

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 November 10, 2015*

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

**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 November 10, 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. Dougherty. 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, in addition to routine maintenance during the past period, the motor at the North Well (well No. 4) exhibited an oil leak. Arrangements were being made for the necessary repairs to the pump motor, Mr. Scott added.

Mr. Scott noted that sewer and water service lines had been inspected at the Greens at Wyoming and at the four new townhouses at South Caesar Rodney Avenue by the Authority's inspection crew. Mr. Scott noted that two of the Caesar Rodney Avenue townhouses had already been occupied. Mr. Scott also noted that the Authority's crews had fixed a water valve which had been discovered to be defective during the overlay pavement of Camden-Wyoming Avenue.

Mr. Scott indicated that two of the Authority's personnel had attended a mapping (the First Map) Seminar at Kent County Levy Court Building. Mr. Scott also noted that the Authority crews had been working with the Town of Camden with video inspection of Tamarac storm drains. Mr. Scott indicated that the Authority crews would work with the Town of Wyoming on Wyoming Mills storm drains when the Town had sufficient funds to perform the work.

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

Mr. Scott indicated that the Authority had received a memorandum from the Town of Camden regarding the Town's plans to overlay Center Street, Walmart Drive and Camden Commons. The Authority will investigate any needs in the areas slated for future asphalt overlays prior to the commencement of the overlay work. Mr. Scott also indicated that the Authority crews replaced a faulty fire hydrant on North Caesar Rodney Avenue.

Mr. Scott noted that 445 late notices had been mailed out for water and sewer billing with a due date of November 10, 2015, and water shut off date of December 1, 2015. Mr. Scott indicated that the Authority anticipated receiving approximately \$5,000 from the Sheriff's Office out of the proceeds of the Sheriff's sale of five properties. In this regard, Mr. Scott noted that accounts receivables (AR) aging more than 180 days had totaled approximately \$78,000. Mr. Scott suggested that this was higher than the norm because of slower payments from customers.

Mr. Scott referenced an internal memorandum from Ms. Kathy Andrews regarding a savings of \$22,500, or \$75 per meter, provided 300 new water meters were purchased before the end of the year. Mr. Scott explained that the old water meters at Chapelcroft would be replaced by the Authority's in-house crews and replacements would continue until the old water meters have been replaced. Mr. Scott recommended that the budgeted funds for fire hydrant replacements could be utilized to make the \$58,500 purchase of new water meters. In response to Mr. Dougherty's inquiry, Mr. Scott noted that the new meters would be able to be remote read which would reduce meter reading duration for the Authority crews. In response to Mr. Couming's inquiry regarding staffing, Mr. Scott indicated that the work could begin in early 2016, with two crews changing meters and one crew for routine day-to-day activities. Regarding the scope of the project, Mr. Scott noted that approximately 108 of the total of 120 water meters in Chapelcroft (12 meters had previously been replaced in Block 1) and 32 in Block 2 would initially be replaced. Coordination and scheduling of the meter replacements with individual homeowners would represent a challenge, Mr. Scott added.

Engineering Report:

On the Capacity Development Project, Gharebaghi reported that, following the completion of the production well, Mr. Scott and he had met with American Water Well Systems (AWES - the well drilling company) regarding the pump and motor specifications. It was noted that the installation of pumps, motor and well house would not be started until the substantial completion of the 1 MG elevated water storage tank so as not to be in the way of the Caldwell Tanks steel erection crew.

Gharebaghi reported that a representative of Corrosion Control Corporation would be visiting Louisville, KY (Caldwell Tanks headquarters), to inspect the shop primer portion of the paint system on the tank steel parts on Wednesday, November 11, 2015. It was reported that Caldwell Tanks had completed the construction of concrete foundation footings and piers capping the auger cast piles that had been completed earlier.

Gharebaghi indicated that Caldwell Tank's steel crews were scheduled to begin work on November 16, 2015.

Engineering Report (cont.):

It was noted that Hillis-Carnes Engineering Associates, had performed inspection of the concrete piles and foundation construction as well as grout and concrete materials laboratory testing services for the project.

Gharebaghi reported that, on October 22, 2015, Mr. Scott Hoffman, P.E. had made a presentation on wastewater treatment to the six students who had attended the Laboratory for Learning session. The next session of the program, scheduled for November 23, 2015, would be a presentation on "Engineers in Government," which would be presented by Mr. Mark DeVore of the State of Delaware, Gharebaghi added.

Brown Water

Mr. Couming referred to his draft note - which he had distributed to the Board - and suggested that a letter could be sent to those customers who contacted the office about occurrences of brown water. The letter could include Mr. Couming's note to briefly explain the brown water phenomenon and describe the Authority's efforts to minimize brown water, Mr. Couming added. Mr. Couming requested the Board's input in this regard. Mr. Ridgely indicated that he would communicate with Mr. Couming regarding the language of the note. Mr. Ridgely also referenced a facilities' plan for the Town of Milford, prepared by Davis, Bowen and Friedel, and indicated that Milford's plan recommended fire hydrant flushing to reduce brown water. Mr. Ridgely noted that the Milford report had indicated that complaints were likely to increase during the flushing and the program required certain improvements that would need to be made to the water distribution system. Mr. Couming noted that fire hydrant flushing could potentially trigger more brown water in the system because of the differential pressure that would be created during flushing.

Mr. Scott explained that adequate valves were not available on the Authority's older sections of water mains to implement an unidirectional fire hydrant flushing. Mr. Scott indicated that upon completion of the Authority's Capacity Development Project, a new source of water would be available for flushing from a direction where the demand would not pull water from the central (older) sections of the water distribution system. Mr. Scott recommended implementing a fire hydrant flushing program after the completion of the Authority's Capacity Development Project so as to be able to use the new source water well and 1 MG tank from which the flushed hydrants could be supplied. Mr. Scott noted that the final draft of Mr. Couming's note, referenced above, could be provided, as an update, to the Towns of Camden and Wyoming for their Web Site and Newsletter, respectively. Mr. Scott suggested that the update could include the fact that the Authority recognizes the brown water problem. It could also include the new source water well and 1 MG tank project to reduce the occurrence of brown water, Mr. Scott added.

Following discussion surrounding brown water, Mr. Couming indicated that he would draft an update with input from Mr. Ridgely and other Board Members to send to the Towns of Camden and Wyoming.

Comprehensive Planning Committee

Mr. Dougherty indicated that he had attended a seminar on water utility rate structures at the Delaware Rural Water Association (DRWA) in Milford. He also noted that a session on comprehensive planning had been scheduled by DRWA for December 9, 2015 - free of charge - for interested Board Members. Mr. Ridgely discussed the importance of comprehensive planning and the necessity for future rate increases to fund future projects. In this regard Mr. Scott indicated that the updated comprehensive plans of the Towns of Camden and Wyoming would be necessary for the Authority to develop its comprehensive plan. Mr. Winchell recommended focusing attention on the portions of the systems in the old parts of the Towns. Mr. Dougherty indicated that he would not be opposed to rate increases that were justified by the projects that were planed or rate increases based on the cost of living indices. The Comprehensive Planning Committee would meet to further discuss this matter and the Authority's rate structure.

Legal Report:

There was no legal Report.

Correspondence:

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

Visitors' Comments:

There were no visitors' comments.

Adjournment:

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

The Regular Meeting adjourned at 8:30 p.m. The next Regular Meeting will be held on December 8, 2015, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent