

**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 August 20, 2015**

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 Vice President Randy Becker called the August 20, 2015 meeting to order at 7:07 p.m. in the Shorewood Forest Clubhouse. Directors Randy Becker, Jerry Hanas, Ken Buczek and Greg Colton were present. Also in attendance were Plant Manager Forest Ash and two members of the Utility.

President Terry Atherton was absent.

**New Board Member:**

Vice President Becker introduced the newest member of the Board, Ken Buczek. Director Buczek gave a brief account of his experience, which includes a civil engineering degree from Purdue, an MBA from IU, and 35 years with Gary-Hobart Water Corporation (acquired by Indiana-American 15 years ago). He is a licensed engineer in Indiana.

**Approval of Prior Minutes:**

The May 21, 2015 Board of Directors Regular Meeting minutes were accepted and approved. There was no June 2015 Board Meeting due to the lack of a quorum. The minutes from the July 15, 2015 Annual Membership Meeting were also accepted and approved.

**Shop Reports for May, June, July:**

A copy of the May 20 through June 15, 2015 Shop Report, prepared by Forest Ash, Plant Manager, was distributed to all Members who were present, and is as follows:

**Shop Report**

May 20<sup>th</sup> through June 15<sup>th</sup>, 2015

**Main Plant**

1. Permit capacity is 450,000 GPD. We had an average flow of 190,845 GPD and our high flow was 291,199 GPD. We treated a total of 5.915 million gallons of wastewater last month, or 42% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 98.7 % removal of BODS; 99.2 % of Suspended Solids; 99.7 % of Ammonia; and 88.7 % of Phosphorus (80% minimum). We have gone 63 months with out a violation.

2. On May 19<sup>th</sup>, we walked to the creek for our monthly inspection.
3. On May 26<sup>th</sup>, we noticed ferric was running too quickly, we worked on the LMI pump and found it had a cracked diaphragm. We replaced the pump with a spare pump and replaced the cracked diaphragm.
4. We had auger VFD faults with the new Micro Screen Filters on May 26<sup>th</sup>, May 28<sup>th</sup>, June 3<sup>rd</sup>, June 7<sup>th</sup>, June 8<sup>th</sup>, we cleaned it out and put back into service.
5. The Blue Water Filters have been coated to prevent rust.
6. On June 7<sup>th</sup>, we were called out for low D.O. in the plant. High flow was depleting the oxygen.
7. Report of the Micro screen removal of TSS and CBOD

#### Micro Screen Removal Rate

	Influent TSS	Effluent TSS	% of removal	Influent CBOD	Effluent CBOD	% of removal
31-Mar	515	77.6	84.93204	169	138	18.3432
1-Apr	449	166	63.02895	252	143	43.25397
2-Apr	921	128	86.10206	446	148	66.81614
7-Apr	678	175	74.18879	150	176	-17.3333
8-Apr	735	114	84.4898	350	26.9	92.31429
9-Apr	543	98.4	81.87845	330	125	62.12121
14-Apr	537	131	75.60521	211	131	37.91469
15-Apr	446	123	72.42152	299	163	45.48495
16-Apr	547	138	74.77148	219	145	33.78995
21-Apr	593	213	64.08094	436	160	63.30275
22-Apr	439	248	43.50797	276	143	48.18841
23-Apr	374	129	65.50802	236	183	22.45763
28-Apr	407	186	54.29975	325	163	49.84615
29-Apr	312	142	54.48718	209	153	26.79426
30-Apr	261	149	42.91188	168	186	-10.7143
5-May	683	158	76.86676	354	148	58.19209
6-May	200	135	32.5	174	183	-5.17241
7-May	226	126	44.24779	263	223	15.20913
12-May	399	110	72.43108	173	151	12.71676
13-May	296	126	57.43243	161	135	16.14907
14-May	297	144	51.51515	146	135	7.534247
19-May	478	146	69.45607	335	162	51.64179
20-May	279	130	53.40502	246	140	43.08943
21-May	531	126	76.27119	186	150	19.35484
26-May	388	156	59.79381	274	222	18.9781
27-May	354	167	52.82486	277	190	31.40794
28-May	308	357	-15.9091	160	326	-103.75
<b>Total</b>	<b>12196</b>	<b>4099</b>	<b>66.39062</b>	<b>6825</b>	<b>4348.9</b>	<b>36.27985</b>

#### Lift Stations

1. Lift station pump run times from May 1 - 31, 2015

Station	Cycles	Run Time (hrs)
Sagamore	560	23
Pixley	432	26.6
Edgewood	585	56.3
Surrey Hill	595	30.1
Wexford	603	26.7
Amhurst	1689	120.2
Roxbury	2900	91.9

Station	Cycles	Run Time (hrs)
Nature Preserve	1732	148.2
Devon	1765	62.5
Main	6069	164.5
Wessex	624	31.7
Scarborough	511	16.1
Shorewood ct.	818	118

