

CERTIFICATION

I hereby certify the attached to a true and correct copy of the unapproved Minutes of the September 16, 2013 Regular Meeting of the Camden County Municipal Utilities Authority. It is anticipated that these minutes will be adopted by the CCMUA's Board of Commissioners at the October 21, 2013 Regular Meeting.



Kim Michelini
Authority Secretary

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 16, 2013

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman Brennan at 6:00 P.M. The meeting was held at the Administration Building located at 1645 Ferry Avenue, Camden, New Jersey. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Swartz	-	ABSENT
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

STAFF PRESENT:

Andrew Kricun, Executive Director
Laurence E. Rosoff, Solicitor
Wayne Planamento, Chief Financial Officer
Robert Cornforth, Director of O&M

Kim Michelini, Authority Secretary
Alisa Smith, Secretarial Assistant

CONSULTANTS:

Jose Calderon, T&M Associates
Robert Serpente, D&B Associates

OTHERS PRESENT:

None

Chairman Brennan read the 'Chairperson's Commencement Statement' acknowledging that proper notice of this Regular Meeting setting forth the date, time and place of the meeting has been prominently posted on (1) a public bulletin board located in the lobby of the Administration building (2) mailed to the Courier-Post and Inquirer and (3) filed with the Clerk of Camden County on February 13, 2013 as set forth in its annual schedule of meetings, in compliance with the Open Public Meetings Law.

ADOPTION OF MINUTES:

A motion was made by Commissioner Burley and seconded by Commissioner MacFarlane to adopt the Minutes of the Regular Meeting held on August 19, 2013. There being no question on the motion, a roll call was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

The motion was carried.

EXECUTIVE DIRECTOR'S REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

1) Environmental Management System- September 2013

Commissioner Wu asked for an update on the dryers with regard to odors, the temporary and permanent repairs and the additional upgrades. Mr. Kricun stated that CDM determined that the cause of the odor complaints was the failure of the sludge dryer's odor

control system. The original odor control system consisted of two systems working in series with one another- a biofilter and a carbon filtering system. The biofilter was under designed which caused the carbon filtering system to treat much more hydrogen sulfide than it was supposed to, thereby using up the carbon more rapidly (two years vs. 4-5 years). Therefore, we have taken a three step process:

- bring in a temporary carbon system to replace the spent carbon in the permanent system; this was done back in July and the odor complaints immediately ceased. In the last 8 weeks, we have received 2 odor complaints, both of which were short in duration (10 minutes).
- The spent carbon in the permanent carbon filter system was replaced last week and the odor control system is back to its original state.
- The biofilter was under designed and at CDM's recommendation, we ordered a bio-trickling filter to supplement the biofilter which will allow the permanent carbon to maintain its regular useful life. This should be installed by November. In order to minimize the impact to the permanent carbon the temporary carbon system was kept in place to help support the permanent carbon system in advance of the bio-trickling system's installation in November.

Mr. Kricun added that the stack readings have been zero/non-detect for hydrogen sulfide since the permanent system has been running in tandem with the temporary system. The bio-trickling filter is being added upstream of the carbon filter system which is a preliminary treatment allowing the permanent carbon to act as a polishing system. This will allow the carbon to last longer. Chairman Brennan asked Mr. Kricun if he was in contact with the community on this issue and he replied that he was since he is on various committees with them. Commissioner MacFarlane noted that most of the time odors have not been an issue and Mr. Kricun noted that the community was very forgiving on the recent stretch of odors.

Commissioner Wu asked for a status update on the third dryer. Mr. Kricun explained that the 3rd dryer is due to be delivered on October 7th and installation takes about 3-4 days. It is anticipated that by next month's meeting on October 21st, it should be reported that all three dryers are running.

- 2) October 15, 2013 Tree Planting Event
- 3) October 22, 2013 Public Hearing for Green & Grey Infrastructure Projects
- 4) Shared Services Agreement with Camden City for Operations & Maintenance Oversight of the City's Combined Sewer System

