

## **SHOREWOOD FOREST UTILITIES, INC.**

425 Utility Dr.  
Valparaiso, IN 46385  
219-531-0706

### **BOARD OF DIRECTORS PUBLIC MEETING**

President, Greg Schafer  
Vice President, Anthony Cimino  
Secretary & Treasurer, Tom Szefc  
Director, Margie Stiles

#### **Meeting of May 24, 2018**

**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.

#### **CALL TO ORDER (00:50)**

Board President Greg Schafer called the May 24, 2018 Shorewood Forest Utilities, Inc., Board of Directors Public Meeting to order at 7:15 p.m. in the Shorewood Forest Club House. Present were President Greg Schafer, Vice President Anthony Cimino, and Secretary/Treasurer Tom Szefc. Also, in attendance were Plant Manager Forest Ash, Administrative Assistant Linda Walla, and 4 members of Shorewood Forest Utilities. Director Margie Stiles was unable to attend.

President Greg Schafer welcomed everyone to the meeting and stated that meetings are run using the Rules of Roberts Law; every time there is an issue being presented, members will have a chance to interact by asking questions and commenting on these issues while the Board discusses each issue. He encouraged members to ask questions if they need clarification or provide their valuable input to help the Board better understand their concerns.

#### **APPROVAL OF MINUTES (00:41)**

Secretary/Treasurer Tom Szefc stated that the 2018 Public Meeting Minutes for January 24<sup>th</sup> and March 22<sup>nd</sup> are ready for Board approval (there were no meetings in February & April), as well as the January 24<sup>th</sup>, February 27<sup>th</sup>, March 5<sup>th</sup>, and March 22<sup>th</sup> Executive Meeting Minutes (there was no meeting in April).

**A motion was made by President Greg Schafer and seconded by Vice President Anthony Cimino to accept the 2018 Public Meeting Minutes for January 24<sup>th</sup> and March 22<sup>nd</sup> for Board approval; as well as the January 24<sup>th</sup>, February 27<sup>th</sup>, March 5<sup>th</sup>, and March 22<sup>th</sup> Executive Meeting Minutes. The motion was unanimously approved.**

#### **OPERATIONS REPORT (March & April) (04:00):**

Plant Manager Forest Ash presented the Operations Report as follows:

- The plant has been running efficiently; we have not only met but well exceeded all NPDES (National Pollutant Discharge Elimination System) permit requirements.
- In March, we had an average flow of 196,100 GPD and our high flow was 258,900 GPD. We treated a total of 6.1 million gallons of wastewater last month. The following are the NPDES permit monthly average limits and the lab results of the influent and effluent:

MARCH	INCOMING (Av)		OUT GOING (Av)		I.D.E.M. (Limits)	
	lbs.	mg/l	lbs.	mg/l	lbs.	mg/l
CBOD	<b>557.0</b>	285	<b>4.7</b>	3.1	<b>37.6</b>	10
TSS	<b>987.0</b>	532	<b>3.94</b>	2.6	<b>45.1</b>	45.1
AMMONIA		<b>27.8</b>		<b>0.1</b>		<b>1.2</b>
PHOSPHORUS		<b>8.24</b>		<b>0.3</b>		<b>1.0</b>

- In April we had an average flow of 223,900 GPD and our high flow was 476,600 GPD. We treated a total of 6.7 million gallons of wastewater last month. The following are the NPDES (National Pollutant Discharge Elimination System) permit monthly average limits and the lab results of the influent and effluent:

APRIL	INCOMING (Av)		OUT GOING (Av)		I.D.E.M. (Limits)	
	lbs.	mg/l	lbs.	mg/l	lbs.	mg/l
CBOD	<b>803.0</b>	393	<b>3.1</b>	1.7	<b>37.6</b>	10
TSS	<b>1,281.0</b>	636	<b>5.2</b>	2.8	<b>45.1</b>	45.1
AMMONIA		<b>24.9</b>		<b>0.1</b>		<b>1.2</b>
PHOSPHORUS		<b>9.32</b>		<b>0.3</b>		<b>1.0</b>

CBOD - Carbonaceous Biochemical Oxygen Demand.

TSS - Total Suspended Solids

### **Job Search, Replacing a Former Employee**

On May 18, 2018, Philip turned in his 2-week resignation. Philip had worked for us for 10 years and decided that it was time for him to pursue a different career. With Philip being gone, it will slow down the major projects that have been planned for the summer. We are looking for a new employee that is willing to learn the wastewater field and has some mechanical background.

