

## **SHOREWOOD FOREST UTILITIES, INC.**

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

### **BOARD OF DIRECTORS MEETING**

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

### **Meeting of February 18, 2016**

**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 18, 2016 meeting to order at 7:05 p.m. in the Shorewood Forest Utility Office. Directors Greg Colton, Randy Becker, Jerry Hanas, Ken Buczek and Terry Atherton were present. Also in attendance were Plant Manager Forest Ash, John Sturgill from McMahan, and three members of the Utility.

#### **Approval of Prior Minutes:**

Board President Mr. Colton asked if there were any questions concerning the minutes from the previous meeting of January 21, 2016. There were none. The minutes of the Board of Directors Regular Meeting of January 21, 2016 were subsequently accepted and approved.

#### **Shop Report:**

A copy of the January 20, 2016 through February 15, 2016 Shop Report, prepared by Forest Ash, Plant Manager, was distributed to all Members who were present, and is summarized as follows:

### **Shop Report**

January 20<sup>th</sup> through February 15<sup>th</sup>, 2016

#### **Main Plant**

1. Permit capacity is 450,000 GPD. We had an average flow of 190,100 GPD and our high flow was 242,800 GPD. We treated a total of 5.893 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: 99.4% removal of BODS; 99.1% of Suspended Solids; 99.6% of Ammonia; and 94.9% of Phosphorus (80% minimum). We have gone 71 months without a violation.
2. On January 20<sup>th</sup>, we walked to the creek for our monthly inspection.
3. The Raw sampler line froze and had to be thawed out on multiple occasions.
4. On January 26<sup>th</sup>, we had to replace one of the bearings on Microscreen 1.
5. We have begun using the powder Magnesium and have trouble with the pump plugging. We are still trying to iron out the new process.

#### **Lift Stations**

1. Lift station pump run times from January 1 - 31, 2016

2. On

Station	Cycles	Run Time (hrs)
Sagamore	616	27
Pixley	408	25.6
Edgewood	649	76.4
Surrey Hill	634	55.1
Wexford	562	32
Amhurst	1364	122.6
Roxbury	2088	72.8

Station	Cycles	Run Time (hrs)
Nature Preserve	1763	176.7
Devon	1329	58
Main	6371	168.2
Wessex	565	55.5
Scarborough	579	18.9
Shorewood ct.	757	126.3

January 21<sup>st</sup>, Nature Preserve did not transfer power back automatically and had to be manually reset.

3. On January 25<sup>th</sup>, we pulled Pump 1 at Sagamore lift station. It was filled with rags.
4. We have had Dale from Dodrill Mechanic out for the RONK at Scarborough. He found some capacitors that were bad, we replaced them and he believes it will work. We have not had the time to install the new pump yet.
5. On February 13<sup>th</sup>, we were called for a high level at Edgewood. We noticed the motor starters were tripped and reset them.
6. On February 14<sup>th</sup>, we were called for a high level at Edgewood. The motor starters had tripped and we reset them.
7. On February 15<sup>th</sup>, we pulled both pumps at Edgewood and found them filled with rags.

### Sewer Lines & Manholes

1. On January 26<sup>th</sup>, we were called to Wessex Rd. for sewer back up. We opened the manhole and observed the sewer flowing freely, the service line for the home was in the manhole. We told them they had to call a plumber.
2. On February 7<sup>th</sup>, we were called to Arbor Lakes for an emergency locate. A sewer service lateral came loose and separated.
3. On February 12<sup>th</sup>, we were called to Cheshire for a sewer back up. When we opened the manhole the pipe was half full of water. We had Metz out to clean the main line and they televised. We did not find any breaks in the line.

### Other

1. Nothing this month.

Submitted By  
Forest W. Ash

### Questions and Answers:

1. Utility member Marcia Casassa asked if we have been having a lot of problems with pumps jamming. Mr. Ash explained that the biggest problem was the baby wipes that people are flushing down their toilets.
2. Mr. Hanas asked if there was a problem with cutter pumps. Mr. Ash stated that we have not had a problem with the cutter pumps jamming thus far.
3. Mr. Colton asked which stations did not have cutter pumps. Mr. Ash explained that Amhurst is the only one fully equipped with cutter pumps in it and that we had just a few stations that had one cutter pump in them.
4. Mr. Atherton asked if there were any of our pumps that were coming to the end of life expectancy, because it has been the policy of the utility to replace pumps that are at the end of their lives with cutter pumps. Mr. Ash said that Edgewood's pump had been in for about 10 years and this was really the first problem we had with it.
5. Mr. Atherton asked about the pumps that keep getting jammed. Mr. Ash responded that pumps at Sagamore had been in for about 6 years and they are always being pulled due to jams.

6. Ms. Casassa asked if we should put a letter out to utility members to stop people from putting these things down the toilet. Mr. Ash said that we could, but in talking to others in the industry, he learned that sending letters is not effective.
7. John Sturgill, engineer from McMahan, mentioned that in on one of his districts they did send out letters, and that it did no good. People still flushed baby wipes and dental floss down the toilet. Mr. Ash also stated that dental floss is a big problem in the lift stations. It gets wrapped around the impeller and jams the pump and has to be cut off with a knife or wire cutters.

