CAMDEN-WYOMING SEWER & WATER AUTHORITY

P.O. BOX 405, CAMDEN-WYOMING, DELAWARE 19934

Minutes of the Camden-Wyoming
Sewer and Water Authority
Regular Session - Authority Meeting
Held on March 8, 2011

Authority Members present:	Mr. Mark Dyer Ms. Tracey Green Mr. Michael McFann Mr. Michael Quinn
Also in attendance representing the CWS&WA:	Mr. Harold Scott, Authority Superintendent Mr. Soheil Gharebaghi, P.E., Authority Engineer
Public in Attendance:	Meeting Attendance/Sign-in Sheet; available at the CWS&WA Office

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on March 8, 2011. The meeting was called to order at 7:02 p.m. by the Chairperson, Mr. Dyer. There were no items removed from the Consent Agenda.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott reported that as of March 8, 2011, the Authority's accounts receivables (AR) aged longer than 180 days had been reduced to approximately $51,000. Mr. Scott credited the improvement in AR aging to the Authority's staff for their collection efforts.

Mr. Scott referenced staff's memorandum regarding electronic correspondence, and indicated that any Board Member who wished to have hard copies could receive the same upon request.

Regarding the unknown substance which had caused sewer main blockages near Camdel Metals on Route 10, Mr. Scott indicated that the problem had persisted for more than four months costing 2-crew days each time the sewer mains had been vacuum cleared. Mr. Scott indicated that an environmental laboratory would be consulted toward the elimination of the substance from the Authority's sewer system.

Mr. Scott noted that portions of a new building at the Kent County SPCA (formerly Stover Homes) had not been equipped with a water meter. The matter was resolved by the installation of a new meter for the Authority's services to the new building, Mr. Scott added.

Maintenance & Operations Status (Superintendent Report, cont.):

Mr. Scott reported that following the installation of a new water heater at a house in Wyoming, a leak in the water heater installation had resulted in water loss of 77,000 gallons, compared to the home's average usage of about 20,000 gallons. Mr. Scott indicated that the sewer portion of the customer's bill had been adjusted since the leaked water had flooded the basement and had not discharged into the Authority's sewer system.

Mr. Scott indicated that on February 3, 2011, a defensive driving course had been offered by Matthew Forest and Marie Johnson at the Authority's conference room in which 27 individuals had participated. In addition to the Authority's personnel, for whom the Authority had paid the course tuition, a number of the employees of the Towns of Camden and Wyoming had also participated in the course. Except for the Authority's employees, the course tuition had been paid by the participants, at a group rate, Mr. Scott added. Mr. Scott indicated that the Authority's insurance premiums would be reduced because of the employees' completion of the defensive driving course.

Mr. Scott reported that the Authority's crews had assisted the Town of Camden with pavement patching and reconstruction of a storm sewer catch basin. The Authority's crews had also assisted the Town of Camden with snow removal, Mr. Scott added.

Mr. Scott indicated that the old fire hydrants along Camden-Wyoming Avenue, between Route 13 and the Railroad, would be replaced during the spring and summer of 2011. Mr. Scott noted that notices had been hand delivered to customers to advise them of potential temporary service interruptions. The Authority would continue to provide notices to customers who might be impacted by the hydrant replacement project, Mr. Scott added.

Mr. Scott discussed his memorandum regarding the Authority's upcoming repairs, replacement, rehabilitation and improvements projects. Mr. Scott noted that the Delaware Rural Water Association (DRWA) was conducting a rate survey of its members. The compiled results of the statewide rate survey was anticipated within the next few months, Mr. Scott said. Mr. Scott also indicated that Mrs. Jean Holloway, an experienced circuit rider at DRWA, had been requested to conduct a Rate Analysis, specifically for the Authority's rate structure and make recommendations for the Board's consideration.

In response to Ms. Green's inquiry about the source of the water which had been placed in a zip-top plastic bag and brought to the February 24, 2011, Public Workshop, Mr. Scott indicated that the water had been from a water filter at the home of one of the Town of Camden's employees in Newells Creek. Regarding the dark brown color of the water, Mr. Scott explained that depending on the frequency of usage and replacement cycle of the water filter, discolored water could be expected with varying concentrations of rust and other minerals common in drinking water. Mr. Scott also explained the Authority's work order system which had been set in motion to investigate the source of the brown water reported at Newells Creek. Mr. Scott explained that several cul-de-sac courts at the development, with only a few customers served by the court's water main, did not have

Maintenance & Operations Status (Superintendent Report, cont.):

looped systems. The short dead-end water mains were equipped with fire hydrants at the end for the purpose of flushing water pipes to reduce rust colored water, Mr. Scott added. Mr. Scott also noted that the Authority's crews had assisted some customers with discolored water, which had been as a result of rust build up in the customers' water heaters, by flushing the affected water heaters.

