

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

BOARD OF DIRECTORS MEETING

President, Terry Atherton
Vice President, Randy Becker
Treasurer, Jerry Hanas
Secretary, Greg Colton

Meeting of October 16, 2014

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 October 16, 2014 meeting to order at 7:09 p.m. in the Shorewood Forest Clubhouse. Directors Terry Atherton, Randy Becker and Greg Colton were present. Also in attendance were Donna Atherton, Plant Manager Forest Ash, John Sturgill from McMahon Associates (the Utility's engineering adviser), and two members of the Utility.

Treasurer Jerry Hanas.

Approval of Prior Minutes:

The September 18, 2014 Board of Directors Regular Meeting minutes were accepted and approved.

Shop Report:

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

Shop Report

September 13th through October 8th, 2014

Main Plant

1. Permit capacity is 450,000 GPD. We had an average flow of 183,500 GPD and our high flow was 258,300 GPD. We treated a total of 5.506 million gallons of wastewater last month, or 41% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 98.1% removal of BODS; 99.1% of Suspended Solids; 99.6% of Ammonia; and 96.1% of Phosphorus (80% minimum). We have gone 55 months without a violation.
2. On September 23rd, we walked to the outfall for our monthly inspection the outfall was clean.

Lift Stations

1. Lift station pump run times from September 1 – 30, 2014

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	421	19.3	Nature	1622	149.7

Pixley	522	31.6
Edgewood	555	49.5
Surrey Hill	587	47
Wexford	473	20.9
Amhurst	1527	114.1
Roxbury	46.2	609

Preserve		
Devon	1900	71.8
Main	5644	154
Wessex	667	47.9
Scarborough	834	32.6
Shorewood Ct.	611	131

2. On September 24th we installed a new radio in Scarborough lift station.
3. On September 26th we installed a new radio mast at Nature Preserve lift station.
4. On October 4th, we were called to Wexford, Amhurst, and Roxbury lift stations for power outages. We pulled the generator from 6 am to 8:30 am.
5. On October 8th, we noticed the transducer at Wessex lift station was not functioning correctly. We cleaned off the transducer and put it back in service.

Sewer Lines & Manholes

1. On September 28th, Phillip responded to a call for sewer back up on Brockton Pl. He opened both manholes and the sewer was flowing freely. He advised homeowner to contact plumber.
2. On September 30th, we were called to Brockton Pl. for a sewer backup.
3. On October 1st, we were called to Brockton for an emergency locate.

Other

1. On September 25th. We took the generator to Pixley lift station for a scheduled power outage, for 5 hours.
2. On September 30th we took the generator to Surrey Hill lift station for 4 hours for a scheduled power outage.
3. On October 1st, we took the generator to Shorewood Ct. for a scheduled power outage for a duration of 2.5 hours. We then took the generator to Wessex Rd lift station for 3 hours for another power outage.
4. On October 6th, had an emergency locate for sewer backup on 350 W. We located the shutoff valve for the plumber, who told us that the backflow valve had quit working.
5. On October 7th, we used 12 bags of cold patch on the main driveway.

Submitted By
Forest W. Ash

Treasurer's Report:

Treasurer Jerry Hanas was absent. Assistant Treasurer Donna Atherton reported that following the issuance of the new bonds we are still working out the financials to reflect what's going on. She thanked Forest Ash for his assistance with keeping the Utility's books.

President Atherton inquired about a \$15,015 entry on page 3 of the P & L statement. Forest explained that a pump was taken out of inventory and put in service. He said the amount would be capitalized on the year-end books.

Old Business - Phase 1B Project Status

John Sturgill from McMahon Associates distributed a handout detailing a disbursement request for \$314,761.55 for the ongoing Phase 1B construction. Page 2 of the handout indicates there is still available a construction contingency of \$426,962.

Mr. Sturgill gave a progress update for the Phase 1B construction. He reported that Blue Water will do a dry start of the microscreen in the first two weeks of December. Mr. Sturgill is meeting with engineers to finalize a budget and plan ahead for the first part of Phase 2A – involving new aeration in Basin #3. The second part of Phase 2A would involve construction of a new clarifier on the aeration basin. Mr. Sturgill provided a handout which detailed the probable costs associated with the Phase 2A projects.

Director Becker asked if there was anything to report on the relocation of eight conduits that was discussed at the last meeting. Mr. Sturgill there was nothing to report yet, as the construction is not completed.

Mr. Sturgill distributed a map of the utility plant which was marked to show the proposed location of a new 325' fence that would go around the new headworks building. President Atherton stated the fence was not included in the initial plan in an effort to keep costs down. With the likelihood of a sizable amount of construction contingency funds being available, installation of a fence has become possible. Mr. Sturgill distributed a Contingency Projection that estimates the amount of contingency funds that will be available, and indicates possible uses for that money, including the fence, and paving the road that leads to the headworks. The following estimates were provided: New fence: \$19,500; Asphalt for existing driveway: \$23,000; Asphalt for existing driveway plus installation of a wider concrete apron around the headworks building: \$29,480.

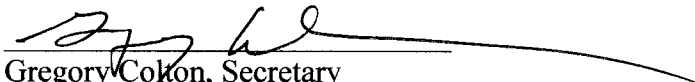
A discussion ensued about the need for paving the driveway, the need for a wider concrete apron, how much sub-base was needed for the asphalt, and whether core samples could be obtained. Mr. Sturgill noted that the heavy trucks coming to haul away the screened material could have trouble in the winter if the driveway is not paved. A wider concrete apron is needed to allow the metal dumpsters to be wheeled around the corner of the headworks building. Board members expressed concern about installing pavement if the sub-base is not deep enough. Mr. Sturgill was asked if core samples could be obtained from the driveway to the headworks, as well as the main driveway to the plant, which was recently paved and has held up okay. President Atherton suggested that the Board convene a workshop to discuss the paving options as well as the future Phase 2A construction projects.

New Business

There were two requests for service discussed at the meeting. One request involved two lots wanting service along 350W. The Utility already has mains that run in front of the lots. The other request was from a developer, who was advised of the process involved: expansion of the Utility's service area (which requires a vote of the membership), approval of the expanded service area by the Indiana Utility Regulatory Commission, and payment of capacity fees and other costs associated with the expansion.

President Atherton adjourned the meeting at 8:23 p.m.

Respectfully submitted,


Gregory Colon, Secretary