

SHOREWOOD FOREST UTILITIES, INC.
425 Utility Dr
Valparaiso, IN 46385
219-531-0706

BOARD OF DIRECTORS MEETING

President, Terry Atherton
Vice President, Randy Becker
Vice-President, Gary Maxwell
Secretary, Chuck McIntire
Treasurer, Phil Litherland
Assistant Treasurer, Donna Atherton

Regular Meeting of February 13, 2012

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 February 13, 2012 meeting to order at 7:07 p.m. in the Shorewood Forest Clubhouse. Directors, Gary Maxwell, Chuck McIntire, Randy Becker, Phil Litherland, & Assistant Treasurer Donna Atherton were present. Also in attendance were Plant Manager Forest Ash, Office Manager Linda Walla, and several residents.

Approval of Prior Minutes:

A motion was made by Director McIntire and seconded by Director Litherland to approve the minutes for the January 16, 2012 Board of Directors Regular Meeting. The motion was approved unanimously.

Shop Report:

As reported by Plant Manager, Forest Ash:

January 13 – February 13, 2012

Main Plant

1. Our NPDES Permit is for 450,000 GPD. We had an average flow of 165,170 GPD and our high flow was 292,210 GPD. We treated a total of 5.1 million gallons of wastewater last month, or 37% of our permitted capacity. We removed 99% of BODS, 98.4% of Suspended Solids, 99.7% of Ammonia, and 87.6% of Phosphorus. We had no violations this month.
2. On January 24th, we walked to the outfall for our monthly inspection. We did not see any visible solids. The creek and the outfall are clean and odorless.
3. On January 17, we began draining the clarifier for tank 4 and removed from service.

Lift Stations

1. Lift station pump run times from January 1 – 31, 2012

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	97	5.6	Nature Preserve	671	60.2
Pixley	453	23.9	Devon	1503	51.1
Edgewood	721	45.1	Main	6497	165.2
Surrey Hill	629	45.4	Wessex	497	41.6
Wexford	609	29	Scarborough	452	19.4
Amhurst	1312	190.4	Shorewood Ct.	284	30
Roxbury	641	60.2			

2. The level transmitter went out on Scarborough Lift Station. We removed the old Wiki transmitter, and replaced it with the new Dwyer we had in stock. We have also ordered a new Dwyer transmitter, and have it in stock.

Sewer Lines & Manholes

1. January 21st, 5:30 p.m. we were called by customer residing at Kingswood Ct., stating they had sewer backing up in their home. We went out to inspect our manhole, found we had no problems. We informed them that they need to call a plumber.

Other

1. The stock pump we have ordered for Pixley has been received.

Questions ensued regarding Forest’s shop report:

President Atherton asked Forest how long it has been since we have had any violations. Forest replied that it has been 25 months since Shorewood Forest Utilities, Inc. has had any violations.

In reference to the problems that Forest was having with the Wiki Level Transmitters, an item discussed at the last Board Meeting, Director McIntire asked Forest how many Wiki Level Transmitters were changed out so far. Forest replied that we have changed out 2 Wiki Level Transmitters and replaced them with Dwyer Level Transmitters, which seem to be working better than the Wiki Level Transmitters. Forest stated that there are 11 lift stations remaining that will eventually need new level transmitters. Director McIntire asked how much the Dwyer Level Transmitters cost and Forest replied \$530 each.

Director Becker asked Forest if he installed the new pump for the Pixley Lift Station that we just received. Forest stated that the pump we just received is a stock pump that will replace the one we used for the Pixley Lift Station.

Financial Report:

A copy of the financial summary was handed out to all members that were present. Treasurer Litherland presented the financial report as follows:

The Summary Financial Report as of January 31, 2012 (*a copy of the full report can be obtained from the SFU office*) is highlighted as follows: Capital Replacement Fund \$118,614.35; Capacity Fees Fund \$514,149.85; Total Operating Fund \$316,531.35 (6.33 months of cash on hand); January Income \$62,651.18; January Expenses \$26,631.28; 2002 & 2005 Bond Payment \$17,712.68; January Net Income \$18,307.22; Year-To-Date Debt Service Ratio is 2.03 (1.25 is required to be in compliance with our Bond Covenants).

Treasurer Litherland reminded everyone that sometime this year, Indiana American Water will no longer be doing the billing for us; therefore we are actively looking for billing options. He invited anyone with suggestions to please contact the Board with their ideas.

Old Business:

There was no old business to discuss.

New Business:

Director McIntire requested that Forest research the cost and feasibility of using the cutter pumps versus the grinder pumps we are now using. Director McIntire stated that with the installation of cutter pumps, we would no longer have to pull out the rags that get stuck in the pumps; the cutter pumps literally eat the rags. Forest stated that he would do research on the cutter pumps.

Progress Reports:

Wexford Lift Station Landscaping- Director Litherland:

Director Litherland stated that he would landscape the area at the Wexford Lift Station, sometime in April of this year.

Manhole Repair Report- Director McIntire:

Director McIntire stated that there was nothing to report this month.

Website Demo-Director Becker:

Director Becker stated that he has a meeting this week with the website designers.

McMahon Efficiency Report & Letter to IDEM – President Atherton:

President Atherton stated that he spoke to McMahon and Associated today and they stated that by the end of this week, we should have the revised report with the items prioritized for the Board's review.

Comments from the Board:

There were no comments from the Board.

Comments from the Membership:

Tom Szefer (lot 878) asked when Indiana American Water will officially terminate their billing agreement with Shorewood Forest Utilities, Inc. and are we set up to do the billing in house. President Atherton stated that we have not had any direct communication with Indiana American Water, except for the letter they sent us in December stating that sometime this year (2012), they will no longer be able to do our billing. Assistant Treasurer Donna Atherton further explained that we currently bill approximately 70 customers in-house and post all Indiana American Water customer accounts receivable activity. She also reminded everyone that we have done in-house billing for the approximate 900-customer base in the past.

Adjournment:

Motion to adjourn was made by Director McIntire, seconded by Director Litherland, and unanimously approved. The meeting was adjourned at 7:20 p.m.