpful.

Director Maxwell interjected that the POA had similar issues in obtaining bids, mainly because there were too many people trying to obtain the bids. He stated Forest is the only person soliciting the bids and once in a while, the Board gets involved in the bidding process. Assistant Treasurer Donna Atherton stated that she wants to make sure that we get a large enough invitation- to- bid list to avoid single sourcing. Director Maxwell stated that sometimes companies do not bid simply because the job isn't worth bidding on.

**Tom Szeffc (lot 878)** inquired why the lines have to be cleaning before doing the CIPP (cured in place piping.) Forest explained that there could be sediment in the lines. He explained that the CIPP basically will replace the structural integrity of the pipe. Director Maxwell asked Forest if

the pipes are checked after the procedure is completed. Forest stated that we televise the sewer lines after the procedure.

**Gilbert Opperman (lot 465)** stated that this is the fifth time that there has been a NIPSCO power outage for the residents living on Devon , Wilshire, Guilford and Tremont and inquired if Shorewood Forest Utilities, Inc. has any leverage with Nipsco. President Atherton stated that the problem is beyond our capability of fixing. Director Litherland stated that even if it is a transformer or underground wiring issue, it is still a NIPSCO problem. Forest stated that NIPSCO told him that the underground wiring needs to be replaced. Forest stated that NIPSCO has replaced the wiring at Wexford, Roxbury, and Shorewood Dr. A discussion ensued regarding how to get NIPSCO to address the outage problem. It was agreed upon by the Members that they must all call the upper NIPSCO management with their complaints. It was stated that the more people that complain, the sooner NIPSCO will fix the problem. President Atherton also offered to put pressure on NIPSCO by contacting the IURC or Utility Consumer Council since it is a service quality issue.

**Andrew Wargo (lot 375)** inquired whether he can pay his sewer bill online or set up an automatic payment. In the past, he has experienced problems with the billing postcards that were occasionally not delivered by the Post Office and/or delivered in pieces because of their size. Office Manager, Linda Walla stated that the postcards are no longer being used. She stated that customers will be mailed a regular invoice statement. Linda also stated that anyone can use the "Online Bill Payment Service" by contacting their bank, which will mail a check to the Utilities. She explained that Shorewood Forest Utilities, Inc. is not set up for a customer's payment to go directly from his or her account into the Utility bank account. Assistant Treasurer Donna Atherton stated that once the glitches are worked out with the transition from Indiana American Water billing to Shorewood Forest Utilities, Inc., we will be able to look at offering customers different payment options. **Cindy Kirby (lot 467)** added that it is not costly to implement the direct payment deposit.

**Tom Szefc (lot 878)** asked for clarification in regards to the Wexford Road Replacement Project and the Wexford replacement of valves. President Atherton explained that Wexford Road Replacement project pertains to replacing the sagging sewer lines for 9 lots along Wexford Road and the valve replacement is for the lift station on Wexford Road.

**Adjournment:**

Motion to adjourn was made by Director Litherland, seconded by Director Becker, and unanimously approved. The meeting was adjourned at 7:49 p.m.