### **Cleaning Out the Digesters**

On March 27th through April 6th, Wealing Brothers came in and removed 312,500 gallons of sludge from the East and West digesters, with an average of 4.5% solids. We normally budget \$15,000.00 for the hauling of the sludge per year. This year, however we needed to service the diffusers and decided to have both digesters cleaned out. The cost of the project was \$23,125.00. Since we cleaned both of the digesters and doubled our normal hauling, we were able to negotiate the price from 8 cents a gallon to 7.45 cents per gallon. The last time that both digesters were completely cleaned out was 5 years ago, therefore the remaining sludge was thick and hard to remove.

### **Replacing the Digester Diffusers**

During this process of emptying the digesters, we cleaned up the bottom of the digesters to service the diffusers. The header is the piping that the air travels through; the diffusers are connected to the piping; the membrane sets on top of the diffuser to regulate how much air is released; and a locking ring is what holds the membrane to the diffuser.

We found 45 of the 300 membranes plugged. We ordered 45 new membranes to replace those that were plugged; however, the new membranes allowed too much air to flow through and therefore the air was not distributed throughout the header. We tried to clean the old membranes with CLR but it did not work. We then ordered 265 additional membranes to replace the old membranes and 5 extras. We also have ordered lockdown rings to replace any rings that might break during the process. We are awaiting the shipment.

We will be doing this work in-house and the cost will be approximately \$12.00 per membrane, plus locking rings for an estimated cost of \$3,700.00.

### **Replacing the Camera for Televising Sewer Lines**

During our use of the camera, we found water behind the lens; we removed the lens to clean the water from behind the lens and found the lens had cracked. We contacted Peer Point to purchase a new lens and found out the camera has been obsolete for seven years; there are no available parts to be found anywhere. We also contacted glass companies to see if they could cut out a lens for the camera, to no avail. After exhausting every effort, we decided to repair the glass with epoxy. After attempting the repair, we submerged the camera into water to verify the repair had worked; it seemed to have worked. However, the next morning the lens was cloudy again. We took the head of the camera apart and found that water had entered into the camera again. Due to the fact the camera is obsolete and we cannot find any parts, it is necessary to replace the camera with a new one. We do have bids and they will be discussed in New Business.

The previous camera and trailer were purchased in 2004 for \$37,000.00. The camera was used for the first couple of years to regularly televise lines. The Board changed hands and the new Board decided to have another company come out and televise. We did use the camera periodically for problems, for example, to help locate sewer laterals etc. The cost of contracting an outside company to televise the lines was \$1.95 per foot and we have approximately 73,000 feet that is required by IDEM (Indiana Department of Environmental Management) to be televised every seven years.

### **Headworks/Micro Screen Repairs/Upgrade, Update**

We have contacted Tom Porosky from Nexom concerning the micro screens. They have already sent us the new clamshell screens that go on the end of the micro screens to make it easier to clean the augers. We do have to do some prefab on the cleaner knives to make it fit. They have also agreed to send us 2 new booster pumps. The micro screens were purchased and installed in 2015; we purchased them from Blue Water. In 2016, Blue Water sold out to Nexom. We began to have rust problems with the micro screens two months after the installation and it has been an ongoing issue. Nexom claims that they only purchased the assets and therefore are not liable for the rust issue. We are still in negotiations regarding the rust on the 304 stainless micro screens. The micro screens are new to IDEM and cannot be used as a reduction in the BOD or the TSS loadings of the plant, until they have been accepted as part of the plant's operation; this cannot happen until you have the entire plant reevaluated and have one year of data to present our case to IDEM.

## **SCADA (Supervisory Control and Data Acquisition) & Comcast Upgrade, Update**

Comcast has been upgraded. We now have the new phones and high-speed internet.

MB controls is in the process of creating the database for the new SCADA system. The new SCADA system should be in operation by the end of May. With this new system, we can add new system controls to automate the plant. The previous system was run time only and we could not add any new alarms or any automation without a huge cost.

