

BOARD OF PUBLIC WORKS

Regular Meeting Minutes

April 27, 2016

4:00 p.m.

BPW UP STAIRS

107 Franklin Avenue

1. WELCOME, CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

At 4:00 PM President Alfred welcomed everyone, called the 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 are present except for Nancy Levenson. Also present are Darrin Gordon, General Manager, Glenn Mandalas, Legal Counsel and City of Lewes Mayor Ted Becker.

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

None

4. CONSENT AGENDA

- a) Receive the General Manager Monthly Report
- b) Receive Severn Trent Report for March 2016
- c) Receive President Report
- d) Receive Vice-President Report
- e) Receive Secretary Report, Approve Regular Minutes March 23, 2016
- f) Receive Treasurer Report
- g) Receive Asst. Treasurer Report

ACTION: A motion was made by D. Preston Lee and second by A. Tom Owen. All in favor; motion carried.

5. Open forum/general discussion of the financial review for the 2015-2016 fiscal year. INFORMATION/ DISCUSSION/ACTION (D. Gordon)

INFORMATION/DISCUSSION:

Darrin Gordon: Financial review of items of interest. Revenue has increased over Budget by 20% but not from last year-to-date.

D. Preston Lee: Electric--why did you lower on Budget?

Darrin Gordon: Goes to a 5 year usage of past average. Total Operating Revenue of \$50,000 lower than last year but very close on numbers. Purchased Power close in numbers. DEMEC was able to lock in low rates for the next 8 years.

D. Preston Lee: We are starting to use the Delmarva Line and so is the State of Delaware. How does this impact the DEMEC Agreement?

Darrin Gordon: When we pay our bill: 65% is a kWh charge, 17% is a Demand charge 18% is a Transmission Charge. The Alevo battery will help us reduce the DEMEC cost of demand and transmission.

D Preston Lee: The Budget is very low for investments.

Darrin Gordon: I keep it very low. We should not expect this.

Mayor Becker: 5 year rolling average with Budget figures. Are you adding new services?

Darrin Gordon: Growth does have a factor in the 5 year rolling average that is used. Final number is \$897,678 change in net assets and SFR payments of \$625,000. Profit of \$272,000 -- 18%. This is why we have a consultant reviewing our rates. Currently Electric Subsidizes Water and Sewer.

Jack Leshner: Electric Utility -- the bottom line we are going to lose revenue.

Linda Blumner, Resident: Do you need to revisit water being purchased (price) and should we look at what our 'out of city limit' rate customers are paying? Why are we not charging much higher rates?

Darrin Gordon: We do charge them higher rates.

Rob Morgan: Dividend and Interest goes into Reserve. Does all go into surplus?

Darrin Gordon: We have two funds: short term and long term.

Jack Leshner: We have 10 different funds internally for our reserve funds.

6. Open forum/general discussion of the Lewes BPW outreach efforts. INFORMATION/ DISCUSSION/ACTION (D. Gordon)

Jack Leshner and Darrin Gordon meet with organization about Social media and other areas to pursue.

Preston Lee: We should have press releases for when good things happen. We do not do enough of that.

Barbara Vaughan, the flyer presented is good information for new customers. Question as to why there are no telephone numbers for Board Members.

President Alfred, we can always be reached.

7. Open forum/general discussion of the results of the DNREC Compliance Sampling and Inspection results of the March 22, 2016 review. INFORMATION/ DISCUSSION (D. Gordon)

Read aloud a letter that was sent to Severn Trent. Copy is attached as part of these minutes.

8. Open forum/general discussion of the Lewes BPW Electric Department award of the APPA Group A Safety Award of Excellence.

INFORMATION/ DISCUSSION (D. Gordon)

Darrin Gordon: APPA recognized Lewes BPW electric department for no loss time of work.

President Alfred: Safety is number one priority of our employees.

Mayor Becker pointed out that we are the only one listed for the State of Delaware.

9. Open forum/general discussion of the acceptance of proposals for the decal to be put on the water tank during the tank repainting.

INFORMATION/ DISCUSSION (D. Gordon)

Darrin Gordon: We will accept ideas for design ideas the next 30 days. If others would like a design on the water tank, they should submit an idea and finances.

10. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF.

A. Thomas Owen attended the SCAT meeting in Bethany.

Jack Leshner attended the SCAT meeting in Bethany and a Financial Seminar at DEMEC in Smyrna.

D. Preston Lee attended a meeting at City Hall with Broad Valley.

11. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S).

None

12. CALL TO THE PUBLIC:

13. CALL TO THE PRESS

A motion was made to adjourn the meeting and move into executive session at 5:10pm

14. EXECUTIVE SESSION



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL
DIVISION OF WATER
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

Surface Water Discharges Section

Telephone: (302) 739-9946
Facsimile: (302) 739-8369

April 4, 2016

Severn Trent Environmental Services
City of Lewes - Howard Seymour Water Reclamation Plant
Mr. Jim Burk – Plant Manager
116 American Legion Road
Lewes, DE 19958

Re: Follow-Up Letter
Compliance Sampling & Inspection (CSI) – March 22, 2016
NPDES Permit No. DE0021512

Dear Mr. Burk,

On behalf of the State of Delaware, Surface Water Discharges Section, Compliance & Enforcement Branch, I would first like to thank you, Gloria Lefchick, and Charles Simpson for your cooperation and assistance during the Compliance Sampling & Inspection (CSI) completed on March 22, 2016.

Overall, the WWTP housekeeping and the plant operations were excellent. Data handling and traceability were found to be very acceptable, and all data and reports requested were produced in a timely manner. All calibration documentation was produced and found to be up to date. Laboratory records, reagents, instrumentation, and methods were found to be within NPDES requirements. Mr. Simpson gave a fantastic tour of the facility to Glenn Davis and is to be complimented on his knowledge of the facility and dedication in keeping the plant operating efficiently and in compliance with NPDES Permit requirements.

The SPCC and SWPP plans were reviewed and associated training and inspections were up to date. The January and February 2016 DMRs were reviewed and all entries were as reported by analytical (both in-house and contract labs), all calculations were correct, and all entries were accurate.

During this inspection, there were no observable deficiencies. I would like to again thank you and the operating personnel at the Lewes HSWRP for your cooperation and participation in this Compliance Sampling & Inspection program to help assure the quality of NPDES effluent waters and the self-reporting data. If you have any questions, please contact me at 302-739-9946.

Delaware's good nature depends on you!

Lewes HSWRP
CSI – March 22, 2016
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Sincerely,

A handwritten signature in cursive script that reads "Nicole L. Smith".

Nicole L. Smith
Environmental Scientist
Compliance & Enforcement Branch
Surface Water Discharges Section
Division of Water
State of Delaware – DNREC

ecopy: Mr. Bryan Ashby – DNREC
Mr. Glenn Davis - DNREC