

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, May 20, 2014 at 7:00 PM.

Board Members

*C. Wendell Alfred
D. Preston Lee, P.E.
Jack Lesher
A. Thomas Owen
Nancy Levenson*

Ex-Officio Members

*Theodore Becker, Mayor
Darrin Gordon, General Manager
Glenn C. Mandalas, Legal Counsel
Heidi Wagner, Assistant General Manager*

Others Present:

*Dennis Reardon, City Council, 1302 Bay Avenue
Bob Barnes, Lewes BPW
Jim Berrigan, 112 Hornbill Court
Fred, Beaufait, City of Lewes
Paul Eckrich, City of Lewes
Rob Morgan, City of Lewes*

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

At 7:00 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 that all Board members, Darrin Gordon, General Manager, Assistant General Manager Heidi Wagner, Mayor Ted Becker, and Legal Counsel Glenn Mandalas are present.

3. Revisions and/or Deletions to the Agenda.

No revisions and/or deletions.

4. Consent Agenda

- a) Receive the General Manager Monthly Report
- b) Receive Severn Trent Report
- c) Receive President Report
- d) Receive Vice-President Report
- e) Receive Secretary Report
 - I.) Approval of Regular Minutes April 23, 2014.
- f) Receive Treasurer Report
- g) Receive Asst. Treasurer Report

No request for removal of items from the Consent Agenda.

OLD BUSINESS

5. Swearing in of re-elected and new Board Members, C. Wendell Alfred, Jack Leshner and Nancy Levenson respectively. (D. Gordon)

Darrin Gordon leads the swearing in of re-elected Board Members C. Wendell Alfred and Jack Leshner, and new Board Member Nancy Levenson.

6. Election of Directors of the Board and the appointment of Board principals to the divisions (C. Wendell Alfred):

Jack Leshner motions to place into office the following:

a) President -	Currently C. Wendell Alfred	Proposed <u>C. Wendell Alfred</u>
b) Vice President -	Currently Jim Richmann	Proposed <u>D. Preston Lee</u>
c) Secretary -	Currently D. Preston Lee	Proposed <u>A. Thomas Owen</u>
d) Treasurer -	Currently Jack Leshner	Proposed <u>Jack Leshner</u>
e) Asst. Treasurer -	Currently A. Thomas Owen	Proposed <u>Nancy Levenson</u>

The motion is seconded by Preston Lee and the motion is passed unanimously.

Jack Leshner motions for the nomination of the following Principals:

f) Division Chairs:		
At-Large	Currently C. Wendell Alfred	Proposed <u>C. Wendell Alfred</u>
Administration Principal & Special Projects	Currently James Richmann	Proposed <u>Nancy Levenson</u>
Electric & Insurance	Currently A. Thomas Owen	Proposed <u>A. Thomas Owen</u>
Water, Wastewater & Stormwater	Currently D. Preston Lee	Proposed <u>D. Preston Lee</u>
Finance	Currently Jack Leshner	Proposed <u>Jack Leshner</u>

The motion is seconded by Nancy Levenson and the motion is passed unanimously.

New Ex Officio member- Mayor Theodore Becker.

NEW BUSINESS

7. Open forum/general discussion for receiving the 2013 American Public Power Association 2013 Electric Utility-First Place-Safety Ward. (D. Gordon, B. Barnes)

INFORMATION:

Darrin Gordon said our mantra for the last year has been reliability, safety, and professionalism. This year we have earned the First Place 2013 Electric Utility Safety Award. I thank Bob Barnes, our electric supervisory. I applaud him and am thankful for him and for his men and the job that they do. I present this award to him.

8. Open forum/general discussion of BPW projects and Capital projects updates. (D. Gordon)

INFORMATION:

Darrin Gordon shows a PowerPoint presentation and discusses the following:

1. **PKS Annual Audit** – PKS has been helping with the transition and trouble with the Blue Ocean installation and transition. The initial report will be provided at the June Board meeting and approval will be one month later.
2. **Savannah & Railroad 16" Tie In** – Construction will begin in early June and it is anticipated it will take approximately two days.
3. **Savannah Valve** – This will happen shortly after the 16" tie in and there will be coordination with DELDOT.
4. **Atlantic/Donovan's Connection**
5. **Stormwater Master Plan** – This was started a couple months ago, but it was stalled due to weather as well as crew and equipment issues. The data collection portion of the project is almost complete. An analysis portion will follow, and then a hydraulic model, and then present their recommendations on how to proceed.
6. **Household Hazardous Waste** – The BPW will simply be a point of collection. No transport will be involved.
7. **Canal Place** – These are townhomes being built. The BPW have received the initial plans, reviewed them, and given back comments for changes. It will then go through the City process.
8. **Denniston Place** – This is a group of eight townhomes. The BPW has had an initial review to make sure the utilities are adequate and it sits now in the City process.

9. **Highland Acres** – They are not part of the city. They have septic systems that are failing. We currently serve about five people on our sewer system, but that is getting old enough that it needs a renewal. We are working on providing utilities to them as a group. One of the problems is that they are not an HOA, and the BPW will not deal with them as individuals. They need to form an HOA and Darrin's opinion is that they need to come into the City and sign a pre-annexation agreement. We hope to have a completed itemized list of costs from GMB on May 28th and have a community meeting about this issue including financing issues. This will not cost Lewes citizens anything extra.
10. **Savannah Place** – Darrin groups Savannah Place with Highland Acres because they are the same story. But Savannah Place does already have water. Their roads are pretty rough and the hope is that their roads can be brought up to City standards.
11. **Blue Ocean Systems** – Darrin and Heidi believe they have completed the contract with Blue Ocean Systems. The January 22nd list has been completed to the point that we are satisfied. There are still some glitches and it is believed we can finish that out with PKS's audit. An upkeep meeting will be held every two weeks.
12. **Harbour Point** – The BPW has received the pre-annexation agreement and given it to the City. The next step will be to receive and approve plans.
13. **Highland Heights Stormwater** – The biggest issue is the stormwater. Sussex County Conservation Board believes they have a solution and some funding to assist with this issue.
14. **Showfield** – Darrin received a letter from Mike Izzo, the engineer from the County, and that they were still looking to take the sewer service to the County. Darrin communicated that this is not what was desired and not what was planned. The water and electric service will be under the BPW. The County would like it to come to the BPW.

A Member of the Public (Name Unknown):

What is the reason the developers are looking at the County?

Darrin said the official answer is the CPC is in the County and they have the right to go there.

15. **Sewer Master Plan Review** – This analyzes where the BPW is growing with the sewer system and helps to analyze what the impact fees are. Darrin shows a map to explain the specifics and regulations.
16. **GIS/GPS** – The system works in layers. The BPW needs to consolidate these layers to complete a full mapping system. A consultant from Duffield Engineering is assisting the BPW to do this. Preston Lee discusses the tree inventory.
17. **CCR (Consumer Confidence Report)** – This is a requirement by state law every year. Regarding total dissolved solids, the low is 118 ppm and the high is 182 ppm. A bottle of Fiji water is 210 ppm. BPW water is purer than Fiji water.
18. **Oyster Cove** – This is approximately twenty-two townhomes being built. A pre-annexation agreement has been signed. Construction is expected to begin in four to five months.
19. **Canal Crossing** – Permitting from the Army Corp of Engineers has been completed. The BPW has an easement from the University of Delaware and have gotten all of the archaeological permitting requirements. Construction will begin in September/October at Darrin's request to get through the summer season.

9. Meetings Attended by Board Members or Staff.

Preston Lee met with Highland Acres, Duffield Engineering regarding the stormwater inventory project, DELDOT regarding the grants, and the Mayor Council Meeting.

Tom Owen continues to attend the Blue Ocean Progress Meetings with Darrin and Heidi.

Jack Leshner attended the April meeting in Dover of the Delaware League of Local Governments and the Chamber of Commerce breakfast to listen to Darrin present.

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

No requests.

11. Call to the Public.

No questions or comments.

12. Call to the Press.

No questions or comments.

13. Adjournment.

President Alfred adjourned the meeting at 7:48 PM.

Respectfully Submitted,
Stephanie Moyer