Commissioner Dixon stated that it is ironic that the company that the CCMUA was considering privatizing with, which it ultimately passed on, now the CCMUA will be overseeing their operation of Camden City's water system. What responsibilities will the CCMUA have with regard to this shared service? Mr. Kricun stated that the City has asked that this resolution be tabled until next month, adding that the CCMUA's role will not be to operate and maintain the City's system or to replace the contract operator, but rather oversee them. During the privatization, there was a push for the CCMUA to use this company, which as noted, the CCMUA rejected. However, Camden City did enter into a 20 year agreement with U.S. Water which hasn't worked very well for the City. Therefore, the idea is that the CCMUA would oversee the contract operator to ensure that they were following the terms of the contract, i.e, cleaning out the sewer lines and grates, checking the water loss records, etc. Commissioner Dixon asked who would be communicating with the contractor- the City or the CCMUA to which Mr. Kricun replied the CCMUA would notify the City. However, Chairman Brennan added, these details have yet to be worked out. It may be that the CCMUA advises not only the City but also the contract operator since the City has a serious follow through gap. It would make little to no sense for the CCMUA to spend money to determine the problems just to have the City not react. It may be that there is a dedicated CCMUA employee to follow through with United Water. As an example, a recent study showed that 40% of Camden's potable water is wasted. This approach is a possibility for the entire County since there are towns in addition to Camden, that have an I&I problem, however, Camden is in the worst condition. The CCMUA would provide their expertise to help develop an RFP for contract operations and help Camden enforce the current terms of their contract with United Water in the interim. The CCMUA should not assume responsibility; rather, it would be beneficial to have the City guarantee that they will provide a designated employee, with authority, to contact United Water.

Commissioner Wu asked for a status update on the August 20th CSO Compliance inspection. Mr. Kricun stated that the USEPA completed its CSO Compliance inspection on August 20th (CCMUA), August 21st (Camden) and August 22nd (Gloucester City), the three combined sewer entities in Camden County. The CCMUA provided information and a tour of the CCMUA's CSOs; however, the USEPA has not issued a report of its findings as of this date. The prediction is that the USEPA will have concerns with the

City's flooding problems, which is the City's problem; however, they may seek to have the CCMUA take more flow at our plant or may require more infiltration and inflow upstream.

B) **Engineering:**

C) **Legal:**

D) **Operations & Maintenance:**

E) **Finance:**

- 1) Voucher Payment Resolutions - Report on Emergency Payments

II) **INFORMATIONAL ITEMS:**

A) **Administration**

B) **Finance**

- 1) Collections Report for August 2013
- 2) Budget Review Report for August 2013

Commissioner MacFarlane noted that the budget for the month is over again in salaries and overtime by about \$35,000. Mr. Planamento explained that we have met internally to review this matter and will be meeting again with our O&M staff. Mr. Kricun added that we have identified some areas of opportunity for overtime reduction and have scheduled a follow-up meeting with O&M to further discuss the matter. At next month's meeting we should be able to report back to Board what steps have been take to reduce the overtime. However, some of the overtime is institutional overtime as we were short staffed. The shifts were filled with overtime while we waited for the Civil Service process to occur so that we could hire new employees. Therefore, there should be reductions in the overtime already since operator positions have been filled.

Commissioner MacFarlane noted that utilities increased significantly to which Mr. Planamento commented that the CCMUA received May's utility bill and based on May's bills, June and July's accruals were increased thereby resulting in a large increase for these three months. For the month, we are over budget by about \$60,000. Mr. Kricun noted that the year to date utility totals are under budget. Mr. Planamento explained that the budget is straight lined which causes the budget to fluctuate over and under depending on things like the weather, rain totals, etc.

Commissioner MacFarlane noted that while the sludge and waste numbers are not as over budget as in previous months, it is still over budget. Mr. Planamento explained that there is approximately \$15,000 built into that figure which is for grit and scum which is slightly over budget. Mr. Kricun responded that grit and scum is over budget because of the strain presses as it is removing more solids before it enters the dryers. However, the total solids quantities are unchanged because there are now fewer solids at the back end of the treatment process to dispose of, so financially, the numbers should balance themselves out. It is more likely that the reason for the higher sludge and waste numbers is that the dryer took 80-85% (versus the 100% that was budgeted) of the sludge, leaving a remaining balance to be disposed of. In addition, some of the dried byproduct was not taken to the cement kiln, which is the lower cost option; rather it was taken to the more costly option- a landfill. The combination of these two is the main reason for being over budget in this area. Next year's budget may not reflect 100% disposal to the cement kiln. In addition, the CCMUA will continue to look for other lower priced options to dispose of the dried byproduct.

- 3) Cash Management Report for July 2013

C) **Operations & Maintenance:**

- 1) Del. No. 1 WPCF & Winslow STP- Operations Report (July 2013)

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-13:9-125, authorizing an Award of Contract for Fire Suppression System inspection, testing and maintenance through the Camden County Cooperative Pricing System (Camden County Bid A-38, 3rd/Final Year Option).

