

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 July 9, 2019*

Authority Members present: Mr. Daniel Ridgely, Chairperson
Mr. Mark Girty
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

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Conference Room on July 9, 2019. The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Ridgely.

Approval of the Consent Agenda:

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

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the Operation and Maintenance Report for the past period and discussed the same. Mr. Scott indicated that, in addition to water sampling, clean up of pump stations' baskets, and other routine tasks, the Authority crews had assisted with the repairs to Nellie Stokes pump station. Mr. Scott indicated that the pump station was up and running. Mr. Scott noted that a check valve was necessary on the Authority's 10-inch diameter sewer force main - near Route 13, behind Shore Stop. Mr. Scott explained that because of changes that had been made by the County, Authority's Nellie Stokes pump station discharge had been changed to a County force main. Check valve(s), to stop the reverse sewage flow back to the Authority's Nellie Stokes pump station, would be discussed with the County, Mr. Scott added.

Mr. Scott indicated that there had been two water shut-offs, one at the owner's request, and the second, at the request of a real estate agent for inspection.

Mr. Scott indicated that the Wawa at the King Commercial Development had been actively moving forward and anticipated completion by the summer's end.

Mr. Scott indicated that a new builder had become active in the Greens at Wyoming who would be building houses there.

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

Mr. Scott indicated that the Authority's current system balance was \$409,116, of which approximately \$372,084 had been for residential and \$37,486 for commercial Billings. Approximately 94,494 had been collected in the past period and the accounts receivable (AR), aging longer than 180 days, was approximately \$51,000, Mr. Scott added. Mr. Scott explained that most of the 180-day or more aging on the Authority's receivables had been associated with foreclosures and bank-owned vacant properties.

The percentages of budgeted revenue and expenditures were 70% water income and 54% water expenses, and, 69% sewer income and 67% sewer expenses, Mr. Scott reported.

Mr. Scott anticipated that work on the office expansion and remodeling would begin in the near future. Mr. Ridgely indicated that the project architectural drawings needed to be prepared under the supervision of a Delaware-licensed architect and the drawings needed to be signed and sealed by the architect of record for the project. In this regard, Gharebaghi indicated that he would arrange for a licensed architect to sign and seal the project's drawings.

It was noted that at a recent Town of Camden Mayor and Council meeting, the Town had expressed interest in monthly residential billing as well as the Authority's acceptance of electronic payments. Mr. Scott indicated that the office staff had been working on the acceptance of credit card payments in the near future and anticipated the acceptance of other forms of online payments in the future - after acceptance of credit card payments - so as to enable debugging of electronic or credit card payments.

Engineering Report:

Gharebaghi provided an update on the water main crossing of Delmarva Central Railroad Project and indicated that the project's permitting process through AECOM, representing the Norfolk Southern Railroad, was nearing completion. After an executed Agreement between the Authority and Norfolk Southern Railway for the crossing, construction would follow. Gharebaghi was hopeful that the project would be completed before the end of the current construction season.

Gharebaghi indicated that the Authority's 2019 Consumer Confidence Report (CCR) for calendar year 2018 had been distributed to the Authority's customers through a "Notice" on their June 28, 2019, bills directing attention to the online link www.cwsa.com/2019CCR.pdf Gharebaghi was pleased to report that the Authority's drinking water met Federal and State Standards under the Safe Drinking Water Act (SDWA).

Gharebaghi indicated that Mr. Scott and he had met with a representative of Davis, Bowen and Friedel, Inc. (DB&F), regarding the proposed King Residential Development. The project had been discussed with respect to the sanitary sewer utility service provider. Because the proposed development was within the incorporated limits of the Town of Camden, Gharebaghi continued, the Authority would be the sewer service provider to the King Residential Development.

Engineering Report (cont.):

Gharebaghi indicated that he would be working with Kent County Department of Public Works representatives regarding the County's methodology for charging the Authority for discharges into the metering station at the Authority's old wastewater treatment plant. Updated reports would be presented regarding the matter at future Regular Meetings, Gharebaghi added.

Comprehensive Planning Committee (CPC):

Mr. Ridgely indicated that a CPC Workshop had not convened during the past period. As such, there was no CPC report.

Correspondence:

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

Old Business:

Mr. Scott distributed a proposed Resolution No. 2019-01 for the Board's approval. The Resolution would formalize the Board's decision at the last Regular Meeting to, in general, change the Regular Meetings to quarterly rather than monthly, Mr. Scott noted.

After discussion about the matter the following was decided:

Motion: Mr. Winchell made a motion to approve Resolution No.: 2019-01 with an amendment that would change the "3rd Tuesday" under item No.: 2 to "2nd Tuesday," seconded by Mr. Woodall. Motion carried unanimously.

A Budget Workshop Session was scheduled for August 20, 2019, at 7:00 p.m. at the Authority's Conference Room.

Visitors' Comments:

There were no visitors in attendance.

Adjournment:

Motion: Mr. Girty made a motion to adjourn the Regular Meeting, seconded by Mr. Winchell. Motion carried unanimously.

The Regular Meeting adjourned at 8:10 p.m. The next Regular Meeting will be held on September 10, 2019, at 7:00 p.m. at the Authority's Conference Room.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent