

**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 June 18, 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 June 18, 2012 meeting to order at 7:00 p.m. in the Shorewood Forest Clubhouse. Directors, Gary Maxwell, Chuck McIntire, Phil Litherland, & Assistant Treasurer Donna Atherton were present. Also, in attendance were Plant Manager Forest Ash, Office Manager Linda Walla, and several residents. Director Randy Becker was not able to attend the meeting.

**Approval of Prior Minutes:**

The minutes for the May 14, 2012 Board of Directors Regular Meeting were approved unanimously via e-mail in advance of our Regular June 18, 2012 Meeting in order to be included in the Shoreline Publication.

**Shop Report:**

A copy of the shop report prepared by Plant Manager, Forest Ash was distributed to all members that were present and is as follows:

**May 11 – June 15, 2012**

**Main Plant**

1. Our NPDES Permit is for 450,000 GPD. We had an average flow of 150,790 GPD and our high flow was 294,590 GPD. We treated a total of 4.7 million gallons of wastewater last month, or 34% of our permitted capacity. IDEM does not grade us on percentage rates, except for the Prosperous level that has an 80% minimum. The following percentage rates are only a scope of how efficient the plant is operating. We had a removal rate of 99.0% of BODS, 98.2% of Suspended Solids, 99.1% of Ammonia, and 94.1% of Phosphorus. We had no violations this month.
2. On May 15<sup>th</sup>, we walked to the outfall after the rain was complete; the outfall was clean.

### Lift Stations

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

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	97	5.0	Nature Preserve	632	70.7
Pixley	422	23.1	Devon	1061	39.0
Edgewood	657	39.6	Main	6531	164.4
Surrey Hill	620	70.6	Wessex	476	45.2
Wexford	613	29.1	Scarborough	420	18.7
Amhurst	743	204.4	Shorewood Ct.	318	23.6
Roxbury	619	106.9			

2. On June 3<sup>rd</sup>, at 2:30 p.m., Wexford called for a high wet well alarm. We found that NIPSCO had an underground fault. They switched the lines and the lift station went back on line. We also had to locate for NIPSCO, so they could repair their line.
3. On June 8<sup>th</sup>, the level transmitter at Wexford started to malfunction. It was noticed in the morning on the 9<sup>th</sup> when we checked the SCADA alarm. Philip reset the SCADA system which temporarily fixed the issue. On June 12<sup>th</sup>, we noticed that Wexford was once again giving false readings. We replaced the Wika level transmitter with a Dwyer transmitter. It has worked correctly since the transmitter was replaced.

### Sewer Lines & Manholes

1. We have completed all the raising of the manholes that was on our list for 2012. There is one manhole left that needs to be raised at the end of Wessex Rd, which is partially under a driveway. This is a dead-end manhole that will have to be raised by a contractor.
2. We have tried to televise the sewer lines behind the homes on 350 to try to assess the connections that were made for the homes on that line; however, the camera would not travel the distance of the sewer line. We have called LGS Plumbing; they have a camera that will reach. We are waiting for them to let us know when they can do the job.

### Other

1. We have scraped the mail boxes and painted them.
2. We have painted the parking blocks at the shop, and striped the parking area.
3. We have taken the old scrap pumps to the junk yard.

There were no questions regarding the shop report.

### 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 May 31, 2012** (*a copy of the full report can be obtained from the SFU office*) is highlighted as follows: Capital Replacement Fund \$114,348.89; Capacity Fees Fund \$558,374.14; Total Operating Fund \$403,021.66 (8.06 months of cash on hand); May Income \$71,177.50; May Expenses \$23,522.18; 2002 & 2005 Bond Payment \$17,613.96; May Net Income \$30,041.36; Year-To-Date Debt Service Ratio is 2.11 (1.25 is required to be in compliance with our Bond Covenants).

Director Litherland pointed out that Arbor Lakes' final payment into the Capacity Fees Fund was deposited on 5/11/2012.

