

BOARD OF PUBLIC WORKS

Vision

The Board of Public Works exists to improve the quality of life of the customers we serve.

Mission

We are dedicated to providing our current and future customers with utility and other value added services in a safe, reliable, and economical manner consistent with sustainable growth, community involvement, and environmental stewardship.

Regular Meeting of the Board of Public Works was held in Lewes City Hall, Council Chambers, 114 East Third Street, Lewes, Delaware on Wednesday, September 26, 2012 at 2:00 p.m.

Board Members Present:

C. Wendell Alfred

D. Preston Lee

Jack Leshner

James N. Richmann

Candace Vessella

Ex-Officio Members Present:

James L. Ford, III – Lewes Mayor

Fred Beaufait – Lewes City Council

Victor Letonoff – Lewes City Council

Bonnie Osler – Lewes City Council

Darrin Gordon – General Manager

Heidi Wagner – Asst. General Manager

Glenn C. Mandalas – Legal Counsel

Others Present:

Henry Evans – Cape Gazette

Rob Davis – Sussex County Engineering Department

David Kuklish – Element

Jim Johnson – Resident

1. Welcome, Call Meeting to Order and Pledge of Allegiance

At 2:00 p.m., President Alfred welcomed everyone, called meeting to order and led Pledge of Allegiance. A moment of silence was observed for our troops serving our country.

2. Roll Call

President Alfred stated all Board Members, General Manager Darrin Gordon, Assistant General Manager Heidi Wagner, Mayor James Ford, and Legal Counsel Glenn Mandalas are present.

3. Revisions and/or Deletions to the Agenda

No revisions and/or deletions to agenda.

4. CONSENT AGENDA:

- a) Receive General Manager Monthly Report.
- b) Receive Severn Trent Report.
- c) Receive President Report.
- d) Receive Vice-President Report.
- e) Receive Secretary Report.
 1. Approval of Regular Minutes dated August 22, 2012.
- f) Receive Treasurer Report.
- g) Receive Asst. Treasurer Report.

James Richmann motioned to approve the Consent Agenda, Preston Lee seconded, and motion carried unanimously.

OLD BUSINESS

5. Open forum/general discussion to authorize the acceptance of the lowest qualified bidder for the construction of the new water treatment facility. (D. Gordon, D. P. Lee)

INFORMATION:

Darrin Gordon referenced bid tabulation sheet distributed to public. Bid Opening was September 6, 2012 with two bid offerings: Bearing Construction and George & Lynch. Bearing Construction bid is \$1,348,000. Actual bid for well upgrades separated from Bearing Construction bid; a subcontractor, A. C. Schultz, will do work. Rehab and replacement work on for Wells 1, 2, and 4 is \$1,046,031; rehab costs for all five wells are \$228,736. An RPR representative will be on site to ensure bid and contract work is done for \$129,000. An e-mail letter from Mark Prouty, URS, was read into the record [also distributed to public]. Board was asked to approve so General Manager may award

work and move forward.

DISCUSSION:

Darrin Gordon said they worked to reduce the bid price by approximately \$6,000. Fred Beaufait questioned engineering costs for having someone oversee work.

ACTION:

James Richmann moved to \$1,7000,736 for work: (1) Award Bearing Construction's bid for \$1,348,000, (2) \$228,736 for rehab and replacement work on Wells 1, 2, and 4 plus rehab work on Wells 3 and 5, and (3) Engineering Service RPR from URS for \$129,900; President Alfred seconded, and motion carried unanimously.

6. Open forum/general discussion of the progress of implementing the financial and customer information system from Blue Ocean Systems LLC. (D. Gordon, J. Leshner)

INFORMATION:

Darrin Gordon said BPW is moving forward on replacement of the current CIS system with Blue Ocean Systems. Other systems were researched. Blue Ocean is backed by SAP with a subsidiary in Wilmington, Delaware plus international locations. Current Harris system causes problems with workload on meter reading and billing leading to at least 60 hours a month in overtime to double check. The reduced work staff of three work with Heidi Wagner as Supervisor and Assistant General Manager and need support through using a better system. Estimated cost is \$220,000 with the potential of needing another \$30,000 if Harris does not cooperate with the changeover. Heidi Wagner and Candace Vessella both advocate moving forward with a better product to minimize the labor needed. Maintenance contract with Harris is \$10,000/yr. and \$4,000/yr. with Blue Ocean Systems.

DISCUSSION:

After discussion, agreement made for Candace Vessella, Jack Leshner, Darrin Gordon, and Heidi Wagner to visit the Blue Ocean facility in Wilmington.

ACTION:

Jack Leshner motioned to authorize the General Manager to move forward with full compliance to dollar amount not to exceed \$220,000 with the possibility of an additional \$30,000, James Richman seconded, and motion carried unanimously.

NEW BUSINESS

7. Open forum/general discussion to schedule the November/December regular board meeting for Wednesday, November 28, 2012 at 7 p.m. (D. Gordon)

BPW Regular Meeting for November/December is scheduled for November 28, 2012 at 7 p.m.

8. Presentation of information regarding the Showfield property. (D. Gordon/D. P. Lee)

Preston Lee was contacted by members of Showfield property about moving forward and BPW sent a letter about providing them with Water, Sewer and Electric. Currently, awaiting for their response with a proposal about the project.

9. Presentation, open forum/general discussion of new Freedom of Information Act rules for public bodies. (G. Mandalas)

Solicitor Mandalas reviewed the new Freedom of Information Act rules with the Board and the public.

10. Meetings attended by Board Members or Staff.

Preston Lee, Jack Leshner, James Richmann, Candace Vessella and President Alfred listed meetings they attended.

11. Board or Staff Requests for Agenda Item(s).

No requests.

12. Call to the Public

No questions or comments.

13. Call to the Press

No questions or comments.

14. Adjournment

Meeting adjourned at 3:03 p.m. No Executive session followed.

Recorded by: Rosemary Shannon