

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, 114 East Third Street, Lewes, Delaware on Wednesday, June 24, 2015 at 7:00 PM.

Board Members Present:

C. Wendell Alfred
D. Preston Lee, P.E.
A. Thomas Owen
Jack Leshner

Board Members Not Present:

Nancy Levenson

Ex-Officio Members Present:

Theodore Becker, Mayor
Darrin Gordon, General Manager
Glenn C. Mandalas, Legal Counsel

Others Present:

Paul Eckrich, City Manager
Andrew Haynie, PKS
Nick Roth, The Cape Gazette

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 are present Nancy Levenson. Also present are Mayor Ted Becker, General Manager Darrin Gordon, and Legal Counsel Glenn Mandalas.

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 for April and May, 2015
- c) Receive President Report
- d) Receive Vice-President Report
- e) Receive Secretary Report, Approve Regular Minutes April 22, 2015.
- f) Receive Treasurer Report
- g) Receive Asst. Treasurer Report

Jack Leshner motioned to approve the Consent Agenda, Tom Owen seconded, and the motion passed unanimously.

5. Election of Directors of the Board and the appointment of Board principals to the divisions (C. Wendell Alfred): The swearing in of the re-elected Board Members D. Preston Lee and A. Thomas Owen were done privately with Darrin Gordon, General Manager and Kristina Keller on May 22, 2015.

ACTION:

Preston Lee motions to place into office the following:

- | | | |
|---------------------|------------------------------------|-----------------------------------|
| a) President - | <i>Currently</i> C. Wendell Alfred | Proposed <u>C. Wendell Alfred</u> |
| b) Vice President - | <i>Currently</i> D. Preston Lee | Proposed <u>D. Preston Lee</u> |
| c) Secretary - | <i>Currently</i> A. Thomas Owen | Proposed <u>A. Thomas Owen</u> |

d) Treasurer -	Currently Jack Lesher	Proposed <u>Jack Lesher</u>
e) Asst. Treasurer -	Currently Nancy Levenson	Proposed <u>Nancy Levenson</u>

The motion is seconded by Jack Lesher, and the motion is passed unanimously.

Preston Lee 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 Nancy Levenson	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 Lesher	Proposed <u>Jack Lesher</u>

The motion is seconded by Tom Owen, and the motion is passed unanimously.

6. Open forum/general discussion to receive a report from Andy Haynie, PKS on the progress of the annual audit. (D. Gordon)

INFORMATION:

Andy Haynie said we are almost through the financial statements and do not foresee any additional adjustments. We have a couple of outstanding items. One is that we need some information from your pension company and that has been requested and we should receive it soon. There is also some internal control documentation that we are trying to wrap up. Right now we are good to go to present the final statements at the next meeting on July 22nd. Prior to that we will have an exit conference with Jack, Darrin, and probably Kris from the staff to review any journal entries we have had. We have some journal entries that are different this year. There are no glaring issues. We are a full year into Blue Ocean and we had to take a fresher look at some of the controls.

Darrin Gordon said we found that the Historical Society had not received a bill or about two years which totaled a little more than \$4,000.00. We had a meter reading and we have been taking it but they had not been receiving a bill for that one meter. We have also looked at other customers with multiple meters and we believe it is a one-time anomaly. They are going to pay a \$1,000.00 and write-off the rest.

Andy Haynie said that is one of the reports that we are waiting on from Blue Ocean. Part of our audit was making sure that all accounts were transferred correctly from the prior system. All accounts were moved successfully, but even though a meter reading was being taken, for some reason a bill was not being generated.

There is further discussion regarding how this happened and the arrangement made with the Historical Society.

7. Open forum/general discussion of the progress of the Savannah Road project. (D. Preston Lee, D. Gordon)

INFORMATION:

Darrin Gordon said funding is not an issue and that we are talking about the progress. He summarizes what is in the packet. The contractor, MadCorp, is way behind schedule. We are at 60% completion, and 10% over the time allotted for the project. We are requiring them to give us a schedule which they will be doing and the work is proceeding. We are worried about getting out of the way on Savannah Road. They have given us a calendar which says they will be done by July 30th. Darrin discusses changes in the timeline and where they will be working based on the fact that it is the summer season. He also discusses the coordination with DELDOT to come back in and complete the roadwork which will be in the fall.

Darrin Gordon said MadCorp wrote a letter explaining the problems they have encountered and the reasons why they couldn't work certain days. They want 22.5 days of compensation. The engineers have responded with a letter saying that they only agree with 10 of those days. Per the contract, we can pursue them for \$1,000.00 per day of liquidated damages. The goal is the completion of the project by July 30th.

There is continued discussion regarding how to move forward with this issue including safety issues, their financial situation and bonding, informing their bonding company of the issues, and checking with subcontractors to see if they have been paid. There is also discussion about some people who live on Savannah Road are upset because their landscaping has been destroyed.

8. Open forum/general discussion of the promoting of appropriate drug disposal protecting the sewer effluent and environment of Lewes. (D. Gordon)

INFORMATION:

Preston Lee said this includes over-the-counter medication as well. Over the years the federal government and the EPA have been looking into the effects of drugs in the water and sewer systems. These aren't typically analyzed at wastewater treatment plants. They are finding amounts of various drugs in our water systems and surface water systems. We can't take care of all of it

but we can take care of some of it. The federal government is backing off and allowing the state government to step in using the police departments.

DISCUSSION:

There is continued discussion on this topic. Paul Eckrich explains past programs and recommends that the BPW write a letter to the Council. Darrin Gordon discusses the BPW helping with advertising and some financial assistance. Mayor discusses the local pharmacies and their procedures surrounding this issue.

ACTION:

Preston Lee motions to recommend to the Mayor and Council that they look into this issue as a potential project for the Lewes Police Department, seconded by Tom Owen, and motion passes unanimously.

9. Open forum/general discussion for the potential construction of a solar project at the Lewes BPW well field property. (D. Gordon)

INFORMATION:

Darrin Gordon said Lewes Proper for a long time has been one of the highest per capital installers of rooftop solar in the nation. We have a renewable portfolio standard from the state. We might be interested in doing a community solar project or a BPW solar project. Darrin discusses a solar project in Newark, DE. Darrin asked DEMEC about a solar project at the well field property and he explains a viable option that was discussed. Darrin asks permission from the Board to move forward with this and asks for a consensus that this is something the Board is interested in pursuing to study further.

There is discussion about researching other options and visiting Newark and other locations to see what they have done.

There is a motion put on the table, but it is withdrawn as Glenn Mandalas confirms there is a not a motion needed.

There is a consensus from the Board to have Darrin Gordon move forward to explore this topic more; to learn more about solar projects and become educated on different options.

10. Open forum/general discussion for the receiving of the APPA 2014 Safety Award for the Electric Department. (D. Gordon)

INFORMATION:

Darrin Gordon said the BPW has gone a full year without any time loss injuries in the electric department. We stress safety and are very proud of this accomplishment.

11. Meetings attended by Board Members or Staff.

Jack Leshner attended the Delaware Local Government League meeting with Tom Owen, and the APPA Conference.

Preston Lee attended the Savannah Road Project meetings, the Sewer Study with GMB, Highland Acres financing meeting, and City Council meeting.

President Alfred attended a meeting with Sandy McCurdy, Beebe Hospital Engineer, with Darrin Gordon.

13. Board or Staff requests for agenda item(s).

Mayor Becker said he would encourage the BPW to reconsider the Delaware Founder's Insurance Trust for worker's comp when the Board renews their insurance this year. He briefly discusses the organization and what they have to offer.

13. Call to the Public.

No questions or comments.

14. Call to the Press.

No questions or comments.

14. Adjournment.

President Alfred adjourned the meeting at 8:04 PM.

Respectfully Submitted,
Stephanie Moyer