

**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 May 14, 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 May 14, 2012 meeting to order at 7:00 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 April 16, 2012 Board of Directors Regular Meeting. The motion was approved unanimously.

**Shop Report:**

As reported by Plant Manager, Forest Ash:

**April 13 – May 10, 2012**

**Main Plant**

1. Our NPDES Permit is for 450,000 GPD. We had an average flow of 145,560 GPD and our high flow was 213,940 GPD. We treated a total of 4.4 million gallons of wastewater last month, or 32% 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 99.3% of BODS, 98.4% of Suspended Solids, 99.5% of Ammonia, and 94.6% of Phosphorus. We had no violations this month.
2. On April 19th, 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 Monday, May 7<sup>th</sup>, we came in after the heavy rain fall and found our influent and our effluent was muddy. We immediately opened aeration tank# 4 to help with the flow, and

give more retention time in the aeration basins. Once we stabilized the plant, we went to find the source of the problem. We found Arbor Lakes had left a trench open for the connection of a new manhole; they had plugged the line, but the plug did not hold. Don Blum called his contractors out. They added another plug on the line to hold the water.

4. 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 April 1 – 30, 2012

Station	Cycles	Run Time (hrs)	Station	Cycles	Run Time (hrs)
Sagamore	145	5.1	Nature Preserve	628	63.7
Pixley	517	26.2	Devon	1122	41.1
Edgewood	640	39.2	Main	5909	146.0
Surrey Hill	597	33.9	Wessex	468	39.3
Wexford	566	25.8	Scarborough	360	15.1
Amhurst	1195	155.0	Shorewood Ct.	240	24.0
Roxbury	540	108.1			

2. On April 16<sup>th</sup>, 11:30 p.m., SCADA called; pump 1 at Roxbury had failed. I went online and made pump 2 the lead pump.
3. On April 17<sup>th</sup>, 2:30 a.m., SCADA called; pump 2 at Sagamore had failed. I went online and made pump 1 lead pump. At 10:30 a.m., we went and reversed the wires to free up the jam. We put both pumps back on line.
4. On April 20<sup>th</sup>, 1:30 a.m., 3:00 a.m., and at 4:30 a.m., SCADA called; Pixley had a low wet well float alarm. At 10:45 a.m., we went to Pixley; we could not find anything wrong.
5. On May 2<sup>nd</sup>, 2:30 a.m., SCADA called; Roxbury pump 1 had failed. I went on-line and made pump 2 the lead pump. At 11:40 a.m., we went to Roxbury and tried to reverse the wires to free the pump; it would not do it. We had to pull the pump and found a wad of toilet paper mixed with hair grease and condoms. We had to take the volute apart to remove the jam. Pictures are attached.
6. On May 3<sup>rd</sup>, 2:00 a.m., SCADA called; Amhurst Ct. pump 1 had failed. I went online and made pump 2 the lead pump. At 12:45 p.m., we went to Amhurst, and tried to reverse the wires, but it would not work; we had to pull the pump. We had to remove the volute to remove the jam of paper.
7. On May 4<sup>th</sup>, we had the lightning storm roll in; beginning at 9:00 p.m., every 45 minutes, I would get a call from SCADA for communication failure for the Amhurst Ct & Nature Preserve Lift Stations.
8. On May 6<sup>th</sup>, because of the heavy rain, I was getting calls from SCADA again for communication failure throughout the night.

## **Sewer Lines & Manholes**

1. Metz has televised the new lines at Sagamore. The vacuum test, pressure test, and the mandrill test are complete.

## **Other**

1. Dean Bucher, the developer of Sagamore Subdivision, has come in and wanted to pay for a tap on the new lines that have been installed. They have 13 lots that have been reserved and are waiting for approval to begin.

## **Questions ensued regarding the shop report:**

Director Litherland asked Forest if the SCADA was performing a system test and was that the reason it called every 45 minutes. Forest replied that it was not a system test and the lightning storm was the reason for the repetitious SCADA communication.

Director Maxwell inquired how long it takes to pull a pump out for repair. Forest replied that it takes about 1 hour if there are no other problems.

**Tom Szefc (lot 878)** inquired whether the pumps work in parallel or in series. Forest stated that both pumps alternate and do not run at the same time. Tom Szefc also asked about the cutter pumps that were previously discussed at one of the Board Meetings that would shred the debris, so that the pumps do not jam up. Director Litherland stated that Board looked into purchasing the cutter pumps about 6 months ago. The Board has decided to purchase the cutter pumps, putting them in use as soon as the old pumps fail.

President Atherton asked Forest if the influent and effluent were found to be muddy after the filters and UV System and if so, was the filter cloth muddy as well. Forest stated that there was fine silt in the filter cloth, but that it was cleaned during their routine, weekly filter cleaning procedure. President Atherton asked if Forest spoke to Mr. Blum about reimbursing Shorewood Forest Utilities, Inc. for the cost of the clean up or for the cost of checking those lines to make sure that there is not mud build up in the gravity lines. Forest replied that the new lines that were just put in would have to be cleaned anyway. President Atherton was concerned with the lines that were already accepted by Shorewood Forest Utilities, Inc. that connect to the existing line. President Atherton asked Forest to make sure that all those lines were cleaned and that the mud doesn't get down into the lift stations, where we have to take it out later.