### **Treasurer's Report:**

Treasurer Hanas gave the financial report, Restricted Bonds total \$53,940, Debt Service reserve of \$261,843 with a debt service target of 325,920, leaving amount still owed of \$64,077. We have Capital replacement fund of \$787,622, Construction Fund of \$357,712, Capacity Fee of \$352,106 total Restricted Investments of \$1,497,440, total Restricted Bond & Investments \$1,813,223. The Utility has Total Operating Funds of \$150,189, 2.5 months of cash on hand, Payables of \$2,643 and receivables of \$164,209. We had income of \$71,859 operating expense of \$33,384 giving a Net Operating Income of \$38,475. Bond payments of \$28,701 giving an income after Bond Payments \$9,773, and the Debt Service Coverage Ratio is 1.33. President Colton asked if there were any question on the financials, there were none.

### **Old Business:**

President Colton informed the Board of Directors that, pursuant to the last Board meeting, the contract with Aquarius Technologies Inc. has been signed for the purchase of the aeration equipment for tank 3, and that everyone involved understood the importance of completing this project before the rains come and the plant's NPDES permit limits are reduced. Mr. Sturgill mentioned that he has already received and approved the shop drawings from Aquarius and the deadlines for completion should be met.

President Colton talked about the venting of the Micro Screens. In cold weather, the ventilator now draws the heat from the building causing the interior pipes to freeze. Mr. Sturgill stated that he had been working with Bluewater directly, and is waiting for the volumetric calculation from Bluewater to order the proper ventilating fan for the duct work. Once the information is received, McMahan will have a schematic completed in a couple of days.

Mr. Colton asked Mr. Ash how long it would take to install the fan and vent piping once the schematic was completed. Mr. Ash stated he hoped it would be done within a month.

### **New Business:**

Mr. Sturgill met with Gaskill and Walton concerning the installation of the new aeration equipment for tank 3, and received a bid for the projected work. The bid came back at \$62,800 - a little lower than the bid we received 2 years ago, when we initially bid the project to be completed in 2015. Gaskill and Walton agreed to the time constraints along with the equipment manufacturer. Mr. Buczek made a motion to accept the bid, Mr. Atherton seconded the motion, and the motion was approved.

President Colton asked Mr. Ash to discuss the removal of the solids from tank 3. Mr. Ash stated that after some thought of using Gaskill and Walton to remove the final two feet of sludge, we would have Wealing Brothers remove the sludge to save cost. Their bid was approximately \$7,000.00. Mr. Atherton asked if we were going to haul sludge from the digester this year and, if we were, why couldn't we haul it at the same time the aeration tank was cleaned. Mr. Ash explained that the fields are not ready for the sludge and, that if we hauled it now, it would cost 15 cents a gallon instead of 7 cents per gallon. Mr. Atherton made a motion to accept the bid from Wealing Brothers. Mr. Buczek seconded the motion and the motion was approved.

Mr. Becker asked Mr. Sturgill about the north wall of aeration tank 3 being used as a common wall for the new aeration basin that is being considered as part of Project 2B. Mr. Sturgill stated that the original design was to use the wall. However, because McMahon was not involved in the design of the original project, they were not comfortable using the existing wall. He explained that the problem was not the structural integrity of the wall but rather the concern about any new water stop material adhering to the old concrete, and tying in to a cold joint. There was further discussion about the wall and it was decided that, while the aeration tank was out of service, the integrity of the wall would be tested, so a more informed decision could be made.

Mr. Sturgill informed the Board that McMahon's \$7,500.00 contract had covered consulting costs through the RFP for aeration tank 3, and in order to complete the project, McMahon would need another \$5,000.00. Mr. Buczek made the motion to accept the \$5,000.00 contract addition. Mr. Atherton seconded and the motion was approved.

Mr. Sturgill informed the Board that the bond issuance was approaching its second anniversary and he believed the proceeds from the bond might need to be spent soon. He suggested several projects could be started to use the remaining portion of the bond money, including the removal of old aeration tanks 1 and 2. President Colton and some of the Board members were not sure what the bond covenants required, but they would check to see.

Mr. Ash reported that the Arbor Lakes and Sagamore subdivisions had started their final development phases, which would involve hooking up 88 and 113 new customers, respectively. President Colton mentioned that he had talked to Don Blum of Arbor Lakes and Mr. Blum was close to finalizing the process for developing his property south of 100 North and would be addressing the Board for permission to tie in to the Utility. Once Blum's request was received, it would have to go before the members of the utility for approval. If approved, Blum's request would then be submitted to the IURC for approval.

President Colton asked if there were any further questions from the Board. There were none.

The floor was then opened to the public for questions. Utility member Bob Band asked if he was correct in understanding that the process for approving the Blum project would take about 3 months. President Colton told him the last time an issue was submitted to the utility membership for a vote and approval, it took about 3 months. Mr. Band asked if he could be given notice 15 days prior to the Board's notification of the utility membership because he wanted to write a personal letter of explanation to the utility's members.

There were no further questions from the membership and President Colton adjourned the meeting at 7:55 pm.

Respectfully submitted,

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Kenneth L. Buczek, Secretary