There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-125 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Engelbert to adopt Resolution #R-13:9-126, authorizing the execution of an agreement between the CCMUA and Air Products of Allentown, PA for the Technical Services Package for one (1) Oxygen VSA System in accordance with Request for Quote #2013. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-126 was adopted.

A motion was made by Commissioner Engelbert and seconded by Commissioner Young to adopt Resolution #R-13:9-127, authorizing the execution of an agreement between the CCMUA and Kelso Solutions of East Berlin, PA for the supply and delivery of Vaughan Pump parts in accordance with Request for Quote #2013. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-127 was adopted.

A motion was made by Commissioner Engelbert and seconded by Commissioner MacFarlane to adopt Resolution #R-13:9-128, authorizing the execution of an agreement between the CCMUA and Willier Electric Motor Repair Company, Inc., for the supply and delivery of electric motors and controls (Baldor 501 Stock Product Catalog) in accordance with Specification #13-12. Mr. Cornforth clarified that the bid price is \$200,000 per year and is a two year contract and the resolution has been corrected accordingly. Commissioner Bresch asked who the current vendor is on this contract to which Mr. Cornforth replied that it is not this vendor, but Longo Electric. There being no further question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES

Chairman Brennan - YES

Resolution #R-13:9-128 was adopted.

A motion was made by Commissioner Engelbert and seconded by Commissioner MacFarlane to adopt Resolution #R-13:9-129, authorizing the execution of Change Order Number One to the agreement between the Authority and J. Fletcher Creamer & Son, Inc., in accordance with Specification #11-25. Commissioner MacFarlane asked Mr. Cornforth if the total repair costs were as anticipated to which he responded that they were actually lower than the \$1.2 million anticipated. The total cost for repair is \$891,000 of which \$587,000 was covered by the contract and the overrun of \$310,000 or so is the change order amount presented. Mr. Kricun noted that the CCMUA is seeking reimbursement from our insurance carrier. There were two barriers to overcome: 1) was the pipeline covered (it was demonstrated that it was) and 2) did the pipe break from normal wear and tear. The argument on this one is that the pipe's life expectancy is 70 years and it failed in 25. The insurance carrier obtained an expert as will the CCMUA, if needed, once their expert's report is available. There being no further question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-129 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-13:9-130, authorizing Change Order No. 2 to the CCMUA's Contract with Montana Construction for the Camden Combined Sewer Overflow Project. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-130 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Engelbert to adopt Resolution #R-13:9-131, authorizing Change Order No. 5 to P&A Construction for construction of the Cross Keys Force Main. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-131 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Engelbert to adopt Resolution #R-13:9-132, authorizing Shared Services Agreement with the County of Camden for County Wide Household Hazardous Waste Collection Days during 2013. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-132 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Engelbert to adopt Resolution #R-13:9-133, authorizing Change Order No. 2 to Clyde Lattimer and Son for construction of the Sicklerville Pump Station. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-133 was adopted.

A motion was made by Commissioner Engelbert and seconded by Commissioner Bresch to table Resolution #R-13:9-134, authorizing a Shared Services Agreement with Camden City for the Provision of Assistance with Management and Operation of the City's Sewer and Water System. There being no question on the motion, all Commissioners responded "Aye" in favor.

Resolution #R-13:9-134 was tabled.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-13:9-135, ratifying approval of expense vouchers as approved by the Executive Director under authorization granted by CCMUA Resolution #R-97:3-60, dated March 17, 1997. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-13:9-135 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-13:9-136, authorizing payment of \$5,495,949.69 for expenses disbursed from various trust accounts. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Bresch	-	YES
"	Burley	-	YES
"	Dixon	-	YES
"	Engelbert	-	YES
"	MacFarlane	-	ABSTAIN
"	Wu	-	YES
"	Young	-	YES

Chairman Brennan - YES

Resolution #R-13:9-136 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Engelbert to adopt Resolution #R-13:9-137, authorizing that the Authority hold a Closed Session Meeting to discuss legal matters. There being no question on the motion, all Commissioners responded "Aye" in favor.

Resolution #R-13:9-137 was adopted.

The meeting adjourned to Closed Session at 6:28pm.
The meeting returned to Open Session at 6:30pm.

PUBLIC PARTICIPATION: None

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Engelbert. All Commissioners responded "Aye" in favor. The meeting adjourned at 6:30pm.

Minutes of this meeting were
approved on 10/21/2013

Respectfully Submitted,



Kim Michelini
Authority Secretary