

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 8, 2015*

Authority Members present: Mr. Jeffrey Connor
Mr. Peter Couming
Mr. Larry Dougherty, Sr.
Mr. Michael Quinn
Mr. Daniel Ridgely

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

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 8, 2015. The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Couming.

There were no items removed from the Consent Agenda.

Approval of the Consent Agenda:

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

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the Operations and Maintenance Report for the period and discussed the same. Mr. Scott indicated that during the last period approximately 15 million gallons of water had been pumped out of the Authority's wells and approximately 12.7 million gallons of wastewater had been conveyed to the Kent County sewer system for treatment. Mr. Scott noted that irrigation water usage accounted for much of the variation.

Mr. Scott reported that the Walmart pump station's pumps had been repaired and reinstalled. Mr. Scott noted that worn out cables of the pump station had also been replaced.

Mr. Scott indicated that the concrete patching of Camden-Wyoming Avenue had cost approximately \$30,000. He noted that the work had been performed over night on Friday into Saturday morning.

Mr. Scott noted that the old wastewater treatment plant holding tank had been cleaned of accumulated debris. He also indicated that the South Side Baptist Church sanitary sewer holding tank had been pumped out as a part of regular maintenance there.

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

Mr. Scott reported that the work associated with the Authority's fire hydrant maintenance program, including fire hydrants' bonnet colors as well as internal seals and gaskets replacements were in progress during the past period.

Mr. Scott noted that 35 water disconnection notices had been mailed to customers with delinquent accounts. Mr. Scott indicated that 30 water services had been shut off, of which 26 had been reconnected because payments had been made. There were five houses whose water service remained shut off because the houses were undergoing sheriff sale or vacant. Mr. Scott noted that the Authority's interests were secured by liens on these properties. Mr. Scott noted that \$40,000 had been collected and \$2,200 in re-connection fees had also been collected as a result of the water service shut offs.

Regarding the Camden-Wyoming Avenue work by State contractors, Mr. Scott indicated that in compliance with the State's requirements, 14 manhole frames and covers -at a cost of \$2,000 each - had to be purchased by the Authority for the DelDOT C/W Ave. Project.

Regarding operations, Mr. Scott reported a system balance of approximately \$138,000 with approximately \$135,000 collected since the last period. The current balance for commercial accounts of approximately \$38,000 was not due until September 26, 2015, Mr. Scott added. Mr. Scott indicated that accounts receivables (AR) aging more than 180 days had totaled approximately \$73,000.

Mr. Scott indicated that the Authority Engineer and he had met with the engineer for the proposed commercial land development at the King Property. The exploratory sketch called for the realignment of East Street. As shown on the preliminary sketch, the Authority's 10-inch diameter water main, currently along East Street, would be relocated at the developer's expense, Mr. Scott added. Mr. Scott also noted that the Authority's 10-inch diameter sewer force main might also be impacted. According to the project's engineers, Davis, Bowen & Friedel, the proposed commercial land development plans were conceptual in nature and formal plans would be submitted to the Town of Camden and the Authority in the future, Mr. Scott added.

In response to Mr. Connor's inquiry about 31 Main Street, Mr. Scott indicated that a leaking water service was suspected. The water service curb box was filled with dirt and inaccessible. Mr. Scott indicated that the curb box would be excavated to evaluate the problem with the water service.

Engineering Report:

On the Capacity Development Project, Gharebaghi reported that the Authority had received (from Caldwell Tanks) an alternate deep foundation design because of the low site soils bearing capacity. Hillis-Carnes geotechnical engineers (who performed the initial geotechnical investigation and report) provided a review of the deep auger cast foundation plans and will provide inspection and construction material testing. Berkel, through Caldwell Tanks, will install auger cast piles for the deep foundation. Piling and concrete mix designs were also reviewed by Hillis-Carnes.

Engineering Report (cont.):

Gharebaghi reported that Berkel had installed four 16-inch diameter auger cast tension piles to a depth of 80 ft. and a test pile to a depth of 85 ft. to test the capacity of the proposed auger cast piles. The Auger cast piles had been filled with high strength grout (more than 5,000 psi) and steel reinforcement bars with sensors on the test pile for stress analysis. The pile testing was performed on September 8, 2015, Gharebaghi added. Gharebaghi indicated that a preconstruction meeting had been scheduled for September 10, 2015.

Regarding the production well, according to the well drilling company, American Water Well Systems (AWWS) was awaiting delivery of well casing pipes and other materials. AWWS anticipated starting the production well on September 14, 2015, Gharebaghi added.

Legal Report:

Ms. Sherlock indicated that she had been contacted by AT&T regarding their lease for the space on the Authority's existing water tanks. Ms. Sherlock would provide updated reports on the matter at future Regular Meetings.

Fiscal Year 2015-2016 Budget Consideration

Mr. Couming referred to the Budget Workshop held on August 25, 2015, and invited discussion of the draft budget. Mr. Ridgely indicated that Mr. Luff had explained that the draft budget did not propose any increases in the usage rates. Although the draft budget had allowed for planned and urgent projects, Mr. Ridgely recommended evaluating a 5% increase in the usage rates for the next fiscal year so as to be able to sustainably allocate funds for the projects which had been listed in a 2011 projects list that were not funded in the 2015-2016 fiscal year budget. Mr. Ridgely suggested a 5% increase in usage rates for the next fiscal year and beyond to address the unfunded projects.

Mr. Couming indicated that an automatic 5% rate increase resolution had already been approved by the Authority Board in the year 2000 (Resolution 2000-03) and the Board had suspended the automatic increase during the past eight years. Mr. Couming suggested that the Comprehensive Planning Committee (CPC) could work on the prioritization of unfunded projects toward allocation of funds for the projects. Mr. Ridgely also suggested advising the Authority's customers regarding possible future rate increases so that this item would not represent a surprise during future budget considerations.

Mr. Scott suggested that a rate structure review committee could also evaluate additional sources of revenue. Mr. Scott suggested that a fire protection charge could be considered for the Authority's commercial customers, for example, to generate additional revenue.

Mr. Dougherty did not agree with a 5% per year rate increase and indicated that future rate increases ought to be based on cost of living indices.

Fiscal Year 2015-2016 Budget Consideration (cont.):

After consideration of the Authority's draft 2015-2016 Fiscal Year Budget that was presented by Mr. Luff during the Authority's last Regular Meeting and pursuant to a Budget Workshop that was held on Tuesday, August 25, 2015, the following was decided:

Motion: Mr. Quinn made a motion to approve CWS&WA Fiscal Year 2015-2016 Budget, as presented, seconded by Mr. Ridgely. Motion carried unanimously.

Motion: Mr. Dougherty made a motion to suspend the 5% automatic rate escalation provision of the Authority's Resolution 2000-03, for water and sewer user rates for Calender Year 2016, seconded by Mr. Connor. Motion carried unanimously.

Correspondence:

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

Visitors' Comments:

Mr. McFann cautioned that the Authority's customers might link future rate increases with the Authority's new water well and tank projects even though that project was previously funded through impact fees.

Adjournment:

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

The Regular Meeting adjourned at 7:55 p.m. The next Regular Meeting will be held on October September 8, 2015, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent