

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 October 15, 2015

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 October 15, 2015 meeting to order at 7:05 p.m. in the Shorewood Forest Clubhouse. Directors Greg Colton, Randy Becker, Ken Buczek, Jerry Hanas and Terry Atherton were present. Also in attendance were Plant Manager Forest Ash, and three members of the Utility.

Approval of Prior Minutes:

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

Shop Report for August:

A copy of the September 12 through October 6, 2015 Shop Report, prepared by Forest Ash, Plant Manager, was distributed to all Members who were present, and is summarized as follows:

Shop Report

September 12th through October 6th, 2015

Main Plant:

1. Permit capacity is 450,000 GPD. We had an average flow of 176,800 GPD and our high flow was 351,900 GPD. We treated a total of 5.304 million gallons of wastewater last month, or 39% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 99.4% removal of BODS; 99.4% of Suspended Solids; 99.7% of Ammonia; and 94.8% of Phosphorus (80% minimum). We have gone 67 months with out a violation.
2. On September 16th, we walked to the creek for our monthly inspection.
3. On September 21st, we pulled pump 2 in the Micro-screen lift station and cleaned it out after noticing it was pumping slowly.
4. On September 29th, Micro-screen 2 called for an auger VFD fault. We cleaned out the auger and put it back in service.
5. On September 30th, we pulled pumps 2 and 3 in the Headworks lift station after noticing they were pumping slowly.

- On October 1st, we noticed a squeaking sound coming from Micro-screen 1 and found a bearing was not rotating properly. We took the Micro-screen out of service.

Lift Stations:

- Lift station pump run times from September 1 - 30, 2015:

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	631	26.3	Nature Preserve	1659	160.1
Pixley	418	26.3	Devon	1665	67.5
Edgewood	654	59.8	Main	6197	163.5
Surrey Hill	635	34	Wessex	608	51.2
Wexford	549	23.9	Scarborough	558	18.9
Amhurst	1304	127.3	Shorewood ct.	748	127.1
Roxbury	2200	62.7			

- On September 15th, we were called to Sagamore for pump 1 failure. We pulled the pump and found it filled with rags. We cleaned the pump out and put it back in service.
- On September 19th, we were called to Scarborough for backup control mode. We noticed grease around the floats and cleaned the grease off.
- On October 6th, MB Controls installed a new higher gain antenna on Scarborough lift station to help it communicate with the shop.

Sewer Lines & Manholes:

- On September 28th, we were called to Regency to find a shut off valve for a broken E-1 pump.

Other:

- On September 18th, we changed the front brakes, and driver's side caliper on the '07 F-150.
- On September 24th, we wired and tested the spotlight on the F-250.

Submitted By
Forest W. Ash

Update:

President Colton asked for an update on the Big Mouth Flow-Through plug. Mr. Ash explained that it seems to be working. There has been a little toilet paper hanging up but no problems thus far. Colton asked how long we were going to test the plug. Mr. Ash said he planned to leave the plug in for a week or so, to make sure there will be no problems.

Director Atherton asked who was going to be the first to be shut off. Mr. Ash explained that as of right now we have a couple prospects that have past due accounts. Marsha Casassa asked when we were going to shut people off. Mr. Ash explained there are plans to start in a month or so, but that we have to follow the procedure set forth by the Utility before we would actually shut anyone off. Mr. Ash also explained that the Board of Health will be notified when a customer has been shut off. It was Mr. Ash's understanding that the Board of Health will deem

the home uninhabitable once sewer is shut off, and condemn the home. The resident will be asked to vacate the home.

Treasurer's Report:

Treasurer Jerry Hanas gave the financial report. The Capital Replacement Fund stands at \$ 528,608, the construction fund stands at \$ 357,763 and the Capacity Fees total \$ 352,035; for a total investment of \$ 1,238,405. The Utility has Operating Cash of \$ 381,444, payables of \$ 5,347, and receivables of \$ 161,237. Year-to-date Income is \$ 664,734 and after Operating Expenses of \$ 247,112 resulted in a Net Operating Income of \$ 417,622. Bond Payments totaled \$ 260,199, leaving \$ 157,423, with a Debt Service Coverage Ratio of 1.61.

In response to a question from Director Randy Becker, Treasurer Hanas said that in the near future money from the lock box will be moved to the operating account.

Old Business:

President Colton asked Mr. Ash for an update regarding cleaning and televising the sewer system. Mr. Ash explained that he has been in contact with Metz Sewer. President Colton asked Mr. Ash if he had finished the report of all the sewer "hot spots" requiring cleaning. Mr. Ash explained that he had gone through all the videos, but had not yet finished his report. Director Atherton asked if a map was being created that will outline the areas that need repaired so that we could get a better view of the problem areas. Mr. Ash said he intended to prepare such a map.

Director Atherton asked Mr. Ash how his site visit went at the Chesterton WWTP. Mr. Ash said that it went very well, and he liked the GIS system they have and would like to have one here if possible.

Utility member Tom Szefer asked how roots get into the system. It was explained that roots can get in through cracks in the pipe or through joints in the clay tile. Normally you do not have that problem with PVC.

Utility member Marsha Casassa asked what the percentage of clay tile we have in Shorewood. Mr. Ash said approximately five-eighths of Shorewood is clay tile.

There was a discussion on the Metz contract for cleaning, televising and de-rooting of the lines. A motion to approve the Metz contract was made by Director Hanas and was seconded. However, after discussion, the motion was tabled until Mr. Ash is able to finish his hot spot map and have a meeting with Metz Sewer.

President Colton asked Mr. Ash to bring the board up to date on the Sprint contract. Mr. Ash explained that Sprint had contracted with us for three phones, three tablets, and two hot spots for \$189.00 per month. When the phones were activated, the billing department from Sprint told us that they could not honor the contract because it was too cheap for the service plan that they gave us. The sales department is going to honor the contract by giving us a credit on the account every month.

New Business:

President Colton informed the Board of the cost difference of magnesium hydroxide vs. the use of lime. The use of magnesium hydroxide has increased treatment costs by about \$500 a month. Mr. Ash explained that lime is more caustic, is in a powder form, and when the wind catches it, it blows all over the person that is trying to feed it into the aeration tank. He expressed concern that lime dumped into the tank could have clumped and settled to the bottom of the aeration tank.

President Colton adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Kenneth L. Buczek, Secretary