

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 January 21, 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 January 21, 2016 meeting to order at 7:07 p.m. in the Shorewood Forest Utility Office. Directors Greg Colton, Randy Becker, Jerry Hanas and Terry Atherton were present. Also in attendance were Plant Manager Forest Ash, and three members of the Utility. Secretary Ken Buczek was absent.

Approval of Prior Minutes:

Board President, Mr. Colton, asked if there were any questions concerning the minutes from the previous meeting of December 17, 2015. There were none. The minutes of the Board of Directors Regular Meeting of December 17, 2015 were then accepted and approved.

Shop Report:

A copy of the December 16, 2015 through January 20, 2016 Shop Report, prepared by Forest Ash, Plant Manager, was distributed to all Members who were present, and is summarized as follows:

Shop Report

December 16th, through January 20th, 2016

Main Plant

1. Permit capacity is 450,000 GPD. We had an average flow of 218,900 GPD and our high flow was 444,400 GPD. We treated a total of 6.914 million gallons of wastewater last month, or 49% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 99.2% removal of BODS; 99.0% of Suspended Solids; 99.6% of Ammonia; and 93.9% of Phosphorus (80% minimum). We have gone 70 months without a violation.
2. On December 3rd, we walked to the creek for our monthly inspection.

3. On January 7th, we noticed the bolt on the doctor blade on Micro screen 1 had fallen off, causing the Doctor Blade to fall away from the belt. We remounted the doctor blade to the bracket.
4. Due to the extreme cold we have had to unthaw the Raw, and Before Filter samplers on multiple occasions.
5. On January 16th, we were called for an auger failure on Micro screen 1. We took the filter down and cleaned it out. A hairbrush had gotten into the auger.
6. The Before Filter sampler head has stopped working. We have contacted Global sampler and ordered the motor to repair it.

Lift Stations

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

2. On

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	628	25.7	Nature Preserve	1813	170
Pixley	439	28.1	Devon	1572	80.4
Edgewood	688	84.1	Main	6780	192.1
Surrey Hill	641	41.3	Wessex	721	50.2
Wexford	573	26.6	Scarborough	701	24.4
Amhurst	1453	145.7	Shorewood ct.	728	129.3
Roxbury	2291	91.1			

December 22nd, we got a call for pump 1 failure at Sagamore. We pulled the pump and found rags in the pump.

3. On December 30th, we were called to Sagamore for pump 1 failure. We pulled the pump and brought it to the shop. We rethreaded the mounting holes for the volute and reinstalled the pump. It has not failed since.
4. On January 1st, when we checked the SCADA system we noticed Edgewood had been running and not shut off. We checked the lift station and found rags on the low float. We cleaned the float.
5. On January 5th, we were called to Sagamore for pump 2 failure. We pulled the pump and found it filled with rags.
6. On January 11th, we noticed Surry Hill pump 1 had been running but not pumping. We went to the station and reset the breaker to the pump, and manually pumped the station down to test the pump.
7. Amhurst lift station has had multiple communication failures. MB Controls has installed a new antenna to correct the problem.
8. On January 14th, we were called to Wexford lift station for a power failure. Upon arrival the station had power, but the PLC was not reading the power. We reset the PLC and it began to work.
9. On January 17th, we were called to Wexford for a high wet well level. Both VFD's were in fault mode. We reset the VFD for pump 1 and it worked. When we reset the VFD for pump 2 it blew.
10. On January 17th, we noticed Scarborough had a high wet well level, and the pumps were failed. We troubleshoot the station and found the Ronk (add a phase) was sending 374 volts to one leg, after further investigation we found a capacitor blown on pump 1, we replaced the capacitor and were able to get the proper voltage going to the pump. We had to replace the #1 pump with a new Tsurumi cutter pump. We also found that the PLC was not working. We wired the station to work on the back up float for the night. We were not able to restore the power for pump 2.
11. On January 18th, we had MB Controls replace the PLC at Scarborough with a new one from stock, the station is able to run utilizing pump 1.
12. On January 18th, we had MB Controls replace the VFD for pump 2 at Wexford lift station with a new VFD we had in stock. After the VFD was wired, we determined there was a blockage in pump 2.

13. On January 19th, we pulled pump 2 at Wexford lift station. We found rags in the pump. After removing the rags, we put the pump back in service.

