

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 September 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 September 18, 2014 meeting to order at 7:02 p.m. in the Shorewood Forest Clubhouse. Directors Terry Atherton, Randy Becker and Jerry Hanas were present. Also in attendance were Donna Atherton, Plant Manager Forest Ash, John Sturgill from McMahon Associates (the Utility's engineering adviser), and two members of the Utility.

Secretary Greg Colton was absent.

Approval of Prior Minutes:

The August 21, 2014 Board of Directors Regular Meeting minutes were accepted and approved.

Election of Assistant Treasurer

Jerry Hanas moved that Donna Atherton be appointed Assistant Treasurer for the coming year. The motion was seconded and approved.

Shop Report:

A copy of the August-September Shop Report prepared by Forest Ash, Plant Manager, was distributed to all Members that were present, and is as follows:

Shop Report

August 20th through September 12th, 2014

Main Plant

1. Permit capacity is 450,000 GPD. We had an average flow of 197,100 GPD and our high flow was 419,600 GPD. We treated a total of 6.109 million gallons of wastewater last month, or 44% of our permitted capacity. The following percentage rates are an indication of how efficiently the plant is operating: 98.3% removal of BODS; 99.3% of Suspended Solids; 99.7% of Ammonia; and 96.3% of Phosphorus (80% minimum). We have gone 54 months without a violation.
2. On August 28th, we walked to the outfall for our monthly inspection the outfall was clean.

3. On August 21st, the plant called for a communication failure. When we got to the plant everything was functioning except the radio. We replaced the radio with a new one and the plant started communicating.
4. On August 28th, Phoenix Innovation calibrated the Shorewood, final and return, flow meters, they also calibrated the Shelbourne flow meter.
5. September 3rd, when we went to take our samples for the lab we noticed the final sampler was not full. We replaced the suction tubing and the sampler is now working properly.
6. On September 4th, Philip was called out for a low D.O. reading in the plant. The VFDs that run the aerators for the plant would not communicate with the PLC. Philip turned the blower on manually and it came on.
7. On September 5th, we were called in for a low D.O. reading. Upon arrival all blowers were working properly and there was a heavy flow.

Lift Stations

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

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	447	20.4	Nature Preserve	1469	130.3
Pixley	498	30.7	Devon	1947	77.4
Edgewood	558	72.9	Main	5964	164.6
Surrey Hill	546	30.2	Wessex	684	52.4
Wexford	560	25.6	Scarborough	521	19.3
Amhurst	1625	125.9	Shorewood Ct.	680	160
Roxbury	706	47.8			

2. On August 21st, we were called to Shorewood Ct for a high wet well float alarm. Upon arrival we reversed the wires on the pump and put it back into service.
3. On September 12th, we changed the antenna at Nature Preserve in an effort to reduce the frequency of calls for communication failure.
4. On September 12th, we went to Scarborough to replace the radio. The new radio did not accept the old radio's power supply.

Sewer Lines & Manholes

1. We have been busy locating for NIPSCO's underground electric replacement project.
2. On September 10th, we were called to Wexford Rd for a backed up sewer line. We inspected the sewer manholes and found no problems.

Other

1. On August 24th, we were called out for an emergency locate on Wessex Rd due to a broken electrical service.

Submitted By
Forest W. Ash

Plant Manager Forest Ash reported the utility is still performing locates for NIPSCO (as part of the NIPSCO electric system upgrades). He also reported there were 25 new taps this year. Director Atherton noted this is higher than was anticipated in the budget.

Treasurer's Report:

The financial statements included re-worked financial statements from January 2014 through August 2014. There was a discussion about whether a line item for US Bank Escrow in the amount of \$996,750 for the 2002 and 2005 bonds should be included in the Utility's financials, in light of the defeasance of those bonds.

There was also a discussion about the calculation of the debt service coverage ratio, which has an additional complication due to the refunding of the 2002 and 2005 bonds in April 2014.

Old Business - Phase 1B Project Status

John Sturgill from McMahon Associates noted that the Utility has \$1,366,000 remaining in 2014A bond proceeds, of which \$426,962 is earmarked for construction contingencies. Although Gaskill & Walton is a few weeks behind in submitting payment requests, Mr. Sturgill stated that at this point it appears there will be funds left over when the construction is completed. The Utility has 24 months to use any leftover bond proceeds. Director Atherton noted that leftover funds should be utilized for the Phase 2A project which involves aeration and possibly tank improvements. The Utility has already contracted with McMahon Associates to perform design work on the next round of improvements. Any aeration improvements would need to be installed during a low flow period.

Mr. Sturgill reported on the progress of the Phase 1B construction. The microscreen building is already built. Excavation has begun for the splitter box, (which will split the flow to two aeration basins). During excavation some unmarked conduits were discovered which will require relocation. Gaskin & Walton provided a quote of \$19,477 for a change order to relocate the conduits, in part because the extent of the work needed is not fully known. Mr. Sturgill believes it would be less costly to have the relocation work performed on a time plus materials basis, with a cap not to exceed \$19,477. He expects the final cost to be in a range from \$12,000 to \$15,000. The Board agreed to allow Mr. Sturgill to negotiate the issue on behalf of the Utility.

Director Becker asked if the Utility were to install another basin, would the location of the new headworks be a problem? Mr. Sturgill replied that the location of the headworks is fine – all that would be needed is additional piping.

Mr. Sturgill submitted disbursement requests to the Board relating to the Phase 1B construction.

New Business

There was no new business.

Comments from the Membership

A member asked what a “high wet well float alarm” is, as the term is used in item #2 of the Shop Report. Forest Ash explained that when the level in a lift station gets too high it will trigger an alarm, which indicates either the pump has gone out, or the flow is heavier than the pumps can handle.

President Atherton adjourned the meeting at 7:35 p.m.

Respectfully submitted,


Gregory Colton, Secretary