

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 December 18, 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 December 18, 2014 meeting to order at 7:17 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 three members of the Utility.

Director Jerry Hanas was absent.

Approval of Prior Minutes:

The November 20, 2014 meeting of the Board of Directors was cancelled due to the lack of a quorum.

Shop Report:

Copies of the October 9 through November 13 Shop Report, and the November 14 through December 17 Shop Report prepared by Forest Ash, Plant Manager, were distributed to all Members present, and are as follows:

Shop Report

October 9th through November 13th, 2014

Main Plant

1. Permit capacity is 450,000 GPD. We had an average flow of 181,400 GPD and our high flow was 311,200 GPD. We treated a total of 5.624 million gallons of wastewater last month, or 40% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 97.7% removal of BODS; 97.8% of Suspended Solids; 99.7% of Ammonia; and 97% of Phosphorus (80% minimum). We have gone 56 months with out a violation.
2. On October 27th, we walked to the outfall for our monthly inspection the outfall was clean.
3. On October 29th, the contractor working on the plant improvement project hit the air line for the return.
4. On November 7th, Aeration 3 was connected to the new head works.

Lift Stations

1. Lift station pump run times from October 1 – 31, 2014

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	460	21.3	Nature Preserve	1583	141.2
Pixley	564	34.1	Devon	1804	71.4
Edgewood	660	50.1	Main	5722	153.7
Surrey Hill	702	30.9	Wessex	675	56.1
Wexford	473	21.2	Scarborough	515	19.3
Amhurst	1563	118.2	Shorewood ct.	635	110
Roxbury	650	52.2			

- On October 16th, Shorewood Court called for pump 1 failure. Forest and Philip reversed the wires to the pump, and the obstruction came out.
- On October 17th, Shorewood Court called for pump 1 failure. Philip and Joe reversed the wires and got the pump working. They put a new Tsurumi pump in as pump 2.
- On October 22nd, we replaced the map sensor on pump 2 at Shorewood Court.
- On October 22nd, we pulled pump 1 at Shorewood Court. We found a small piece of wood stuck in the impeller. Put pump back in service.
- On October 23rd, and 24th, Niles cleaned all of the lift stations.
- On October 23rd, we replaced the low wet well float at Amhurst.
- On October 26th, we were called for a communication failure by Wexford lift station. Upon arrival Phillip discovered the power was out, he pulled the generator to Wexford, and left it till the power came back on.
- On October 28th, we wired Shorewood ct. high wet well float, and tested it.
- On October 29th, we were called to Scarborough Court for high level, upon arrival we found that the pump would work in hand but not in auto. We found that the contact on the switch was bad and that the out put for pump 1 on the PLC was not working. We rewired the station to work on pump 2, since we only have 1 pump in right now.
- On October 30th, we replaced the antenna mast at Amhurst court.
- On October 30th, we put a new Tsurumi pump into Roxbury lift station.
- On November 5th, we replaced the back up batteries on every lift station.

Sewer Lines & Manholes

- On October 20th, we responded to a call of sewer backup, on Trillium Lane. We had Tierra jet the line, we televised the line, and found Indiana American Water had hit our sewer main. IAW fixed the line the following day.
- On November 12th, Philip and Joe raised a manhole in Arbor Lakes.

Other

- On October 16th, we responded to Brookshire Court for a sewer smell. We used our gas meter to determine that it was not our sewer line leaking.
- On October 22nd, while trying to pull a pump at Shorewood Court the crane motor on the 99 F-150 went out. We took the truck to Stowaway Crane, they replaced the motor.
- On October 24th, Phillip was called out for an emergency locate on Shorewood Drive.
- On November 4th, we changed the oil on both work trucks.
- HydroAire has called to inform me, that the 3 pumps we sent in cannot be rebuilt. I have the bid to replace the 3 pumps with new Tsurumi cutter pumps enclosed.

Submitted By
Forest W. Ash

Shop Report

November 14th through December 17th, 2014

Main Plant

- Permit capacity is 450,000 GPD. We had an average flow of 180,000 GPD and our high flow was 309,600 GPD. We treated a total of 5.399 million gallons of wastewater last month, or 40% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 98% removal of BODS; 99% of Suspended Solids; 99.7% of Ammonia; and 97.9% of Phosphorus (80% minimum). We have gone 57 months with out a violation.
- On November 24th, we walked to the outfall for our monthly inspection the outfall was clean.
- On November 18th, waste was frozen, plugged in heat tape to thaw it out.

8. On November 23rd, upon arriving for the weekend, Philip found that someone had shut off the valve for the waste causing a spill. He contacted Forest and Joe, who came in to help with the clean up. Midwest Excavating assisted with the clean up.
9. On December 1st, we blew back the clarifier.
10. on December 3rd, we blew back the clarifier.
11. On December 10th & 11th, the Wealing Bros. hauled sludge from the west digester.
12. On December 12th, the contractor doing work in the plant hit the air line to aeration 3 causing the tank loose air pressure for approximately half an hour.
13. On December 17th, we blew back the clarifier three times

Lift Stations

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

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	481	22.8	Nature Preserve	1395	127.9
Pixley	509	31.3	Devon	1814	79.9
Edgewood	661	55.3	Main	5432	148.8
Surrey Hill	958	36.6	Wessex	871	49.5
Wexford	462	20.7	Scarborough	626	18.0
Amhurst	1463	110.2	Shorewood ct.	768	90.2
Roxbury	636	51.4			

15. On December 2nd, we pulled pump 1 at Sagamore pump was jammed with toilet paper, with had caused it to fail.
16. On December 3rd, we took the mobile generator to Scarborough for a scheduled power outage.
17. On December 3rd, we replaced a Wika transducer with a new Dwyer transducer at Wessex lift station.
18. On December 4th, we determined that pump 2 at Roxbury would not seat properly because the adapter plate was too tight against the guiderail. We inserted spacers and the pump slid into position.
19. On December 10th, we pulled pump 1 at Sagamore. It was jammed with toilet paper which caused it to fail.
20. On December 10th, we replaced the radio mast at Scarborough after repeated communication failures.
21. On December 11th, we had to reset Nature Preserve after a power failure.
22. On December 15th, we pulled pump 1 at Wessex. There were rags jammed in the pump.
23. On December 17th, we pulled pump 1 at Shorewood Ct. toilet paper was jammed in it. We also noticed the outer shell of the pump was cracked.
24. On December 18th, after a power failure, we reset Nature Preserve.

Sewer Lines & Manholes

3. On December 8th, Forest and Joe responded to a call for sewer backup on Brockton Pl.

Other

6. On November 22nd, Philip was called out for an emergency sewer back up on Devon road. He checked both man holes water was flowing freely, advised home owner to call out a plumber.

Submitted By
Forest W. Ash

Plant Manager Forest Ash reported that on Sunday November 23rd a utility worker discovered that someone had shut off a valve resulting in a spill of 10,000 gallons of sludge, which had to be cleaned up. The incident was reported to the police and to IDEM.

In early December, 72,000 gallons of sludge was hauled away. The cost will be spread over several months in the financial statements.

On December 8, the Utility investigated a sewer backup on Brockton Place and discovered that the sewer line was broken underneath the street. Mr. Ash sought bids for the repair.

Mr. Ash sought bids for three Tsurumi cutter pumps to replace three pumps that cannot be rebuilt.

Treasurer's Report:

Forest Ash discussed the current financial statements. Highlights included restricted investment funds of \$1,962,423, and unrestricted operating funds of \$542,635.

Mr. Ash noted that in the near future, funds will be moved from the Operating Fund account to the Capital Replacement Fund account.

President Atherton requested that future financial statements indicate the progress the Utility is making in funding the required debt service reserve, which is to be fully funded within five years.

Mr. Ash indicated that compared to last year, net operating income has gone up from \$462,917 to \$517,411, and expenses are down from \$311,493 to \$276,898. However, bond payments have gone up from \$197,828 to \$271,266 due to the issuance of new bonds. The net result is that income after bond payments is up by approximately \$20,000 over last year.

A member of the Utility asked if it is likely rates will need to be increased. President Atherton said he sees no need for rates to increase this year.

A member asked about the Utility's delinquency rate. Mr. Ash reported that approximately 100 members are past due by two months or more. President Atherton requested that an aging analysis be performed in conjunction with the upcoming February billing.

Old Business - Phase 1B Project Status

John Sturgill from McMahon Associates distributed to Board members a copy of Disbursement Request #7, dated December 18, 2014, which summarized the project costs and disbursements to date.

Mr. Sturgill projected that the microscreens could become operational by late January or early February 2015. Two items must be completed in order to meet this goal. The first is the installation of a gas line for the hot water heater in the headworks (for spraying and cleaning the microscreen). This should take 1-2 weeks. The second item is the installation of the controls and a control panel for the microscreen. Mr. Sturgill commented that work on the controls and panel should have been started much earlier than October, and further commented that the \$5,682 increase in price for the controls should not be borne by the Utility. President Atherton agreed with Mr. Sturgill.

Mr. Sturgill reported that the driveway and apron for the headworks have now been paved, and the fence should be installed by the end of December. The cost of the fence will drop by approximately \$2,700 due to a reduction in the lineal footage of the fence. In general, Mr. Sturgill reported that unspent contingency funds should be slightly higher than was first estimated at the October board meeting. He provided a handout to the Board indicating that unspent contingency funds were estimated in October to be \$310,872, and are now estimated to be \$330,972.

As the Phase 1B Project nears completion, Mr. Sturgill suggested the Utility may want to begin preparing marketing materials to inform IDEM, cities, and other sewer utilities of the completion of the project, and invite them to visit the new facility.

Mr. Sturgill and President Atherton noted that upon completion of Phase 1B, the Utility should immediately begin work on improving the aeration system in Tank #3. This work can only be done

during a low flow period (i.e., before Spring), and involves redirecting the treatment flow to Tank #4 while the improvements are installed.

New Business

Forest Ash reported that he contacted Sprint about obtaining a cell phone for the Utility's newest employee. Sprint offered to provide three Android-based tablets at essentially no extra charge if the Utility updates its contract with Sprint. President Atherton noted that the Town of Chesterton recently upgraded its sewer employees' phones to iPads and has been very pleased with the iPads' ability to interface with the Town's GIS system. The iPads can layer the GPS location of the iPad on top of the Town's GIS maps of its system, including manholes, etc. President Atherton invited Mr. Ash to visit Chesterton before making any commitment to Sprint. He further suggested that the Utility may want to explore the possibility of bundling cell phone service with the phone system used by the lift stations, with an eye toward reducing overall costs.

Mr. Ash informed the Board that he sought three bids to repair the sewer line located at 153 Brockton Place, but received only two bids. The bid from Alex Metz was for \$9,150; Reichelt Plumbing bid \$13,600. The repair will involve a road cut. The location of the sinkhole is close to an area where Robert Henry construction performed electric conduit work two years ago. Robert Henry will be invited to observe when the break in the sewer line is exposed. If the line was broken due to activity by Robert Henry, the Utility will seek reimbursement for the repair. Director Colton moved that the Metz bid be accepted. The motion was seconded and approved.

President Atherton adjourned the meeting at 8:05 p.m.

Respectfully submitted,



Gregory Colton, Secretary