

**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 July 11, 2017*

**Authority Members present:** Mr. Michael Quinn, Chairperson  
Mr. Daniel Ridgely, Vice Chairperson  
Ms. Mary Ellen Gray  
Mr. James Winchell  
Mr. Daniel Woodall

**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

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The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on July 11, 2017. The meeting was called to order at 7:04 p.m. by the Chairperson, Mr. Quinn.

There were no items removed from the Consent Agenda.

**Approval of the Consent Agenda:**

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

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

Mr. Scott distributed the Operation and Maintenance Report for the period and discussed the same. Mr. Scott indicated that the Authority had received 28 brown water complaints during the last period. Mr. Scott explained that, without advising the Authority, fire flow testing had been conducted at Walmart, resulting in the unusually high number of discolored water reports.

Mr. Scott noted that the Authority had received 94 utility mark outs, perhaps indicative of the increased construction activities in our area. Mr. Scott pointed to Tidbury Crossing, Wynsome Knoll, and the Greens at Wyoming to support his construction activity forecast.

Mr. Scott indicated that the damage, which had been sustained, during a thunder storm at the Nellie Stoke's Pump Station, had been repaired and the Authority's insurance company had reimbursed the Authority for the damages.

As an example of detection of abnormally high water usage, Mr. Scott indicated that a garden hose had been left running for an entire week resulting in an unusually high water bill at South Main Street. For cases where the discharge of the water (after the meter) was not the sanitary sewer system, the sewer portion of the water and sewer bill would be credited to the customer's account, Mr. Scott added. As is the case with swimming pool water, for which sewer charges did not apply, Mr. Scott said.

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

Mr. Scott indicated that the Authority crews had installed a yard hydrant - behind the new well house - for finished water sampling.

Mr. Scott noted that the water and sewer infrastructure for the 4<sup>th</sup> Phase of Wynsome Knoll, consisting of 15 additional townhouses, had been completed and the developer was awaiting the "Approval to Operate" from the Office of Drinking Water (ODW).

Regarding the water meters' change out program, Mr. Scott indicated that, of the total of 532 meters, 408 water meters had been installed by the Authority crews. The Authority crews changed out an average of three meters per day, Mr. Scott added.

Regarding the Authority finances, Mr. Scott indicated that the total system balance was approximately \$380,000 and approximately \$115,000 had been collected since the last period. Mr. Scott also noted that the 6<sup>th</sup> monthly commercial billing was approximately \$39,000, completed on June 29, 2017, and due on or before July 25, 2017. The accounts receivable (AR), aging longer than 180 days, was approximately \$60,000, Mr. Scott added.

In response to Mr. Ridgely's inquiry, Mr. Scott indicated that some of the projects, that had been prioritized, could not begin until certain other improvements were completed. As an example, Mr. Scott explained that the installation of water mains for Camden Square by the project developers, at Routes 10 and 13, would pave the way for the Authority to install its water mains, north to the Carter development, and south to Cataldi Drive and the US Cemetery. Mr. Scott explained that the cost of restoration and maintenance of traffic along the right-of-way of Rout13 would cost substantially more than if the Authority were permitted to instal its water mains along the Townsend property, beginning in the north-east corner of Camden Square, provided by the project developers. Ms. Gray advised that DelDOT planned to add a travel lane to both, the north bound, and southbound lanes of Route 13, from Puncheon Run to Woodside. The Route 13 widening expenses would be provided by the Federal Government (80%), and the State of Delaware (20%), Ms. Gray added.

### **Engineering Report:**

Gharebaghi reported that Alpine Construction Co. had commenced construction on the 4<sup>th</sup> Phase of Wynsome Knoll. The 4<sup>th</sup> Phase consisted of 15-townhouse units which had not been a part of the development until recently when the developer acquired the property on which Phase 4 would be situated, Gharebaghi explained. Since the development's sanitary sewer pump station had been designed for 65 Equivalent Dwelling Units (EDU's), the Authority insisted on revised pump station calculations for 80 EDU's to confirm the adequacy of the existing pump station for an additional 15-townhouses. The developer commissioned Becker, Morgan Group - a local Engineering Firm - to revise the pump station calculation. The Becker, Morgan Group revised the calculations and confirmed the adequacy of the development's existing sanitary sewer pump station.

