

Lewes Board of Public Works
Mitigation Committee Meeting Minutes
September 26, 2023
1:30pm

Committee Members

- D. Preston Lee, P.E., BPW secretary, chair
- Barabara Curtis, BPW Treasurer
- Bob Heffernan, Mitigation Committee Member
- Mark Prouty, Mitigation Committee Member
- Sumner Crosby, Mitigation Committee Member
- Thomas Panetta, BPW President

Others Present

- Robin Davis, BPW Assistant General Manager
- Sharon Sexton, BPW Executive Assistant
- Joshua Gritton, BPW IT Manager
- Michal Posey, BPW IT Assistant

The meeting was called to order at 1:30pm.

Key Takeaways

- The main topics discussed included data collection for BPW assets, compliance with flood zones, and incorporating cross connection plan requirements for water services, and the potential BPW participation in EPA's climate resilience evaluation tool (CREAT).
- The main issues discussed were difficulty collecting accurate data for flood zone compliance, challenges in estimating precise cost figures for upgrades, and the need for a starting point for replacement values.
- The mitigation committee shows a lot of interest in the EPA CREAT tool and working with the EPA.
- State mandated Cross Connection Control (CCC) plan is in motion for the BPW water utility. Plan will include inventory, record keeping, and public notification. Specifications are recommended to be placed in BPW policy, not in the plan.

Goals

- The goal is to gather data to make decisions about upgrades and management of BPW assets.
- Ensure compliance with flood zones and prioritize data collection.
- Review requirements and implementation of CCC plan.
- Collaborate with BPW staff and EPA to utilize CREAT tool.

- Cooperate with the City Environmental Subcommittee in projects for stormwater management and energy efficiency.

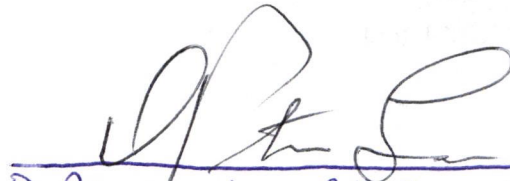
Discussions

- Continuing collaborating with agencies and utilities is recommended.
- The staff collected GIS data is incorporated into their active master plan and combining elevation recommendations and proposed timelines.
- Staff are currently refining their asset data and have collected about 95% of the total assets but not the vertical data. Only 15% of vertical data is collected. Continuing to gather more information.
- Suggested involving the environmental subcommittee and considering ongoing projects such as previous and impervious lot coverage and tree protection.
- Discussed the cross-connection control (CCC) plan and Mr. Davis emphasized the need for early plan approval to stay ahead. It is required by the state to create a comprehensive plan by February 1, 2024. Inspections and inventory can be conducted after February, subject to state requirements. BPW has contracted with HydroCorp.
- The committee is concerned that the cross-connection control plan will cause more problems than it will solve. The state wants to better monitor potential problematic cross-connection areas. The biggest impact to customers will be to those with irrigation in flood prone areas. Manufacturers specifications recommend on 12" above grade. Mr. Davis spoke with Bill Hague from Delaware Rural Water and other municipalities, and none have great concern with the CCC plan. No action is currently being taken at other municipalities.
- Mr. Calaman stated that the BPW has submitted to the EPA interest in participating in the CREAT assessment. The Study will identify vulnerabilities and strategies. The study would take two to four months to complete, with an additional two to three months for the agency to provide information back. May help to obtain grants. Waiting to hear from EPA on next steps.

Action Items

- Joshua Gritton
 - Will continue to gather GIS data information and implement to the asset map.
- Robin Davis
 - Will forward the links to the EPA website with case studies to the team.
 - Follow up with Georgetown about their proposed ordinance changes.
- A follow-up meeting was not scheduled at this time.

Respectfully Submitted
Sharon Sexton
BPW Executive Assistant


D. Preston Lee, P.E., Secretary

7/22/20
Date