## **Vac Truck Repairs & Certification, Update**

Our Vac truck has been repaired; the rodding line needs to be repaired; the new wash down wand has been put together and ready for use. We have replaced old broken hydraulic lines and purchased a root cutting attachment for the truck. Once the main rodding line is repaired, we will be able to clean our sewer lines and cut roots out where needed, without the expense of calling a contractor out. The repair cost was \$3,917.82 and the new rooting attachment was \$1,396.47, for a total repair cost of \$5,313.69.

## **Summer Projects**

Our summer projects consist of:

- Cleaning lift stations - When we go to clean lift stations, we will pull both pumps to inspect and clean them. We will inspect the control panel and try to do all maintenance at that station while we are there.
- Televising sewer lines - We will be cleaning and rodding the lines when necessary.
- Inspecting manholes - We will be trying to see if the riser rings have shifted and will be moving them into their proper place.
- Installing gas generators - We will install gas generators when purchased.

**NOTE:** Knowing that Philip is gone, these projects such as cleaning of lift stations, televising lines, inspecting manholes, etc. will be done a little slower and will be done as we can.

## **Questions from The Membership**

**Greg Colton (Lot 723) asked when we started collecting data on the micro screens to have our plant reevaluated to be used as a reduction in the BOD or the TSS loadings of the plant.** Plant manager Forest Ash replied that it was late December or the end of January.

**Greg Colton (Lot 723) asked if there is a plan to have IDEM look at the data to reevaluate the plant.** President Greg Schafer replied, "not at this time."

**President Greg Schafer asked Greg Colton (Lot 723) if he was aware, while serving on the Board in 2014 and 2015, that Blue Water was in Chapter 11 during the time that the headworks and micro screens were purchased.** Greg Colton (Lot 723) replied that he had no knowledge of that.

**President Greg Schafer asked Member Greg Colton (Lot 723) if he was advised by McMahon and Associates (Engineering Consulting Firm) that Blue Water was in Chapter 11.** Greg Colton (Lot 723) replied that he was not going to answer that question because he didn't like the tone in which it was asked. **President Greg Schafer** pointed out that Greg Colton (Lot 723) was Board President at the time and spent \$1,500,000.00 on a plant, selecting Blue Water as the provider of the micro screens while they were in bankruptcy; President Greg Schafer then proceeded to ask Mr. Greg Colton, "and you don't want to answer that question?"

President Greg Schafer stated that the micro screens are the pre-screening of solids as they come into the plant; this particular piece of equipment is failing on us badly because it's rusting away. It is made out of 304 stainless steel in lieu of 316 stainless steel, which is very resistant to rust; unfortunately, we identified rust just a few short months after installation and it has become a real problem. He informed the membership that the previous Board bought that unit back in September 2015 and in 2016 Blue Water, the company we bought the equipment from, went out of business and sold their assets (as they claim) to Nexom. He also stated that we are investigating whether that asset sale was really just a method of avoiding lawsuits and claims of failed equipment because there is quite a bit of information out there that says that may be the situation. President Greg Schafer stated that as Directors of the Utility, after the previous Board spent \$1,500,000.00 centered around these micro screens, we felt we have a fiduciary obligation to the 1100 members to look very, very hard at this purchase and his transaction. He is completely baffled why the previous Board would purchase micro screens from a company that is in Chapter 11 bankruptcy; most people are aware of what happens when a company is in bankruptcy; sometimes the company recovers, but more often than not, they go out of business and the consumer is left holding the bag. This is the situation we are in; however, we have some smart people working on this right now and we are hoping to fix that problem.

## **FINANCIAL REPORT (16:45)**

Treasurer/Secretary Tom Szefc presented the financial reports as follows:

**The Summary Financial Report as of March 31, 2018** (*a copy of the full report can be obtained from the SFU office*) is highlighted as follows:

- **MARCH: Income** \$75,242.90; **Expenses** \$32,345.56; **Bond Payment** \$27,034.17; **Debt Service Reserve (Escrow Payment)** \$1,732.88; **Surplus/Deficit** \$14,130.29.
- **Y-T-D: Income** \$226,431.66; **Expenses** \$109,717.96 (*Including Previous Board's legal expenses of \$2,500.00*); **Bond Payments** \$81,102.51; **Debt Service Reserve (Escrow Payment)** \$5,198.64; **Surplus/Deficit** \$30,412.55; **Debt/Service Ratio** 1.35 (*1.25 is required to be in compliance with our Bond Covenants*).
- **Y-T-Y Restricted Funds (2 Bonds; \$3,475,000; Mar 2014): Bond Payments** \$1,289,232.65; **Remaining Balance** \$3,398,225.36; **Debt Service Reserve (Escrow Payment)** \$308,892.42 (*Funds to be returned after the Bond is paid off*); **Remaining Balance** \$17,027.58.
- **Y-T-Y Unrestricted Funds: Operating Fund** \$62,809.19 (*1.57 months of cash on hand*); **Petty Cash** \$100.00; **Capital Improvement & Replacement Fund** \$2,742.41; **Certificate of Deposit Interest** (*\$1,150,000.00; Oct 9, 2017*) \$10,137.20; **Money Market Account Interest** (*\$400,000.00; Mar 27, 2018*) \$65.27; **Business Elite Checking Account (March 27, 2018)** \$100.00 (*Must open this checking account to qualify for the Money Market Account 1.5% APY interest rate*); **Total Unrestrictive Funds** \$1,625,954.07.

**NOTE:** *\$115,000.00 was moved from the First Source Bank Operating Account to the Fifth Third Bank Money Market Account.*

*\$285,000.00 was moved from the First Source Bank Capital Improvement & Replacement Account to the Fifth Third Bank Money Market Account.*

*\$100.00 was moved from the First Source Bank Operating Account to the Fifth Third Bank Business Elite Checking Account.*

**The Summary Financial Report as of April 30, 2018** (*a copy of the full report can be obtained from the SFU office*) is highlighted as follows:

**APRIL: Income** \$75,121.49; **Expenses** \$61,638.43; **Bond Payment** \$27,034.17; **Debt Service Reserve (Escrow Payment)** \$1,732.88; **Surplus/Deficit** (\$12,283.99) \*.

- **Y-T-D: Income** \$304,553.15; **Expenses** \$171,356.39 (*Including Previous Board's legal expenses of \$2,500.00*); **Bond Payments** \$108,136.68; **Debt Service Reserve (Escrow Payment)** \$6,931.52; **Surplus/Deficit** \$18,128.56; **Debt/Service Ratio** 1.15 (*1.25 is required to be in compliance with our Bond Covenants*).
- **Y-T-Y Restricted Funds (2 Bonds; \$3,475,000; Mar 2014): Bond Payments** \$1,316,361.98; **Remaining Balance** \$3,371,096.03; **Debt Service Reserve (Escrow Payment)** \$310,921.28 (*Funds to be returned after the Bond is paid off*); **Remaining Balance** \$14,998.72.
- **Y-T-Y Unrestricted Funds: Operating Fund** \$96,112.51 (*2.41 months of cash on hand*); **Petty Cash** \$100.00; **Capital Improvement & Replacement Fund** \$2,742.68; **Certificate of Deposit Interest (\$1,150,000.00; Oct 9, 2017)** \$11,895.20; **Money Market Account Interest (\$400,000.00; Mar 27,2018)** \$555.14; **Business Elite Checking Account (March 27, 2018)** \$100.00 (*Must open this checking account to qualify for the Money Market Account 1.5% APY interest rate*); **Total Unrestrictive Funds** \$1,661,505.53.

\***Secretary / Treasurer Tom Szeffc** explained that this April deficit was due to cleaning out the entire digesters. **Plant Manager Forest Ash** added that the aeration tank is where the biological process starts. It then goes to the clarifier. In the clarifier the solids settle out and when you have too many solids, you waste the solids from the clarifier to the digester. The digester is basically a sludge thickener to where you thicken the solids over a period of time by shutting the air off and letting it settle down; after about a year, it gets to where you no longer can drain any clear water out from the digester and that sludge from the digester is then put into a farmer's field and they are happy to get it.

#### **Fifth Third Bank Money Market Account**

Treasurer/Secretary Tom Szeffc stated that thanks to some heads up thinking by Vice President Anthony Cimino, we were able to obtain a Fifth Third Money Market Account bearing an interest rate of 1.50% for one year. Unlike our certificate of deposit account, which has a higher interest rate, but a penalty for early withdrawal, we can withdraw as much money as we want, writing up to six checks a month without any penalty.

