

# 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 June 13, 2017*

**Authority Members present:** Mr. Michael Quinn, Chairperson  
Mr. Daniel Ridgely, Vice Chairperson  
Ms. Mary Ellen Gray  
Mr. Thomas Ness  
Mr. James Winchell  
Mr. Daniel Woodall

**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

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The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on June 13, 2017. The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Quinn.

There were no items removed from the Consent Agenda.

## **Approval of the Consent Agenda:**

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

## **Maintenance & Operations Status (Superintendent Report):**

Mr. Scott distributed the Operation and Maintenance Report for the period and discussed the same. Mr. Scott explained that during a recent storm, an electrical surge had caused one of the Nellie Stoke's pump station's two pumps to be damaged and in need of repairs. The Authority crews had replaced the damaged pump with a spare pump. The Authority crews had also taken the damaged pump to Deckman Electric for repairs, Mr. Scott added.

Mr. Scott indicated that the Authority had assisted the Town of Wyoming with sewer and water services for the Town's new maintenance building.

Mr. Scott indicated that a water service curb stop needed to be relocated at a residence on Harrison Avenue to line up the curb stop with new property lines. The Authority would be reimbursed for the curb stop relocation by the property owner.

Mr. Scott noted that a sewer backup at a residence on West 3<sup>rd</sup> Street had been on the property owner's side of the right-of-way. The Authority crews had assisted the property owner with the sewer backup, Mr. Scott continued.

Mr. Scott reported that the Authority had a temporary "Approval to Operate" the new well at Upper King Road from the Office of Drinking Water (ODW).

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

The Authority crews had been working on the chlorine gas scrubber for the new chlorination room at the Upper King Road pump house, Mr. Scott noted.

Mr. Scott noted that the Authority was assisting the developer of Wynsome Knoll because 15 additional townhouses had been added to the original project plans.

Regarding the Greens at Wyoming, Mr. Scott explained that because of poorly installed sewer laterals (and the time that had past since the installation), every sewer lateral for new house construction would be CCTV inspected to ensure proper slope and construction of the sewer lateral prior to house construction.

On the meter change out program, Mr. Scott indicated that 377 - of a total of 532 - new water meters had been installed. The older meters are planned to be changed out during the remainder of the project, Mr. Scott added. Mr. Scott noted that by and large, the old meters that were changed out, had been approximately 99% accurate. No new revenue could be anticipated as a result of the meter change out program, Mr. Scott exclaimed.

Regarding the Authority's finances, Mr. Scott indicated that the total system balance was approximately \$103,340 of which approximately \$78,600 was collected since the past period. Commercial billing for the period was approximately 37,200, Mr. Scott added. The Accounts Receivables (AR) aging longer than 180 days was approximately \$62,000, Mr. Scott reported. Mr. Scott also noted that approximately \$3,000 had been collected for re-connection fees (the fee is \$85 per re-connection).

### **Engineering Report:**

It was reported that Alpine Construction had commenced construction on Phase 4 of the project. Phase 4 would add an additional 15 townhouses to the project, Gharebaghi noted.

Regarding the Capacity Development Project, Gharebaghi indicated that the Authority had received various components of the new well house, including chlorine gas detector, chlorine gas scrubber, strobe light in the event of chlorine gas detection, etc. for the new chlorination room of the pump/well house.

American Water Well Systems (AWWS) had removed the motor and pump (Bowls) and reinstalled a new 10-stage pump, Gharebaghi said. However, he continued, the failure mode continued to be the same, in that the pump/motor would seize after about 10-minutes. AWWS was continuing to work with the pump manufacturer, flowserve, toward trouble shooting and correction of the failure, Gharebaghi added.

Gharebaghi indicated that the Authority had received a temporary "Approval to Operate" from the ODW for the operation of the new well at Upper King Road. Following the installation of the chlorine gas scrubber, the Authority would be granted a permanent "Approval to Operate" the new well/pump house at Upper King Road.

### **Engineering Report (cont.):**

Gharebaghi reported that the Authority had received an "Approval to Construct" from the ODW for the proposed Lidl market at King Commercial development. Construction at the site of King Commercial Development was anticipated in the near future, Gharebaghi added.

