

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 September 14, 2010*

Authority Members present: Mr. Mark Dyer
Mr. Michael Quinn
Mr. Michael McFann
Ms. JoAnn Glenn-Lewin

**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 September 14, 2010. The meeting was called to order at 7:03 p.m. by the Chairperson, Mr. Dyer.

Mr. Dyer noted that, in the absence of a quorum, with Messrs. Quinn and McFann present, the meeting would be conducted as a workshop session until a quorum was present. Ms. Glenn-Lewin was anticipated to arrive at 7:30 p.m., Mr. Dyer added.

Mr. Scott introduced Ms. Alicia Sumpter as the latest addition to the Authority Staff. Mr. Scott indicated that Ms. Sumpter would be managing accounts payable as well as coordination of financial matters with Mr. Luff. Any questions regarding the Authority's financial matters could be referred to Ms. Sumpter, Mr. Scott continued.

Mr. Scott invited Mr. Luff to present and discuss CWS&WA's proposed Fiscal Year 2010-2011 Budget for the Board's consideration.

Mr. Luff presented the proposed FY 2010-2011 CWS&WA Budget, and discussed the same in detail. Messrs. Luff and Scott addressed questions and concerns raised by the Board regarding the proposed budget, in a workshop setting, until 8:00 p.m. when Ms. Glenn-Lewin's arrival completed the presence of a quorum.

For Ms. Glenn-Lewin's benefit, Mr. Dyer summarized the earlier discussion surrounding the proposed budget.

Ms. Glenn-Lewin indicated that she had not seen any abnormalities in the proposed budget.

Formal consideration of CWS&WA proposed FY 2010-2011:

After consideration of the proposed FY 2010-2011 Budget, the following was decided:

Motion: Mr. Quinn made a motion to approve CWS&WA's proposed budget for fiscal year 2010-2011, as presented by CWS&WA Accountant, seconded by Ms. Glenn-Lewin. Motion carried unanimously.

Since the CWS&WA's approved budget for FY 2010-2011, did not include an escalation in both, water and sewer user and flat rates, the following action was approved by the CWS&WA Board Members:

Motion: Mr. Quinn made a motion to temporarily suspend the water user fees and flat rates portion of CWS&WA Resolution No. 2000-03, requiring the automatic escalation of all CWS&WA fees and charges by an annual rate of 5%, to allow for holding steady the water user rates and flat charges for calendar year 2011, seconded by Mrs. Glenn-Lewin. Motion carried with a majority vote of three for, and zero against, with Mr. McFann not voting.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott was happy to report that the Authority's accounts receivables (AR) aging parameters had improved markedly in the past few years. The outstanding AR in 2010, was \$131,792, compared to \$173,936, and \$248,557, in 2009, and 2008, respectively, Mr. Scott added. In this regard, Mr. Scott credited the efforts of the Authority staff as well as scheduling of water service shut-offs, for seriously overdue accounts, for the improvements in AR aging.

In response to Mr. McFann's inquiry, Mr. Scott indicated that the Towns of Camden and Wyoming would be notified of the addresses of account holders whose water services were scheduled for interruption due to nonpayment.

Engineering Report:

Regarding the W. B. Simpson Elementary School, Mr. Gharebaghi indicated that the scheduling of a mandatory preconstruction meeting with CWS&WA and the representatives of the project owners and utility contractors was anticipated in the near future.

Mr. Gharebaghi reported that sanitary sewer system construction at the Wynsome Knoll subdivision was in progress during the past period.

Legal Report:

There was no legal report.

Approval of the Consent Agenda:

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

Consideration of Resolution No. 2010-03; filing of an Application for a CPCN with PSC:

Mr. Gharebaghi described the Certificate of Public Convenience and Necessity (CPCN) for which he, on behalf of CWS&WA, would be filing an application with the Delaware Public Service Commission (PSC). Mr. Dyer summarized the proposed Resolution as a housekeeping measure since the properties for which an Application for a CPCN was being filed were existing customers of CWS&WA.

Motion: Ms. Glenn-Lewin made a motion to adopt Resolution No. 2010-03, as presented, seconded by Mr. Quinn. Motion carried unanimously.

Visitors' Comments:

Mr. McFann asked about the status of water service shut-offs and construction inspection activities at the W. B. Simpson Elementary School. Answers and explanations were offered by Mr. Scott.

Adjournment:

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

The Regular Meeting adjourned at 8:23 p.m.

The next Regular Meeting will be held on October 12, 2010, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Lester Stillson
CWS&WA Secretary