Treasurer/Secretary Tom Szeffc explained that in order to have money earning a higher rate of interest in the Operating Fund and the Capital Improvement & Replacement Fund, our intention is to keep as much of the Utility's money in the Fifth Third Bank Money Market Account as we can by transferring excess money from these funds into the Fifth Third Money Market Account. In the same token, as money is needed in these accounts, due to the payment of invoices or funding of projects, we will be transferring whatever money is needed out of the Fifth Third Money Market Account and depositing it back into the Operating Fund or the Capital Improvement & Replacement Fund. Therefore, we withdrew \$115,000 from the Operating Fund and \$285,000 from the Capital Improvement & Replacement Fund and deposited those funds into a Fifth Third Bank Money Market Account. In order to get this interest rate, we had to open their Business Elite Checking Account and did so with a \$100 deposit from the Operating Fund; however, we don't plan on using this account.

**President Greg Schafer** inquired how much interest both accounts will generate in one year. **Vice President Anthony Cimino** replied that the First Source Bank Certificate of Deposit will generate about \$21,000/year in interest. **Treasurer/Secretary Tom Szeffc** stated that the Fifth Third Money Market account will generate about \$6,000/year if we keep a \$400,000 balance in that account. **President Greg Schafer** commented that by just managing the dollars, we will have about \$27,000 by year end to pay for a couple of big items.

**Delinquent Accounts**

Treasurer/Secretary Tom Szefc reported that there are several outstanding debts that are owed to the Utility Company for sewer services. He summarized the outstanding arrearages as of April 30<sup>th</sup> for the **1108 members** currently connected to our sewer system as follows:

<b>CUSTOMERS IN ARREARS</b>	<b>DOLLAR RANGE OF ARREARS</b>	<b>PAYMENTS OUTSTANDING</b>
31	\$.01 - \$65	\$ 1,039
125	\$65.01 - \$140	\$ 15,177
21	\$140.01 - \$300	\$ 4,782
7	\$300.01 - \$450	\$ 2,692
7	\$450.01 - \$650	\$ 3,735
7	\$650.01 - \$800	\$ 4,965
19	OVER ONE YEAR	\$ 23,093
	AV. DELINQUENCY	
<b>217</b>	<b>\$255.68</b>	<b>\$55,483</b>

**Indiana American Water Service Termination, Update**

President Greg Schafer explained that the Board became very proactive a few months ago about collecting money that was owed to the Utility. He reported that we were owed about \$85,000 from the members who had not paid their sewer bills and believes that problem has become the “norm”; if you didn’t want to pay, you didn’t pay and nobody did anything about it, so the rest of the membership assumed the burden. He went on to say that the Board upon becoming proactive, collected \$30,000, thereby reducing the balance owed down to \$55,000. He stated that many of the members who do pay their bills regularly and on time became unglued when they read in the Shorelines about the amount owed to the Utility by members who have not paid their bills. He assured the membership that this Board has changed direction completely; the new attitude is that there is no free lunch; everybody has got to pay their share!

President Greg Schafer informed the membership that although there are a few glitches, we have contracted Indiana American Water to shut off the water for nonpayment of sewer bills. If the water is shut off, the service will not be restored until the following are paid: the arrearage that is owed; a \$65 turn-on fee charged by Indiana American Water; a security deposit of \$260.00; and the collection fees, if we have to go to small claims court. President Greg Schafer stated that if there is an issue where a member is unable to pay, a possible payment plan can be worked out.

President Greg Schafer explained that we are under a binding contract that was signed by Indiana American Water and Secretary/Treasurer Tom Szefc. Although Indiana American Water does not want to shut off the water because perhaps that makes them look like the bad guys, the Indiana Statue provides us the right to do have them do that; the Statue language states that a sewer utility company can request the water company to turn the water off.

***West Benston (lot721) inquired how many houses are delinquent.*** Secretary/Treasurer Tom Szefer replied that there are approximately 217 members who owe us a total of \$55,483.00 or approximately an average of \$256.00 per member.

President Greg Schafer commented that although we want to be neighborly, we need that money to make improvements to the plant that are required. The initial amount owed of \$85,000 represents about one month's income. Statistically speaking, it is as if the entire community decided not to pay for an entire month. Many of the members had no idea that there was so much outstanding debt owed to the Utility. Since the Shorelines came out, President Schafer stated that he has been approached by numerous members wanting to know what is being done to collect this money and he wants everyone to know that the Board is on it and is taking a very proactive role in collecting this debt.

### **Small Claims Court, Update**

President Greg Schafer informed everyone that we will give members who are in arrears, reasonable notice and if they don't pay their bill, we have hired a lawyer and are going to put a door hanger at their house that's going to outline how much is owed, and what day we are going to court. We are actually going to file these collections in small claims court in conjunction with having the water turned off. We understand that some people will just ignore the demand to appear in court; however, a judgment will be entered against them and sometimes, you still don't collect the money. If they're not paying us now, they are not going to pay in the future. The fact of the matter is, in conjunction with the small claims collection which would obviously be a judgment against the individual who didn't pay and the shutting off of the water, we think we are going to collect a high percentage of that money.

President Greg Schafer reminded everyone that we also have some bad debt that we know we are not going to collect and he is going to ask the Board to take action on that at the very next meeting; people who moved away, owe us a lot of money, roughly \$7,000 and we continue to leave it on the books like we're going to collect it, but we have a better chance of seeing God. However, we can always collect the bad debt even if we write it off, if it is at possible. We are firm on the idea that you have to pay.

### **Questions From The Membership**

***Wessel Bengston (Lot 721) asked if it becomes a lien.*** President Greg Schafer explained that it does become a personal lien, but not on the house; however, if they get ready to sell the house or buy another house and the title company realizes that there is a lien against that person, they will want that lien settled.

## **OLD BUSINESS (41:32)**

### **Job Descriptions, Update**

Plant Manager Forest Ash reported that he is about 90% finished with job descriptions for all SFU personnel and will use this update for screening candidates.

### **Lab Analysis Equipment for In-House Testing, Update**

President Greg Schafer informed everyone that our sewage has to be tested 3 times a week and right now it is Tuesdays, Wednesdays, and Thursdays. A while back, the SFU wasn't testing quite right and we were under a \$1,000,000 fine because our discharge was quite higher than what SFU was reporting. Since that time, Plant Manager Forest Ash has taken over and we only had 10 violations and prior to that, violations were in the hundreds. So, it is very important that the testing done is accurate and precise.

Treasurer/Secretary Tom Szefer reported that we are spending approximately \$26,000 a year on sewage treatment testing by an independent lab to remain compliant with IDEM. We would like to do our testing

in-house to reduce these costs. There are four tests that have to be performed on our sewage which are: Carbonaceous Biochemical Oxygen Demand, Total Suspended Solids, Ammonia and Phosphorus.

Treasurer/Secretary Tom Szefc explained one way to do this would be to contact similar plants who are doing in-house testing and just purchase the same equipment they have. However, their equipment may not fit our needs or may have hidden design flaws that they don't even know about. We also don't want to buy equipment that is more accurate than what is required; this will just increase our cost.

Treasurer/Secretary Tom Szefc further explained there are three conditions that must be considered when purchasing lab equipment. The first condition is **accuracy** - to what degree that instrument can give the correct value of a given sample.

The second condition is **repeatability** (drifting) - the ability of an instrument to repeat the same value of the same sample, time and time again. In other words, the instrument may be accurate enough, but how often will it repeat that accuracy? There may be one or two critical components in an instrument that are not as well designed and due to this, the instrument may experience drifting. It may also be difficult to clean the instrument to prepare it for the next sample. In order to solve this dilemma, the lab tech may have to recalibrate the instrument several times a day or in extreme cases, after each measurement to correct for this drifting problem. This could get expensive because we might have to purchase a device that is specific to that instrument to help calibrate it or purchase standards to assure the instrument will not drift and maintain its stated accuracy.

The third condition is **reproducibility** - this involves lab preparation from sample to sample and from lab tech to lab tech to assure our ability of the instrument to measure the sample accurately. For example, if you have suspended solids, the sample may need to be shaken due to most of the solids settling to the bottom of the test tube. Depending upon how fast the solids will settle out, there would be a difference in results when measuring the sample 15 seconds after shaking it, versus one minute after shaking it, versus two minutes after shaking it. Perhaps stirring the sample would be a better way. However, there is no point in buying an instrument that is accurate to plus or +/- 1% if you can only prepare the sample to an accuracy to +/- 3%; we would just be wasting our money. That is not the only problem; what also might come into play is how long you shake or stir the sample and how hard; this could invite unwanted problems like air which could get introduced into the sample and could throw off the accuracy of the measurement.

So, we need to start first with how accurate can we prepare the samples before we look at what kind of equipment we need to purchase. This is a common problem that exists across laboratories all over the world. One laboratory rule for purchasing equipment is, you don't want to measure it with a micrometer if you're going to mark it with a crayon and cut it with an ax. Once that determination is made, the next step is to ask manufactures for free loaner/demo equipment for a two-week period and first start by determining the reproducibility of the sample before we decide on what lab equipment to purchase.

Currently, we are looking into lab equipment that will measure ammonia and phosphorus of our sewage water simultaneously, then equipment that will measure total suspended solids, and finally equipment for carbonaceous biochemical oxygen demand.

### **Questions From The Membership**

***Wessel Bengston (Lot 721) inquired about bringing in Purdue students to help run the tests which would enable them to get class credit.*** Treasurer/Secretary Tom Szefc thought that was a good idea. He also added that these are very simple tests, if we buy the right equipment and set it up correctly; but this could be a total nightmare, if we go at this like a bull in a china shop.

## **NEW BUSINESS (52:36)**

### **Resurfacing the SFU/POA Service Road**

President Greg Schafer explained that the service road leading to the office and plant is breaking up; it is riddled with pot holes and needs to be repaved; bids are between \$25,000 and \$30,000. We believe there are four entities responsible in sharing the cost since we all use this road: Shorewood Forest Utilities, Shorewood Forest Property Owner's Association, Indiana American Water, and Frontier who has a switching station behind the plant. We contacted them and are asking them to pay 25 percent of the cost; we would like to complete the repaving of the service road before fall. He stated that the members aren't too happy about hitting the potholes as they come to visit the office to pay their bill. Our share of the cost would be about \$6,500 to \$7,000.

**Vice President Anthony Cimino** inquired how old the service road was and was it ever repaved. **President Greg Schafer** replied that this is the original road and has never been repaved before. We have some areas where the asphalt is only 3/4" thick and the bid specs called for it to be 3", 2 inches of binder and 1 inch of #11, which is what we typically use for our construction projects. The road desperately needs to be repaved and is a necessary expense.

**Vice President Cimino** inquired about the status of the service road that the developer, Mr. Blum was to complete in Arbor Lakes South. **President Greg Schafer** explained that Mr. Blum has to put in a service road to one of our manholes down by the swamp, so that we have access. He did not want to put the road in at that time because the ground needed to settle and asked if he could delay it. Plant Manager Forest Ash made sure that in the design specifications for that new subdivision, the service road would not only be stone, but have asphalt on top of it. This has not yet been done and it has been about three years, which is plenty of time for the ground to settle. We will put him on notice that he has a contractual obligation to put in that service road. We can't get down to that manhole to service it during a wet day because it is in a swampy area.

**Vice President Cimino** inquired if there was a specific time frame given to complete this road. **President Greg Schafer** replied that there is no time frame other than the fact that he has a contractual responsibility and there is no reason to believe that Mr. Blum will not fulfill this obligation.

### **Purchasing a New Camera for Televising Sewer Lines**

President Greg Schafer reported that the camera we used to televise sewer lines had water behind the lens and also the electronic components of the camera got wet. So we needed to purchase a new camera and we received three bids: \$37,000, \$57,000, \$51,000. We have settled on the bid from the original manufacturer of \$37,000, but told them we were disappointed that they did not have parts for the original camera that we owned, which is about 17 years old; so they offered us a great deal, whereby they are giving us two cameras with much more sophisticated software.

President Greg Schafer explained that a new camera is a big expense; however, the previous Board had paid \$72,000 to Metz, (outside contractor) to televise our lines for about 1/5 of the Subdivision per year or \$1.95 per foot. With the purchase of the camera and the purchase of the Vactor Truck, we will be able to do the televising in-house and we will be saving at least \$40,000-\$45,000 per year. He stated that Plant Manager Forest Ash did receive his CDL license to be able to drive the Vactor truck. It can be very expensive if a lift station goes down and a vacuum truck is needed to continuously suck out the sewage while working to fix the lift station; this could be a \$2,000 to \$4,000 expense to hire a Vactor truck for 12 to 24 hours; now we can do this in-house.

**Secretary/Treasurer Tom Szeftc** asked Plant Manager Forest Ash to briefly describe the two cameras that we are voting on purchasing. **Plant Manager Forest Ash** explained that the package comes with one camera that can go into a 6 to 18 inch diameter pipe. This camera is on rubber wheels and a tractor and can move up and down for whatever size pipe you want. During negotiations, we asked about cameras that have a locator included; the manufacturer decided to throw in a used locator, so now when the camera is in the line, we not only have the footage, but also have the depth of that line. We kept hounding them to reduce the price even further, so they added a small 4" camera; two cameras for the price of one.