Engineering Report:

Mr. Gharebaghi provided an updated report regarding the ongoing construction activities at the Wynsome Knoll subdivision. It was noted that the Authority's inspection staff observed the work related to the construction of the project's sanitary sewer pump station, which was about 90% completed.

Mr. Gharebaghi reported that construction was in progress on the water service to the newly renovated W. B. Simpson Elementary School. The crossing of Old North Road for the installation of the school's water main was anticipated to be with the open cut method proposed by the project contractors and approved by DelDOT in whose right-of-way the work was to occur. The open cut would most likely be planned on a weekend to minimize traffic disruption, Gharebaghi added.

Mr. Gharebaghi provided a status update on the matter of the Authority's application for a CPCN which he had filed with the PSC as a house-keeping measure. The Authority had completed the application process and was awaiting action by the PSC toward the granting of the subject CPCN, he added.

Mr. Gharebaghi indicated that lead and copper laboratory testing of the Authority's drinking water had been scheduled between June and September of 2011. Approximately 20 samples would be collected by the Authority's certified technicians and delivered to an approved laboratory for lead and copper testing. The results would be reported to the Authority's customers in the Authority's Annual Water Quality Report, also known as Consumer Confidence Report (CCR), reporting the status of the Authority's water quality for 2011, Gharebaghi added.

Legal Report:

There were no legal reports.

Approval of the Consent Agenda:

Motion: Mr. Quinn made a motion to approve the Consent Agenda, seconded by Mr. McFann. Motion carried unanimously.

Items for consideration at the next Regular Meeting:

1. Consideration of a budget review and approval process resolution,
2. Presentation of DRWA's remarks on the Authority's rate structure, if available,
3. Discussion regarding a policy on requests for information from the Authority and the establishment of fees and charges for the same,
4. Development of position description for the Authority's Officers,
5. Process development for the Board's review and approval of the Authority's presentations, reports, etc.
6. Town of Wyoming issue regarding CPCN and well permit application for 52 S. Camden-Wyoming Avenue,

Regarding requests for information from the Authority, Mr. Dyer noted that a determination of whether the Authority was subject to the provisions of the Freedom of Information Act (FOIA) was anticipated to be made by the State Attorney General's office.

Approval of the Authority's financial Audit for fiscal year ended September 30, 2010:

Motion: Mr. McFann made a motion to accept the Authority's financial audit as presented, seconded by Mr. Quinn. Motion carried unanimously.

Visitors' Comments:

Mayor Maly asked about the Authority's presentation shown at the February 24, 2011, Public Workshop. Mr. Dyer indicated that the presentation would be posted on the Authority's web site shortly.

Mayor Maly also asked about the Authority's use of Forms for Requests for Information from the Authority. Mr. Dyer explained that whether the Authority was subject to FOIA or not, the Authority's best management practices have historically included the availability of any appropriate information to the Authority's customers for inspection and copies. All of the Authority's business carried out during the Authority's Regular Public Meetings, including but not limited to, the approval of the minutes of Regular Meetings, budget deliberations, reviews of financial reports, etc., had always been conducted with the benefit of public scrutiny and the records of such business had been available to the Authority's customers for inspection, Mr. Dyer added.

Mr. Gene McFann asked about a residential well at 52 S. Camden-Wyoming Avenue. Mr. Scott and Mr. Gharebaghi explained that DNREC had erroneously issued a well permit for a residential well in the Authority's service (CPCN) area. DNREC had relied on an unauthorized, undated letter from the Town of Wyoming, on the Town's stationary, in which Ms. Nicole Armour, Financial Clerk, had dismissed the Authority's CPCN rights, indicating that the Town of Wyoming had no objections to the issuance of the subject well permit. It was decided to discuss the matter at the Authority's next Regular Meeting and to draft a letter to the Town of Wyoming condemning the unauthorized action which could have had dire consequences, including financial liability, to both, the Town of Wyoming and DNREC.

Adjournment:

Motion: Ms. Green made a motion to adjourn the Regular Meeting, seconded by Mr. McFann. Motion carried unanimously.

The Regular Meeting adjourned at 8:25 p.m.

The next Regular Meeting will be held on April 12, 2011, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

JoAnn Glenn-Lewin
Secretary