

**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 April 13, 2010*

**Authority Members present:** Mr. Mark Dyer  
Mr. Lester Stillson  
Ms. Tracey Green  
Ms. JoAnn Glen-Lewin  
Mr. Michael McFann

**Also in attendance representing  
the CWS&WA:** Mr. Harold Scott, Authority Superintendent  
Mr. Soheil Gharebaghi, P.E., Authority Engineer  
Ms. Mary Sherlock, Esq., CWS&WA Attorney

**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 April 13, 2010. The meeting was called to order at 7:05 p.m. by the Chairperson, Mr. Dyer.

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

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott indicated that the billing activities for the period ended March 31, 2010, had been completed. Mr. Scott noted that approximately \$340,000 had been billed out resulting in approximately \$366,000 in receivables. Mr. Scott expressed satisfaction with the reduction in the receivables' aging, which was about \$55,000, compared to \$120,000 a few years ago.

Mr. Scott indicated that Kent County's payments for sewage treatment had increased due to a suspected increase in infiltration and inflow (I&I) of storm water runoff and ground water into the Authority's sewer system during the unusually wet winter. Mr. Scott indicated that a Notice to Customers had been delivered to the Authority's customers asking for the public's help in reducing I&I. Mr. Scott indicated that, in some instances, basement sump pump discharge pipes had been found in sanitary sewer manholes. Efforts to find and eliminate sources of I&I would continue to reduce the Authority's expenses for sewage treatment, Mr. Scott added.

Mr. Scott reported that the Authority had entered into a contract with the owners of Barclay Farms to correct deficiencies in the community's sewer and water systems. Of the approximately \$32,000 contract, about \$15,000 had already been completed and billed, Mr. Scott remarked. According to Mr. Scott, completion of the contract was anticipated in the near future.

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

Mr. Scott reported that the installation of a water service lateral for the Auto Zone had been in progress and was anticipated to be completed in the near future.

Copies of the CWS&WA Financial Audit were distributed to the Board Members for their review and approval.

### **Engineering Report:**

Mr. Gharebaghi indicated that a video tape of the well inspection at the Authority's well #4 (North Well) was available for viewing by interested Board Members.

Regarding the renovation project at the W. B. Simpson Elementary School, Mr. Gharebaghi indicated that an application for the Authority's sewer and water services had not yet been properly filed with the Authority. Updated reports on this matter would be provided at future Regular Meetings, Gharebaghi said.

Regarding the proposed development of Wynsome Knoll in the Town of Wyoming, Mr. Gharebaghi indicated that project contractors were in the process of submitting shop drawings for the materials that were proposed to be utilized for the development's sewer pump station for the Authority's review and approval.

Regarding the proposed commercial development of CR Plaza II, Mr. Gharebaghi indicated that the Authority was awaiting the submission of an application for the CWS&WA sewer and water services.

### **Legal Report:**

Regarding the status of the Winterberry Woods land development proposal by Chase Alexa, Ms. Sherlock noted that the three justices of the Delaware Supreme Court had reversed a Chancery Court case that was in Kent County's favor. The Delaware Supreme Court justices had said that Kent County Levy Court could not require compliance with regulations that were changed after work had begun on the Winterberry Woods land development proposal. Updated reports on this matter would be presented at future Regular Meetings, Ms. Sherlock added.

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

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

**New Business (Water Conservation Rate Setting):**

Pursuant to Ms. Green's suggestion during the CWS&WA March 2010, Regular Meeting, Mr. Gharebaghi discussed Water Conservation Rate Structures (WCRS). Mr. Gharebaghi indicated that any modifications to the Authority's current water rates toward water conservation needed to remain revenue neutral. Mr. Gharebaghi noted that the implementation of aggressive WCRS, including seasonal rates, could be considered to encourage and promote water conservation. For water utilities under the jurisdiction of the Public Service Commission (PSC), policies which require, in one form or another, jurisdictional water utilities to incur expenses associated with demand-side water resources management could include provisions to allow water purveyors to expect that the highest water demand consumers would share in the cost of conservation. The highest water demand customers would essentially subsidize the costs associated with the utilities' demand-side water conservation measures. Naturally, financial incentives such as those offered in block conservation rate structures should benefit the consumers who conserve the most.

Mr. Gharebaghi suggested that a Rate Structure Review Committee could study the various rate structures toward both, water conservation, and, fairness in water rates and billing and make recommendations to the CWS&WA Board.

**Visitors' Comments:**

Mr. Gene McFann discussed the invoice he had received from the Authority for a missing water service shut off valve cap at his property at 2 Railroad Avenue. Mr. McFann did not believe that he should have to pay \$16.07 for the cap and \$37.50 for labor associated with this item.

Mr. Scott indicated that a notice had been sent to property owners with missing water shut of valve caps to allow them 15 days to address the problem. Broken or missing caps were replaced at properties whose owners had not responded to the Authority's correspondence, Mr. Scott added.

**Adjournment:**

The Regular Meeting was adjourned into an Executive Session for the discussion of legal matters.

Motion: Ms. Green made a motion to adjourn the Regular Meeting into an Executive Session, seconded by Ms. Glenn-Lewin. Motion carried unanimously.

The Regular Meeting adjourned at 7:30 p.m.

The next Regular Meeting will be held on May 11, 2010, at 7:00 p.m.

Respectfully Submitted,  
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Lester Stillson

CWS&WA Secretary