**Secretary/Treasurer Tom Szeftc** asked if we get to keep our old camera. **Plant Manager Forest Ash** stated that the bid is showing a \$13,000 trade-in for our old camera, but the manufacture said we could keep it because it is obsolete and they would just demolish it anyway.

President Greg Schafer stressed to the membership how important the depth locator is on the new camera. We have many repairs; generally we know where the sewer line is because it is a straight line from manhole to manhole, but the depth is very tricky; for example, if we know the line is 8' 4" down below the surface, then the excavator can go down 7' 6" and dig the last 6" by hand so they won't accidentally destroy the pipe. We are very happy that Plant Manager Forest Ash was able to negotiate the locator within the quoted price. He went on to say that we have issues at Roxbury where standing water is in the pipe all the time. In viewing the televising done by Metz, we have found that there are three to four areas of concern which need to be prioritized; this new camera can enhance our decision making and help us put the bid out for cost. We would prefer to put new pipes in when doing a repair, but sometimes we can just reline a pipe; for example, if the pipe is 18ft down, the excavation would be very costly and it would make sense to reline the pipe.

**A motion was made by Secretary/Treasurer Tom Szeftc and seconded by Vice President Anthony Cimino to purchase the P350 economy package camera along with the 354 tractor assembly from C & S Solutions, Inc. out of Harrison, Ohio with a total cost of \$30,956.00, including shipping and training and we can keep our old camera. The motion was unanimously approved. Director Margie Stiles, who could not attend the meeting, had previously reviewed the information and through her proxy, fully supported this purchase.**

#### **COMMENTS FROM THE BOARD (1:05:30)**

**President Greg Schafer** stated that Plant Manager Forest Ash has been doing excellent job for us. He explained that there are a lot of new hats we put on his head; we ask for a lot more information and a lot more things; we throw a lot more weight on him because he is the plant manager and is held to a pretty high standard. Violation wise he has been magnificent; we had a huge heavy rain and I know we had 996,000 gallons enter the plant; he was out there all night with his team managing that and we had no violation whatsoever; we really appreciate having him on board. **Treasurer/Secretary Tom Szeftc** said Plant Manager Forest Ash has been here since 3 a.m. this morning responding to false alarms he received. **President Greg Schafer** wanted to thank Plant Manager Forest Ash for his special effort; we are very tough on him when we are trying to buy something and he knows that by now; he has become quite the negotiator.

#### **COMMENTS FROM THE MEMBERSHIP (1:07:07)**

**Jerry Ruschak (lot 9)** inquired whether the Utility has been able to handle the heavy rainfall that we have had. President Greg Schafer explained that the plant has been able to handle the rainfall, but it was due to the special effort put forth by Plant Manager Forest Ash that the plant ran without incident by

regulating the pumps. We could have had a violation considering the amount of overflow that we had, but Plant Manager Forest Ash was able to manage the water that was coming into the plant.

**Plant Manager Forest Ash** pointed out that the rains that we have had recently have not been an impact on the plant, but the day we had 6 inches in a short amount of time created a problem. **President Greg Schafer** also added that we do have a huge infiltration problem in our Utility Plant; the sewer system is a closed system - a toilet is flushed and the water flows into pipes, into the manholes, and then into the plant; but unfortunately, during a heavy rainfall, there are 800,000 gallons of water entering into the system and we don't know where it is coming from. He explained that we have purchased special equipment to monitor the manholes to assess where the extra flow is coming from. We are checking the flow meters during a dry spell and then during a heavy rain and collecting the data to identify the problem areas. The Board is proactive in this effort, but we are currently short-handed since Philip has left.

*West Benston (lot 721) wanted to know if the barricades on two manholes located on Wexford are part of the Utility project whereby we are monitoring the infiltration of water.* President Greg Schafer stated that this is the County fixing the curbing of the street, not Shorewood Forest Utilities.

#### **ADJOURNMENT (1:10:30)**

**A motion was made by President Greg Schafer and seconded by Vice President Anthony Cimino to adjourn the meeting. The motion was unanimously approved.**

The meeting was adjourned at 8:25 p.m.