

# 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 12, 2017*

**Authority Members present:** Mr. Michael Quinn, Chairperson  
Mr. Daniel Ridgely, Vice Chairperson  
Ms. Mary Ellen Gray  
Mr. Thomas Ness  
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  
Mr. George Luff, CPA, Authority Accountant

**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 September 12, 2017. The meeting was called to order at 7:01 p.m. by the Chairperson, Mr. Quinn.

There were no items removed from the Consent Agenda.

**Approval of the Consent Agenda:**

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

The Meeting Agenda was reordered for the consideration of "Old Business."

**Old Business:** *FY 2017-2018 Budget Consideration*

Mr. Quinn invited Mr. Luff to present the revised FY 2017-2018 Budget. Through the use of overhead projection of the Authority's Draft FY 2017-2018 Budget, Mr. Luff explained the changes in the format of the Authority's proposed Budget - which had been requested by the Board. Mr. Luff then invited any questions or comments from the Board Members. Mr. Ridgely indicated that he appreciated the format changes in the proposed Budget and suggested using a 5-year spread of Line Items for future budgets.

Ms. Gray referenced Resolution 2000-03<sup>1</sup>, and indicated that ". . . Unless suspended or otherwise decided by formal action of the Board of Camden-Wyoming Sewer and Water Authority ("Authority"), an annual rate adjustment of 5% on all Authority fees and charges will be automatically implemented . . ."

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<sup>1</sup> The latest version of Resolution 2000-03, adopted on December 10, 2013, was added to the minutes of this Regular Meeting for clarity.

**Old Business (cont.):**            *FY 2017-2018 Budget Consideration*

Ms. Gray noted that since the Authority was not acting to increase the user rates, a motion to approve the Authority's Budget needed to include the suspension provision of Resolution 2000-03.

Motion:            Mr. Winchell made a motion to approve the Authority's Fiscal Year 2017-2018 Budget, as presented by Mr. Luff, to include the suspension of Resolution 2000-03 provision vis-a-vis "no user rate increase for calendar year 2018," seconded by Mr. Ridgely. Motion carried unanimously.

Mr. Quin signed the approved Budget for the Authority's Fiscal Year 2017-2018. Mr. Quin thanked Mr. Luff for his presentation and excused him from attendance of the remainder of the Regular Meeting.

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

Mr. Scott distributed the Operation and Maintenance Report for the period and discussed the same. Mr. Scott reported that the Authority's crew had performed routine maintenance on the Authority's assets. Mr. Scott indicated that the Authority crews had also cleaned the facilities just off of New Burton Road - known as the Old Wastewater Treatment Plant. Mr. Scott indicated that the Authority Operations was anticipating the results of laboratory analysis of the Authority's water samples for Lead and Copper contamination. Mr. Scott noted that lead and copper testing was conducted every 3-years, consistent with the requirements of the Office of Drinking Water (ODW).

Mr. Scott indicated that a recent fire flow test at the Camden Lowe's Store, which had been printed in the *Delaware State News*, had not impacted the nearby places according to fewness of brown water complaints. Mr. Scott credited the newly completed 1 MG elevated water storage tank - at Upper King Road - for the limited impact on the Authority's customers in the Southern Growth Area of the Town of Camden.

Mr. Winchell indicated that Hall's Restaurant had experienced intermittent incidents of brown water and asked Mr. Scott for the cause of the discolored water there. Mr. Scott noted that the Authority Operations had received brown water complaints from customers who had indicated, in their complaints, that the hot water, only, had been impacted and the cold water had not. Mr. Scott also explained that in the older sections of both, the Towns of Camden and Wyoming, accumulated rust in the piping and service lines had resulted in the dislodging of slugs of Iron(II) oxide, the inorganic compound with the formula FeO (more commonly known as iron rust in water / brown water). Since iron rust was not soluble in water, Mr. Scott continued, very small particles of rust stayed in suspension in water causing its discoloration. Mr. Scott also explained that in some residences the Authority crews had measured the water pressure differential in the water distribution system serving the house as well as that of the home's internal plumbing fixtures. In some instances the main water pressure had been measured to have been 45 psi and the internal water pressure within the home's plumbing had been measured to have reduced by as much as 10 psi, Mr. Scott added. Mr. Scott also indicated that the reduction in water pressure could have pointed to the accumulation of rust - between the water main and the household services and plumbing fixtures - potentially causing both, discolored water and reduced pressure.

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

Regarding the water meters' change out program, Mr. Scott indicated that, of the total of 532 water meters, only 13 remained to be installed in this year's projected objectives.

Regarding the Authority's finances, Mr. Scott indicated that the current system balance was approximately \$116,000 and approximately \$122,000 had been collected since the last period. Mr. Scott also noted that the monthly commercial billing was approximately \$50,000, completed on August 31, 2017. Mr. Scott indicated that approximately \$98,000 had been collected in the 16-days following disconnections of water services to delinquent account holders' properties. The accounts receivable (AR), aging longer than 180 days, was approximately \$60,000, Mr. Scott added.

### **Engineering Report:**

Gharebaghi reported that at the Authority Operation's request, on August 31, 2017, American Waster Well Systems, Inc. had lowered the setting level of the pumps at the North Well (Well No. 4) by 20 ft - from 230 ft below ground level to 250 ft from ground level. Preliminary results have been indicative of substantial improvements in the performance characteristics of the well pump, Gharebaghi added. Updated reports on this matter would be presented at future Regular Meetings, Gharebaghi noted.

Gharebaghi referenced his memorandum, dated September 12, 2017, and indicated that "The objective behind the development of the Budget for **Sanitary Sewer System Repairs, Rehabilitation, and Improvements Projects** (\$250,000), was to encompass projects such as "Repairs to Manhole No. 104 at Old North Road Gravity Sanitary Sewer System." (As identified on the current budget, under Sanitary Sewer System Improvements, Priority I, Rank 3)."

Two specialty contractors had been invited, Gharebaghi continued, to quote their prices for the repairs to the sanitary sewer system, between manholes #104 and #103 (between Thornley Drive and Weeks Drive, along the right-of-way of Old North Road) as well as the installation of a cured-in-place-pipe (CIPP) lining (trenchless technology application) between the above referenced manholes. Of the two contractors, who had been invited to participate in the Authority's Project, only one agreed to provide the Authority a proposal for the completion of the above referenced Project, Gharebaghi said. He also noted that Abel Recon, Inc. and Standard Pipe Services, LLC (SPS, LLC, formerly known as Tri-State Grouting, Inc.) had been the two contractors to whom the Authority had extended a Request for a Proposal (RFP).

Gharebaghi presented the Project's Plans and Specifications to the Board - which he had prepared at the request of the Superintendent - for the Boards perusal. Updated reports on this matter would be presented at future Regular Meetings, Gharebaghi stated.

Gharebaghi reported that a Standard Operating Procedure (SOP) had been developed for the operation of the Authority's newest water treatment facility, including the chlorination room and the functioning of the newly installed chlorine gas scrubber.

**Engineering Report (cont.):**

Gharebaghi reported that he and Kathy Andrews (Authority Operations and Administration) had met with representatives of Green Street Solar and Delaware Electric Coop. toward the advancement of sustainable energy sources to augment the Authority's overall energy usage. The effort, which had been proposed by Mr. Ridgely, had resulted in the scheduling of a Workshop Session / CPC meeting on September 26, 2017, at 7:00 p.m. at the Authority's Conference Room for the purpose of evaluating the application of solar energy technology for implementation at the Authority's properties, Gharebaghi added.

**Legal Report:**

There was no legal report.

**Comprehensive Planning Committee (CPC):**

Mr. Ridgely indicated that a Comprehensive Planning Committee (CPC) workshop meeting would be convened, for the discussion of the Authority's remaining capital projects, their priority and funding mechanism.

**Correspondence:**

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

**Visitors' Comments:**

Mr. Porterfield of 109 N. Main Street indicated that he had experienced sporadic instances of discolored water the most recent of which had impacted "hot water only" at his residence. Mr. Winchell offered an explanation of the status of the Authority's water mains in connection with the age of the system and possible unavoidable instances of brown water. Following discussion on the matter, Mr. Woodall recommended that the CPC ought to evaluate this matter in further detail.

**Adjournment:**

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

The Regular Meeting adjourned at 8:24 p.m. The next Regular Meeting will be held on October 10, 2017, at 7:00 p.m.

Respectfully Submitted,  
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.  
CWS&WA Superintendent