2. On May 20<sup>th</sup>, we put in a brace to help stabilize Amhurst lift station control panel.
3. On May 24<sup>th</sup>, we were called out for power failures at Wexford, Amhurst, and Roxbury lift stations. We towed the generator until the power was restored.
4. On May 27<sup>th</sup>, we pulled pump 2 at Shorewood Ct. after a pump failure. We cleaned out the pump and put it back into service.
5. On May 29<sup>th</sup>, we pulled pump 2 at Roxbury, the pump was running but not pumping,
6. On May 29<sup>th</sup>, the generator control panel at Sagamore was replaced.
7. On June 4<sup>th</sup>, Roxbury pump 2 was not pumping. We pulled the pump to check if anything was in it. We put the pump back into service.
8. On June 5<sup>th</sup>, we were called to Devon for power failure, and low wet well float. We replaced the low wet well float and the station started working.
9. On June 7<sup>th</sup>, we were called to Nature Preserve for a high float alarm. The station could not keep up with the flow.
10. On June 9<sup>th</sup>, we had a power failure at Wexford, Amhurst, and Roxbury. We pulled the generator until the power came back on.
11. On June 11<sup>th</sup>, we pulled pump 1 at Nature Preserve, it was filled with rags. We also replaced the lifting cable and put it back into service.

#### **Sewer Lines & Manholes**

1. On June 1<sup>st</sup>, we had a call for sewer backup on Wessex Rd. we informed the home owner it was in their line and to call a plumber.
2. On June 8<sup>th</sup>, 9<sup>th</sup>, we televised Arbor Lakes and found broken service laterals.
3. June 8<sup>th</sup>, we were called to Wessex for water in the basement, we informed the home owner it was in their service and to call a plumber.

#### **Other**

1. On May 23<sup>rd</sup>, we had an emergency locate on Wessex Rd. for a NIPSCO underground fault.
2. On, June 9<sup>th</sup>, we had an emergency NIPSCO locate on Camden Ct.

Submitted By  
Forest W. Ash

A copy of the June 16 through July 16, 2015 Shop Report, prepared by Forest Ash, Plant Manager, was distributed to all Members who were present, and is as follows:

**Shop Report**  
June 16<sup>th</sup> through July 16<sup>th</sup>, 2015

**Main Plant**

8. Permit capacity is 450,000 GPD. We had an average flow of 226,700 GPD and our high flow was 416,700 GPD. We treated a total of 6.801 million gallons of wastewater last month, or 50% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 98.8% removal of BODS; 98.9% of Suspended Solids; 99.6% of Ammonia; and 93.5% of Phosphorus (80% minimum). We have gone 64 months with out a violation.
9. On June 22<sup>nd</sup>, we walked to the creek for our monthly inspection.
10. On July 14<sup>th</sup>, Micro Screen filter 2's auger VFD failed. We removed rags from the auger and put it back into service.

**Lift Stations**

12. Lift station pump run times from June 1 - 30, 2015

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	612	29.2	Nature Preserve	2150	225.2
Pixley	430	26.7	Devon	2005	76.1
Edgewood	684	73.2	Main	7201	205.6
Surrey Hill	768	39.3	Wessex	754	40.2
Wexford	674	30.3	Scarborough	662	22
Amhurst	1943	160.7	Shorewood ct.	908	141.8
Roxbury	4492	136			

13. On June 16<sup>th</sup>, pump 2 failed at Wexford. We found the starter had tripped and reset it.
14. On June 21<sup>st</sup>, we were called out for power failures at Wessex, Scarborough, Pixley, the plant, the shop, and the Main lift station. We pulled the generator until power was restored.
15. On June 22<sup>nd</sup>, we were called out for power failures at Roxbury, Amhurst and Wexford lift station. We pulled the generator until power was restored.
16. On July 7<sup>th</sup>, Wexford, Amhurst, and Roxbury called for power outages. We pulled the generator until power was restored.
17. On July 9<sup>th</sup>, we were called to Sagamore for pump 1 failure. We discovered rags in the pump. We removed the rags and put the pump back into service.
18. On July 13<sup>th</sup>, we responded to power outages at Wexford, Amhurst and Roxbury lift station. We pulled the generator until power was restored.
19. On July 16<sup>th</sup>, we were called to Wexford for a power failure. NIPSCO was replacing a pad on one of their transformers. The power was restored approximately one hour later.

**Sewer Lines & Manholes**

4. On July 8<sup>th</sup>, we were called to Ridgeview for sewer back up. Midwest pumped out the manhole and Metz cleaned the sewer line. It was discovered that American Water had hit the main sewer line.

**Other**

3. On June 28<sup>th</sup>, we were called to Tremont for water coming out of the ground. We determined it was Indiana American Water's main line and called them to inform them.
4. On June 28<sup>th</sup>, we were called to Tremont for an emergency locate.
5. On July 2<sup>nd</sup>, our 2" trash pump quit working. We replaced the pull cord and could find nothing else wrong with the pump.

A copy of the July 17 through August 18, 2015 Shop Report, prepared by Forest Ash, Plant Manager, was distributed to all Members who were present, and is as follows:

**Shop Report**  
July 17<sup>th</sup> through August 18<sup>th</sup>, 2015

**Main Plant**

11. Permit capacity is 450,000 GPD. We had an average flow of 193,500GPD and our high flow was 324,700 GPD. We treated a total of 5.997million gallons of wastewater last month, or 43% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 98.5% removal of BODS; 99.1% of Suspended Solids; 99.6% of Ammonia; and 91.2% of Phosphorus (80% minimum). We have gone 65 months with out a violation.
12. On July 15<sup>th</sup>, we walked to the creek for our monthly inspection.
13. On July 21<sup>st</sup>, we had to blow back the clarifier.
14. On July 27<sup>th</sup>, we were called out for an auger failure on Micro Screen filter 1. We found a piece of schedule 35 PVC pipe in the auger.
15. On July 29<sup>th</sup>, we had an auger failure on Micro Screen filter 2. There was a piece of schedule 40 PVC in the auger.
16. On August 3<sup>rd</sup>, we blew back the clarifier.
17. On August 5<sup>th</sup>, we went to Sagamore to work on the generator. The coolant was low by approximately one gallon. We filled the radiator, reset the alarms on the generator and ran it manually.
18. On August 18<sup>th</sup>, we had an auger failure on Blue Water filter 2. We cleaned out the auger and put the filter back in service.
19. On August 18<sup>th</sup>, we noticed the belts on blower 4 were loose. We tightened the belts and put it back into service.

**Lift Stations**

20. Lift station pump run times from July 1 - 31, 2015

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	598	22.9	Nature Preserve	2085	222.9
Pixley	446	27.7	Devon	2061	79.5
Edgewood	663	71.5	Main	6342	178.1
Surrey Hill	729	53.8	Wessex	680	56.5
Wexford	628	28.2	Scarborough	607	19.7
Amhurst	1744	132.9	Shorewood ct.	942	150.3
Roxbury	3063	70.2			

21. On July 20<sup>th</sup>, we pulled pump 1 at Wessex lift station after noticing it was slow. We found nothing in the pump and put it back in service.
22. On August 3<sup>rd</sup>, we were called to Wexford for pump 1 failure. We reset the VFD and the pump started working on its own.
23. On August 3<sup>rd</sup>, we pulled pump 1 at Sagamore lift station. We found it full of rags. We removed the rags and put the pump back in service.
24. On August 4<sup>th</sup>, we trimmed the hedges at Scarborough and Amhurst lift stations.
25. On August 18<sup>th</sup>, Wexford, Amhurst, and Roxbury lift stations lost power during a storm. We pulled the generator until power was restored.
26. On August 18<sup>th</sup>, we noticed Edgewood was not communicating. We reset the PLC and communication reestablished.

**Sewer Lines & Manholes**

5. We located and cleared off 2 manholes and located another that needs to be raised to ground level.

**Other**

6. On July 17<sup>th</sup>, we changed the oil in the 2007 F-150.
7. On July 23<sup>rd</sup>, we trimmed the overgrowth back from Utility Dr.

Submitted By

Forest W. Ash

Mr. Ash reported that the Utility has had trouble lately with building contractors burying the Utility's manholes. There are three cases where this has happened recently. Two involve just a couple of inches, but one involves a manhole that was buried under 24" of soil. After discussion, Director Colton made a motion that if any builder has caused any of our facilities to be buried (particularly manholes), Forest is authorized to refuse to permit the tap-in for the home until the builder has paid the Utility for purchasing and installing a riser. Director Hanas seconded the motion and it was approved.

Ron Casassa, a member of the Utility, noted that electricity along 500W has been going out a lot lately and wondered if that affected the Utility as well. Mr. Ash said those power outages do affect the Utility.

**Treasurer's Report:**

Treasurer Jerry Hanas gave the Treasurer's report. The Capital Replacement Fund stands at \$528,555, and Capacity Fees total \$351,999. The Utility has Operating Cash of \$333,329. Year-to-date Income is \$513,899 and after Operating Expenses of \$199,879 resulted in Net Operating Income of \$314,020. Bond Payments totaled \$173,574, with a Debt Service Coverage Ratio of 1.55.

**New Business**

Mr. Ash reported receiving two bids for cleaning and televising the Utility's collection system. The bid from Alex Metz Sewer's Inc. was for approximately \$1.80 per linear foot. The bid from Tierra was for \$2.10 per foot and would remove roots. After discussion, Director Becker asked Mr. Ash to find out what Metz would charge to cut roots, and to also ask both bidders what it might cost to spread the work over a 3-year period.

Vice President Becker adjourned the meeting at 7:35 p.m.

Respectfully submitted,

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Gregory Colton, Secretary