Sewer Lines & Manholes

1. No issues this month.

Other

1. On December 21st, we replaced the shop water heater.
2. On December 22nd, we discovered the power switch on the Stow Away crane was broken. We had it replaced under warranty.
3. We had been getting a warning on the SCADA that our license will expire, Forest had called Don from Automation Systems, in which he had told us it was nothing to worry about, that it was his development license that he installed, and it should not affect us. On January 16th, approximately 1:00 am Forest was called by SADA stating that it is not communicating with the PLC. Upon restarting the SCADA alarm Philip noticed the license had expired. We called Automatic Systems, and MB Controls to restore the license. We were unable to restore the license, but we did get the SCADA working in demo mode, However; demo mode would only work for 2 hours, so Forest dialed in every 2 to 3 hours to reset the SCADA. Monday the 19th, we contacted Wonderware support and they sent us the user license via email we installed it along with a patch they suggested we needed, it did not work. I have had to go on SCADA every 2 hours and reset the computer. On Thursday Jan 21, Wonderware finally figured out that it did not install the license properly for the server section, they installed it and it seems to be working.

Submitted By
Forest W. Ash

Questions and Answers:

When questioned about the problem with the SCADA alarms, Mr. Ash confirmed that from Saturday through Tuesday he had to manually reset the alarm, every two hours, day and night, using a process that took about twenty minutes. At night he was able to accomplish this remotely, from home.

Mr. Ash noted that Scarborough now has only one working pump. Pump #2 cannot be repaired until an electrician comes out to repair or install a new Ronk phase converter, at a cost of approximately \$6,000 - \$7,000. (Scarborough does not receive true 3-phase electric service.) From his investigation, Mr. Ash believed pump #2 failed due to a power surge. He stated he contacted NIPSCO and asked if there had been any power problems in the area. He was told there was no record of such a problem.

There was a general discussion about the two pumps at Sagamore lift station. Neither is a cutter pump, and there have been problems with wet wipes and other debris clogging the pumps. The existing pumps have a remaining life of about two years, and would typically be rebuilt (at a cost of \$3,000 per pump) to gain another five years of life. A new cutter pump costs about \$6,500.

Treasurer's Report:

Treasurer Hanas gave the financial report, which was a preliminary year-end report for 2015. Restricted Bonds total \$449,712, and Restricted Investments total \$1,503,121. The Utility has Total Operating Funds of \$196,136, and a Net Operating Income of \$533,031. Income After Bond Payments is

\$186,683 for the year, and the Debt Service Coverage Ratio is 1.54. Mr. Hanas commented that actual costs were fairly close to what was budgeted, except that professional fees were lower than anticipated.

Old Business:

A number of months ago the Board discussed and tabled discussion about a new replacement clarifier drive that would be purchased and then held in stock until needed. Mr. Ash provided the Board with expired May 2015 quotes from DBS (\$16,000), Evoqua (\$26,150), and Envirodyne (\$31,000). When asked what brand was presently installed, Mr. Ash replied that an Evoqua clarifier drive is presently being used and was installed in 2006. There ensued a discussion about the value of replacing a clarifier drive with the same brand, even if it costs more. Director Atherton moved that the Board approve the purchase of the Evoqua brand clarifier drive if the price does not exceed \$30,000. Director Becker seconded the motion and it was approved.

Next the Board addressed the need to replace the existing aeration system in Tank #3, which, if done, should be accomplished before the Spring rains come. Director Atherton moved that the Board approve a proposed contract from McMahon Associates to provide engineering services in connection with the design of a new system and the solicitation of bids from a supplier. The cost was estimated at \$7,500. After discussion, the motion was seconded by Director Hanas and approved.

New Business:

Mr. Ash brought to the Board's attention the need to vent the two microscreens. Without direct venting of sewage gases from the microscreens, there is a rust problem with the microscreens. Blue Water, the manufacturer has agreed to cut a hole in the microscreen cover and install a flange, but did not agree to provide a vent. Mr. Ash suggested that a power vent is needed, and recommended that the Board retain McMahon & Associates to design the vent, so that it meets NFPA requirements. A meeting has been tentatively scheduled with a representative from McMahon next week to discuss available options. Mr. Ash explained that presently there is a single vent in the ceiling of the headworks that is used to remove all noxious and combustible gases. The problem is that in the cold winter months, the vent also removes all of the heat from the building and Mr. Ash has encountered a frozen Raw Sampler, and a frozen garden hose – even though the heater for the building is operating at maximum output.

Mr. Casassa, the insurance agent for the utility, reported that following an audit in December, the insurer has increased workmen's comp by \$615, based on increased payroll. On the other hand, D & O insurance has gone down.

There were no questions from the membership and President Colton adjourned the meeting at 8:01 pm.

Respectfully submitted,

Greg Colton, for
Kenneth L. Buczek, Secretary