### **Old Business:**

#### **Switching to In-house Billing (Assistant Treasurer Donna Atherton)**

Assistant Treasurer Donna Atherton stated that Indiana American Water had failed to include a message on their June statements informing customers about the billing transition back to Shorewood Forest Utilities, Inc.; therefore a reminder message was included in the upcoming Shoreline Publication. Assistant Treasurer Donna Atherton reminded everyone that the last water/sewer consolidated bill from Indiana American Water will be dated August 7<sup>th</sup> and will reflect the June and July sewer charges. She also stated that Indiana American Water will accept sewer payments on behalf of Shorewood Forest Utilities, Inc. until September 22, 2012. After this deadline, any sewer payments received will be applied to the customer's water account, unless the customer calls Indiana American Water and requests a refund. According to Indiana American Water, a message regarding the billing transition will appear on their August 7th billing statement.

### **New Business:**

#### **Formal Acceptance Letter for Sagamore Sanitary Sewer Extension Phase 1-B**

President Atherton stated that the only item under new business was the formal acceptance of Sagamore Sanitary Sewer Extension Phase 1-B. Director Litherland asked what the difference was between Phase 1-A and Phase 1-B. President Atherton explained that Phase 1-A has already been completed and that Phase 1-B is the second part of Section I.

A motion was made by Director McIntire and seconded by Director Litherland to approve the letter of acceptance for Sagamore Sanitary Sewer Extension Phase 1-B. The motion was approved unanimously.

President Atherton asked Office Manager, Linda Walla to make sure that Mr. Bucher picks up the letter of acceptance the next morning.

### **Progress Reports and Updates:**

#### **Manhole Repair Report- Director McIntire**

Director McIntire stated that Plant Manager, Forest Ash and crew completed all the in-house repairs of the manholes except for one that is partially under a customer's driveway and will have to be contracted out. He also stated that Forest and staff are getting ready to seal the rest of the manholes that are at ground level to prevent intrusion.

#### **Wexford Lift Station Landscaping- Director Litherland**

Director Litherland stated that he has not yet planted the trees because of the extreme heat.

**Website Demo-Director Becker**

Director Becker was not in attendance; however, President Atherton stated that Director Becker's son has donated his time to work on creating a website.

**Comments from the Board:**

Director Litherland reminded the members that Shorewood Forest Utilities, Inc.'s Annual Membership Meeting will be held on July 9<sup>th</sup>, 2012 at 7:00 p.m. at the Shorewood Forest Clubhouse. Among the items to be presented will be our Financial Report, Operations Status, and a State of the Utility Report by our Board President.

Director Litherland is working on a Request for Proposals (RFP) for engineering services related to the capital improvements projects at the Plant. President Atherton asked Director Litherland to complete the draft RFP as soon as possible.

Director Maxwell asked if Shorewood Forest Utilities, Inc. has notified customers of the Indiana American Water billing transition. Assistant Treasurer, Donna Atherton stated that we have not yet done so, but we are in the process of drafting different letters to mail to our customers explaining the change in billing. President Atherton explained that Indiana American Water stated that notes regarding the transition were to be included on the last statement issued by them (August) and the one before it (June), which did not occur; therefore, we did include a short reminder message in the upcoming Shoreline Publication to inform our customers of the change. President Atherton stated that Shorewood Forest Utilities, Inc. will issue a mailing to our customers explaining the transition in detail and may include a section of "most frequently asked questions".

**Comments from the Membership:**

**Ron Casassa (lot 618)** asked if we had looked into hiring an outside firm to do our billing. Assistant Treasurer Atherton replied that the Board did explore that option, but there were no companies located in the tri-state area. Also, there were no companies willing to do business with only approximately 900 customers.

**Adjournment:**

Motion to adjourn was made by Director McIntire, seconded by Director Litherland, and unanimously approved. The meeting was adjourned at 7:08 p.m.