Gharebaghi indicated that the 2017 Consumer Confidence Report (CCR), reporting the status of the Authority's water quality for the period; January 1, 2016 to December 30, 2016, needed to be made available to the Authority's customers by June 30, 2017. The CCR would be posted on the Authority's web site by June 30, 2017. The availability of the 2017 CCR would be prominently posted on the Authority's sewer and water billing, scheduled for mailing to the Authority's customers on June 29, 2017. The CCR would also be mailed to the Public Advocate and emailed to the ODW, Gharebaghi added.

### **Legal Report:**

There was no legal report. Mr. Quinn noted that the Board Members had received a letter from Ms. Sherlock regarding the status of the legal matter related to the Town of Camden permit issue.

### **Comprehensive Planning Committee (CPC):**

Mr. Ridgely indicated that a Comprehensive Planning Committee (CPC) workshop meeting had convened on May 23, 2017, for the discussion of Tidewater Utilities, Inc. (TUI) proposal/request for an interconnection of TU's water distribution system with that of the Authority's. In an email, dated May 25, 2017, Gharebaghi had requested that TUI provide the Authority with data that the CPC had determined to be essential for the evaluation of TUI's proposal. Mr. Ridgely read aloud TUI's response from Bruce Patrick of TUI to Gharebaghi's email. Among the questions Gharebaghi had asked TUI, the actual water demand from Brier Park, Tamarac and Nellie Stoke's Elementary School stand out. Gharebaghi had also asked about the condition and material of TUI's existing water mains and service laterals.

In response to Ms. Gray's inquiry regarding the status of the Authority's capital improvements, Mr. Ridgely explained that capital projects had been prioritized and introduced into the Authority's budget. Mr. Ridgely discussed short term, intermediate and long term priorities. Mr. Ridgely also noted the establishment of a contingency fund for the prioritized projects without introducing rate increases.

### **Old Business:**            *Tidewater Utilities, Inc. Proposal / Request*

Mr. Scott indicated that if the Authority were interested in continuing to deal with TUI, then a budget of \$25,000 or more would need to be appropriated. Mr. Ridgely indicated that before any agreement with TUI, such agreement would have to be in the best interest of the Authority's customers.

**Old Business:**            *Tidewater Utilities, Inc. Proposal / Request*

Mr. Winchell indicated that any agreement with TUI would not be beneficial to the Authority and its customers. Mr. Woodall summarized the Authority's options as follows: 1) Authority not interested, 2) Model any agreement after TUI's agreements with other municipalities, and 3) Development of a plan that would be mutually beneficial.

Ms. Gray asked whether TUI had identified "Emergency interconnection," the answer to which was negative. Mr. Ridgely indicated that at the next CPC Workshop session this matter would be scrutinized more extensively.

**New Business:**

Ms. Gray requested certain additions to the Authority's budget format. More specifically, Ms. Gray suggested the addition of the past three years' budgets to the actual budget for comparison. Mr. Scott indicated that the accounting cost of the Authority would increase substantially if the proposed format were to be implemented. Mr. Scott indicated that he would discuss the proposed budget format with the Authority's Accountant, Mr. Luff, to evaluate the implications of the budget format changes.

Ms. Gray also asked about the rationale behind the Authority's Resolution 2000-3 which called for an automatic annual rate escalation of 5%. It was explained that after ten years of no increasers in the Authority's rates (1990 to 2000), an increase of 50% needed to be imposed on the Authority's customers to make the ends meet. The Authority's customers were not happy about the percentage of rate increase, but understood the reasoning for such increases. The Authority customers requested incremental increases that would be more manageable and known to them. The Resolution also lifted the burden of proposing rate increases from the shoulders of Authority Board Members, since it was automatic unless withheld by formal action of the Authority Board. The matter would be discussed in greater detail at the CPC meeting, scheduled for Tuesday, June 27, 2017, at 7:00 p.m. at the Authority's Conference Room.

**Correspondence:**

With the exception of those referenced above, there was no other correspondence.

**Visitors' Comments:**

Mr. McFann asked whether the new water tank was online, the answer to which was positive.

**Adjournment:**

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

The Regular Meeting adjourned at 8:21 p.m. The next Regular Meeting will be held on July 11, 2017, at 7:00 p.m.

Respectfully Submitted,  
**CAMDEN-WYOMING SEWER & WATER AUTHORITY**

Harold L. Scott, Sr.  
CWS&WA Superintendent