Marcia Casassa (lot 618) asked if this situation with the mud is unusual. President Atherton stated that the contractor should not have been allowed to put a plug in at the end of the line; the plug should have been installed in the manhole. The line should not be connected to our system until it has been accepted.

Director Becker asked Forest if he is still emailing the Board a weekly shop report. Forest replied that since only two Board Members responded that they would like him to send them a weekly report, he stopped doing so. President Atherton stated that all of the Board Members would like a weekly shop report emailed to them.

## **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 April 30, 2012** (*a copy of the full report can be obtained from the SFU office*) is highlighted as follows: Capital Replacement Fund \$114,336.30; Capacity Fees Fund \$514,314.23; Total Operating Fund \$407,986.16 (8.16 months of cash on hand); April Income \$61,811.75; April Expenses \$27,590.62; 2002 & 2005 Bond Payment \$17,613.96; April Net Income \$16,607.17; Year-To-Date Debt Service Ratio is 1.93 (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 promised to give us reports by this Wednesday that would help us with our accounts receivable records. These reports will be emailed to us in an electronic format that can be sorted by name and address. We will compare these reports to our files before the transition takes place. Director Maxwell inquired when we would receive the last report from Indiana American Water. Assistant Treasurer Donna Atherton stated that the last report will be in September and will reflect the August Indiana American Water statement activity. Office Manager Linda Walla stated that she would be able to have online access to customer's accounts through 2013. 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.

### **Prior Approval of Acceptance of Sagamore Sanitary Sewer Extension Phase 1-B**

President Atherton stated that he has been in contact with Bryan Bucher, the developer's manager for the Sagamore Subdivision. Bucher Construction is the new owner that took over from Carlson's defunct company. President Atherton stated that he laid out in an email, a number of conditions that had to be met prior to Shorewood Forest Utilities, Inc.'s acceptance of the sewer and subsequent tapping by them of that line. Since Mr. Bucher was not able to meet all of the prerequisites before tonight's meeting, President Atherton asked the Board for their approval of Sagamore Phase 1-B, contingent upon all of the requirements being met.

A motion was made by Director Maxwell and seconded by Director Becker to approve the acceptance of Sagamore Sanitary Sewer Extension Phase 1-B, contingent upon all of the prerequisites being met. The motion was approved unanimously.

## **New Business:**

### **NPDES Permit (President Atherton)**

President Atherton reminded the Board that they authorized him to contact McMahon and Associates to obtain a proposal/contract for helping us prepare our application to renew our NPDES Permit that will need to be renewed this summer. President Atherton did receive the McMahon contract with an estimated budget of \$500- \$1,000, not to exceed \$1,000. President Atherton recommended that the Board accept this proposal.

A motion was made by Director McIntire and seconded by Director Becker to accept the McMahan proposal to aid us in the preparation of the renewal of our NPDES Permit with an estimated cost not to exceed \$1,000. The motion was approved unanimously.

**Progress Reports and Updates:**

**Manhole Repair Report- Director McIntire**

Director McIntire stated that our summer help began today. He stated that Philip, with the aid of the summer help, will finish the seven manholes left to repair in-house. Director McIntire stated that we will proceed with the sealing of the rest of the manholes that have not been checked that are at ground level, so that we don't get intrusion from any heavy rains. He stated that all the manholes will be finished this season.

President Atherton asked Director McIntire about the capital projects. Director McIntire stated that Forest has given him all the updated quotes, but that he has not had a chance to review them yet. Only one of the quotes has changed from the amount previously obtained.

Director Maxwell inquired if the new employee for the summer is new to this industry. Director McIntire explained that we hired the same summer help as last year. Assistant Treasurer Donna Atherton asked Forest if he gave a safety orientation to the summer help. Forest replied that he did not have time to do it today, but that he would give the safety orientation first thing tomorrow.

**Wexford Lift Station Landscaping- Director Litherland**

Director Litherland stated that Forest will contact Indiana 811, so that the utilities can be located. Once that has been done, Director Litherland will be able to stake out where the trees can be planted. Director Litherland stated that he will probably have this done before the end of the month.

**Website Demo-Director Becker**

Director Becker stated that the company he has been in contact with will not do a website demo until they receive a 40% upfront payment; therefore, we will be looking for another company to design our website.

**McMahan Efficiency Report & Letter to IDEM – President Atherton**

President Atherton stated that the updated page for our report has been received and that he is in the process of putting together a list of documents of the items on the compliance plan. He stated that there are a couple of items that have not been addressed yet; one of them being that the Board must pass a resolution to establish the proper handling and disposal of sludge.

**Comments from the Board:**

There were no comments from the Board.

**Comments from the Membership:**

**Marcia Casassa (lot 618)** asked Director Becker why we didn't know in advance that the website designer required 40% upfront payment before designing a promo. Director Becker stated that the original agreement did not require the upfront payment. He explained that the owners of the website design company would not back up the person who gave us the verbal. Marcia stated

that this is unfortunate given the fact that Director Becker has put in so much effort into the project. She suggested that we obtain any future agreements in writing.

**Tom Szefc (lot 878)** stated that he knows someone who developed their own website using software that can be purchased for that purpose and suggested that we perhaps look into purchasing this software and develop the website ourselves.

**Adjournment:**

Motion to adjourn was made by Director McIntire, seconded by Director Litherland, and unanimously approved. The meeting was adjourned at 7:22 p.m.