### **Engineering Report (cont.):**

Regarding the Capacity Development Project, Gharebaghi indicated that he had met with the representatives of American Water Systems (AWWS) and Flowserve (pump and motor manufacturer) to observe the troubleshooting of the pump and motor at the new well house. The pumps and motor had been removed and reinstalled after washing out the pumps' bowls, Gharebaghi continued. The pump/motor continued to fail. AWWS removed the pumps, again, and replaced them with new pumps from the manufacturer, Gharebaghi added. However, the pumps' and motor's failure modes continued to be the same. In the end, the addition of a Variable Frequency Drive (VFD), which allows adjustments to the motor's speed (Revolutions Per Minute [RPM]), solved the problem, Gharebaghi said.

Gharebaghi noted that representatives of the ODW had collected raw water samples from the new well for laboratory analysis, following which, the Authority was granted a temporary "Approval to Operate" the new wellhouse by the ODW.

Gharebaghi indicated that the 2017 Consumer Confidence Report (CCR), reporting the status of the Authority's water quality for the period; January 1, 2016 to December 30, 2016, needed to be made available to the Authority's customers by June 30, 2017. The CCR had been posted on the Authority's web site by June 30, 2017. The availability of the 2017 CCR had been prominently posted on the Authority's sewer and water billing, scheduled for mailing to the Authority's customers on June 29, 2017. The CCR had also been mailed to the Public Advocate and emailed to the ODW, Gharebaghi added. The Authority's CCR was accepted, as complete, by the ODW.

Gharebaghi reported that the Authority had received "Approval to Construct" letters from the ODW for the proposed Lidl Market and Grotto Pizza, both at King Commercial Development. A preconstruction meeting for the King Commercial Development had been held with representatives of Mumford and Miller, construction contractor, as well as Davis, Bowen and Friedel, the Engineering firm responsible for the design of the commercial development. The proposed relocation of East Street, which would involve the relocation of the Authority's existing 10-inch diameter water main, would be inspected by the Authority personnel to confirm that the new water main would be constructed in conformity with the Authority Standards. It was noted that Mumford and Miller had already commenced construction on the proposed site work at King Commercial Development.

### **Legal Report:**

There was no legal report. Mr. Quinn noted that an oral argument had been scheduled for August 8, 2017, regarding the status of the legal matter related to the Town of Camden permit issue, at the Court of Chancery.

### **Comprehensive Planning Committee (CPC):**

Mr. Ridgely indicated that a Comprehensive Planning Committee (CPC) workshop meeting had convened on June 27, 2017, for the discussion of the Authority's capital projects and their funding.

**Comprehensive Planning Committee (CPC, cont.):**

The Authority's capital projects and the budget allocation for the same had been discussed, Gharebaghi said.

Ms. Gray also commented on the capital budget. Ms. Gray recommended that the remaining priority 1 capital projects ought to be articulated for budgeting purpose.

The list and budget for prioritized projects would be revised to include the discussion at the workshop to be incorporated into the FY 2017-2018 budget.

**Old Business:**        *Discussion of Budget Format and Resolution No. 2000-3*

Ms. Gray had recommended a new budget format to include data from the previous 5-years for comparison and more effective budgeting capital improvements. Ms. Gray had also recommended to do away with the automatic 5% annual escalation described in Res. No. 2000-3.

Mr. Scott indicated that a format change to the budget would cost the Authority \$3,000 to \$4,000 and questioned its value.

**Motion:**        Mr. Ridgely made a motion to change the format of the Authority's budget per Ms. Gray's recommendation, seconded by Ms. Gray.

The discussion and any decisions on the matter would be deferred to the next Regular Meeting. There were no decisions on this item.

Mr. Scott noted that the desired data was available in the form of budgets and audits of previous years. Mr. Winchell indicated that there would be too much data for the draft budget. Ms. Gray indicated that seeing the trends would help in evaluating the draft budget. Mr. Scott requested that the Board postpone action on the motion until after Mr. Luff has had an opportunity to present the draft budget at the next Regular Meeting.

**Correspondence:**

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

**Visitors' Comments:**

In support of the Authority's financial management, Mr. McFann indicated that he had observed the Authority operating in the black for more than 3-decades.

**Adjournment:**

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

The Regular Meeting adjourned at 8:05 p.m. The next Regular Meeting will be held on August 8, 2017, at 7:00 p.m.

Respectfully Submitted,  
**CAMDEN-WYOMING SEWER & WATER AUTHORITY**

Harold L. Scott, Sr.  
CWS&WA Superintendent