

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 February 9, 2010*

Authority Members present: Mr. Mark Dyer
Mr. Michael Quinn
Mr. Lester Stillson
Ms. Tracey Green
Ms. JoAnn Glenn-Lewin

**Also in attendance representing
the CWS&WA:** Mr. Harold Scott, Authority Superintendent
Mr. Soheil Gharebaghi, P.E., Authority Engineer
Ms. Mary Sherlock, Esq., CWS&WA 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 February 9, 2010. The meeting was called to order at 7:02 p.m. by the Chairperson, Mr. Dyer.

The Reorganization item was removed from the Agenda since it had been completed during the Authority's January 12, 2010, Regular Meeting.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott reported that the Authority's North Well (Well No. 4) was undergoing a comprehensive inspection by A. C. Schultes. Mr. Scott noted that the approximately 40-year-old well's inner lining had appeared to be in good working order. However, Mr. Scott continued, the spacers holding the central shaft had aged causing unwanted vibrations. Mr. Scott explained that the well would also be swabbed, since the video inspection of the well had revealed about forty years worth of settled suspended solids. The swabbing process, Mr. Scott added, would remove much of this material from the bottom of the well. Mr. Scott anticipated that the cost of the maintenance and repairs would total approximately \$45,000. Mr. Scott expressed satisfaction with the cost considering the well was being inspected and repaired for the first time in about forty years.

Mr. Scott indicated that a total of 131,633,800 gallons of water had been pumped out of the Authority's wells during 2009, down from the amount pumped in 2008. Mr. Scott noted that the reduction had been, in part, due to lower irrigation water usage in 2009.

Mr. Scott reported that in accordance with the request of the residents of Barclay Farms, the CWS&WA Billing Clerk, Ms. Lisa LeBeau, and Engineer, Mr. Gharebaghi, had delivered a presentation regarding the Authority's operations and billing on February 5, 2010, at the Barclay Farms Club House. An internal memorandum had been distributed to the Board Members describing the presentation, Mr. Scott added.

Engineering Report:

Mr. Gharebaghi reported that a preconstruction meeting had been held on January 27, 2010, regarding the proposed Wynsome Knoll land development project in the Town of Wyoming. He discussed his correspondence dated January 27, 2010, addressed to Mrs. Glenn-Lewin, regarding the various governmental agencies approval letters for the proposed project as well as the resolution of the construction performance bonding issue for the proposed sanitary sewer and water distribution systems construction at Wynsome Knoll. Gharebaghi also discussed his correspondence dated January 13, 2010, addressed to the Honorable Donald Blakey, 34th District State Representative, regarding the proposed Wynsome Knoll subdivision.

Mr. Gharebaghi reported that he had attended the Kent County Regional Sewer Advisory Board meeting on February 3, 2010, regarding the proposed land development at the Kesselring Farm. He noted that the Delmarva Boy Scouts in association with the Kent County Parks and Recreation Department had proposed the extension of Kent County Sewer Disposal District No.1 to serve the proposed land development at the Kesselring Farm. Gharebaghi discussed his correspondence dated February 3, 2010, addressed to the Kent County Engineer, expressing concern about the status of wastewater flow metering based on which the CWS&WA was billed for Kent County's sewer services. Updated reports about the matter would be presented at future CWS&WA Regular Meetings, Gharebaghi added.

Regarding Barclay Farms, Gharebaghi indicated that the owners of Barclay Farms had entered into a contract with the CWS&WA for the completion of punch list items related to the development's sanitary sewer and water distribution systems. The work, which was anticipated to be completed in the Spring of 2010, would be performed by the CWS&WA crews, Gharebaghi said.

Legal Report:

Ms. Sherlock indicated that legal matters would be discussed at an Executive Session following the Regular Meeting.

Approval of the Consent Agenda:

With the exception of "Reorganization" there were no items removed from the Consent Agenda.

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

Correspondence:

Mr. Dyer acknowledged the receipt of a letter from Mr. Sanchez in which he had expressed privacy concerns related to the Authority's sewer and water billing. It was decided to send Mr. Sanchez a letter explaining the Authority's rationale for using the sewer and water billing cards.

Item for consideration at the next CWS&WA Regular Meeting:

- CWS&WA Flat Rates for sewer and water services.

Old Business:

Delinquent Accounts Policy

The current and proposed delinquent accounts policies, which had been distributed to the Board during the January 12, 2010, Regular Meeting, were considered. After discussion regarding the matter, the following was decided:

Motion: Mr. Quinn made a motion to approve the proposed delinquent procedure, as presented, seconded by Ms. Green. Motion carried unanimously.

Policy and Procedures regarding Sanitary Sewer Service Laterals and Water Service Lines, Resolution No. 2010-1

The proposed Resolution intended to clarify existing policies and standard operating procedures pertaining to Sanitary Sewer Service Laterals and Water Service Lines, Resolution No. 2010-1, which had been distributed to the Board during the January 12, 2010, Regular Meeting, was considered. After discussion regarding the matter, the following was decided:

Motion: Mr. Quinn made a motion to approve Resolution No. 2010-1, as presented , seconded by Ms. Green. Motion carried unanimously.

Policy and Procedures regarding Operations, Staffing, Equipment, and Facilities, Resolution No. 2010-2

The proposed Resolution intended to clarify existing policies and standard operating procedures pertaining to Operations, Staffing, Equipment, and Facilities, Resolution No. 2010-2, which had been distributed to the Board during the January 12, 2010, Regular Meeting, was considered. After discussion regarding the matter, the following was decided:

Motion: Mr. Stillson made a motion to approve Resolution No. 2010-2, as presented , seconded by Ms. Glenn-Lewin. Motion carried unanimously.

Visitors' Comments:

There were no visitors present at the Regular Meeting.

Adjournment:

The Regular Meeting was adjourned into an Executive Session for the discussion of legal matters.

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Motion: Mr. Stillson made a motion to adjourn the Regular Meeting into an Executive Session, seconded by Ms. Green. Motion carried unanimously.

The Regular Meeting adjourned at 7:26 p.m.

The next Regular Meeting will be held on March 9, 2010, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Lester Stillson
CWS&WA Secretary