

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 August 11, 2009*

Authority Members present: Mr. Mark Dyer
Mr. Michael Quinn
Mr. Lester Stillson
Ms. Tracey Green
Mr. Michael McFann

**Also in attendance representing
the CWS&WA:** Mr. Harold Scott, Authority Superintendent
Mr. Soheil Gharebaghi, P.E., Authority Engineer
Mr. George Luff, CPA, CWS&WA Accountant

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 August 11, 2009. The meeting was called to order at 7:05 p.m. by the Chairperson, Mr. Dyer.

Corrigendum:

The minutes of the CWS&WA Regular Meeting held on July 14, 2009, under “Items for consideration at the CWS&WA’s next Regular Meeting,” erroneously indicated that “Ms. Green requested the consideration of her recommendation to hold quarterly, rather than monthly Regular Meetings at the Authority’s next Regular Meeting.” Ms. Green’s request is hereby corrected to indicate: “Ms. Green suggested a discussion surrounding the review of detailed financial reports on a quarterly basis, and general financial statements on a monthly basis at the next Regular Meeting.”

Fiscal Year 2009-2010 Budget Consideration:

Mr. Dyer introduced Mr. George Luff, CPA and invited him to talk about the CWS&WA’s proposed FY 2009-2010 Budget. With the aid of a Power Point Presentation, Mr. Luff presented the Authority’s proposed Budget for FY 2009-2010, and discussed the same. Mr. Luff indicated that the water user rates had been proposed to remain unchanged for a third consecutive calendar year. Mr. Luff attributed the Authority’s ability to hold its water user rates steady for a third year to the addition of in-house capabilities to manage repairs and maintenance projects. Mr. Luff applauded CWS&WA Superintendent’s prudence and foresight with respect to the purchase of construction equipment and the addition of maintenance personnel to the Authority’s crews, thereby minimizing the Authority’s dependence on subcontractors and realizing substantial financial dividends in the process.

Fiscal Year 2009-2010 Budget Consideration (cont.):

In response to Ms. Green's inquiry regarding the Authority's financial reports, Mr. Luff indicated that the current/existing financial data could be presented in various formats. However, Mr. Luff continued, the preparation of new financial reports would add to the Authority's accounting expenses. Mr. Luff further indicated that a balance sheet could be included in future monthly financial reports.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott reported that the Authority's crews had been installing a 10" water main along Old North Road, from Main Street to West Street, in front of Caesar Rodney High School during the past period. Mr. Scott noted that the up sizing of the existing 6" water main, parallel to which the new 10" water main was being installed, was necessitated by the proposed developments of CR Plaza, phases one and two, as well as the anticipated shopping center, proposed on the northeasterly corner of the intersection of Routes 13 and 10. Mr. Scott indicated that the project had been entirely managed through the Authority's in-house capabilities, which, Mr. Scott explained, resulted in substantial cost savings when compared with the local construction industry prices for equivalent work.

Mr. Scott indicated that the Authority's crews had also sewer jetted and video taped the existing 8" sanitary sewer mains along the eastern right-of-way of Main Street, from Old North Road to South Street. It was discovered, Mr. Scott said, that with the exception of the terminus manhole run in the vicinity of the proposed CR Plaza, the Main Street sanitary sewer collection system had been in a reasonable and acceptable working order. Mr. Scott noted that the proposed development of CR Plaza would rearrange the last (most upstream) sewer mains in the near future and do away with the need for the Authority to make any immediate repairs or improvements. Future improvements to the existing sewer system would be planned after the completion of the proposed CR Plaza, Mr. Scott added.

Engineering Report:

Mr. Gharebaghi reported that the State Department of Health and Social Services, Office of Drinking Water (DHSS, ODW) had granted its final approval for the operation of the Authority's new water well #2.

Mr. Gharebaghi also reported that approvals and permits for the construction of the 10" water main (about which Mr. Scott had reported earlier) had been secured from the ODW and the Delaware Department of Transportation (DelDOT) during the past period. Mr. Gharebaghi noted that a video tape of the construction activities was available for viewing by interested Board Members immediately following the Regular Meeting.

Legal Report:

There was no Legal Report. Ms. Sherlock was not in attendance.

Approval of the Consent Agenda:

There were no items removed from the Consent Agenda.

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

Old Business:

Mr. Dyer referenced a staff memorandum regarding the provision of alternate sewer and water bill payment options, which had been recommended by Mr. John Fifer during the Authority's June 9, 2009, Regular Meeting, and indicated that because of the costs associated with the set up of such payment options, the Authority would not take any immediate action on the matter. Ms. Green also explained the fees associated with automated clearing house (ACH) payments and noted that the Authority's customers could set up electronic bill pay through their own financial institutions, usually without incurring any service charges.

Mr. Fifer thanked the Board for considering the matter.

New Business, Draft FY2009-2010 Budget:

After consideration of the proposed FY 2009-2010 Budget which had been presented by Mr. Luff earlier, the following was decided:

Motion: Ms. Green made a motion to approve CWS&WA's proposed budget for fiscal year 2009-2010, as presented by the Authority's Accountant, seconded by Mr. Quinn. Motion carried unanimously.

Since the CWS&WA's approved budget for FY 2009-2010, did not include an escalation in the water and sewer user rates, the following action was approved by the CWS&WA Board Members:

Motion: Ms. Green made a motion to temporarily suspend the user fees portion of the CWS&WA Resolution No. 2000-03, requiring the automatic escalation of all of the CWS&WA fees and charges by an annual rate of 5%, to allow for holding steady the sewer and water user rates for calendar year 2010, seconded by Mr. Stillson. Motion carried unanimously.

Visitors' Comments:

Mr. Gene McFann asked whether the CWS&WA Board Members had reviewed the proposed FY 2009-2010 Budget prior to the Regular Meeting. Mr. Dyer confirmed that the Board Members had been provided with a copy of the draft budget prior to the scheduled Regular Meeting. In this regard, Ms. Green indicated that she had been

provided ample time to review the proposed budget, with which, she added, she had no problems.

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Adjournment:

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

The Regular Meeting adjourned at 8:02 p.m.

The next Regular Meeting will be held on September 11, 2009, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Jennifer Spence, CICA
Secretary