

Municipal Services Commission
Monthly Meeting
May 31, 2016, 4 p.m.
216 Chestnut Street
New Castle, Delaware

The meeting was called to order at 4:12 p.m. with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President
Daniel F. Knox, Commissioner
Hickman Rowland, Commissioner
Pamela A. Patone, Secretary

Visitors: Nick Ferrara and Mario Gangemi, Greggo and Ferrara

Staff in Attendance: Jay Guyer, Water Supervisor; Scott Blomquist, Electric Supervisor

Secretary Patone reviewed the status of the Riverbend development to date. Messrs. Ferrara and Gangemi approached staff about MSC completing electric and water infrastructure at Riverbend as they are contemplating finishing 34 lots that Parkway Gravel (Parkway) owns. Calculations were assembled and reviewed along with the possibility of having a per lot escrow amount contributed by Parkway Gravel. The Commission had questions about whether the project was a viable project and if MSC completed the infrastructure would MSC get the escrow money for the lots and how to make the project feasible. Messrs. Ferrara and Gangemi met recently with Messrs. Blomquist and Guyer and Secretary Patone to review why they believe the project is feasible. Dr. Sippel asked for the amount of the projected lots. Mr. Ferrara said there are 207 lots and about 11 were sold. The bank (Cecil Bank) owns about 165 lots and Parkway Gravel owns 34 lots. Mr. Ferrara said the previous developer filed for bankruptcy and several environmental violations occurred afterward. The only firm that had assets was Parkway Gravel. DNREC and the State of Delaware held Parkway Gravel responsible since we were the only firm left. Parkway Gravel spent over \$500,000 in legal and engineering fees to satisfy/correct the violations. The housing market went down causing the value of the lots to decrease. Parkway Gravel tried several different builders to build the lots, to no avail. The bank says the balance of their lots is worth \$5.9 million. The bank is in receivership and is being operated by the federal government. Parkway Gravel sent the \$550,000 bill for legal/engineering fees to the federal government to see how they want to handle the situation. Parkway Gravel has not yet heard from them. They believe the best path forward for the City and Parkway Gravel is to develop Parkway Gravel's 34 lots and the other lots will be purchased and then the bank will work with them.

Mr. Ferrara said the problem is the cost to improve the lots. At one point the cost was about \$12,000 per lot. Secretary Patone recently gave them a quote of \$4,000 for electric service per house. That is an acceptable figure. Mr. Gangemi said the \$12,000 figure was high because Parkway Gravel was looking at 34 lots and not spreading out to include all of the lots (199). Secretary Patone said the \$4,000 figure includes finishing the water infrastructure connection with Centerpoint creating a loop.

They are seeking an agreement with MSC that Parkway Gravel would pay \$4,000 for their lots and they would guarantee with a bond or letter of credit. They plan on building a few "spec" houses and test the market. Their lots are in the front and more visible from the roadway. They believe there has been a lot of negativity involved with the site itself and the City receives a \$3,000 impact fee for every lot once a building permit is received. They need to partner with the City to make the project happen. Once the homes are built there is a large market for the City in water and electric.

Secretary Patone said the Commission's discussion was that the lot payment would take place when Parkway Gravel applies for electric or water service and would be up front and not contingent upon a

Municipal Services Commission Minutes
May 31, 2016

sale. There would be some type of assurance that payments would be made eventually for any lots that do not get developed. The Commission's commitment up front would be the install from Dobbinsville Substation to PMH-9 to get rid of the temporary electric service. The other two phases could take place later. She informed the timing Mr. Ferrara was thinking about was spring 2017. Mr. Bloomquist indicated this would be feasible but he needs direction soon to get appropriate materials in a timely manner.

Mr. Guyer said the water is not installed in the loop. It would be the responsibility of Greggo and Ferrara to get the water to the lots. It is designed and engineered and there are two places to hook up to complete the loop. MSC would still need to flush the line and flushing could potentially decrease depending on usage.

Mr. Ferrara stated the development will remain a 55 and over community.

Dr. Sippel asked Secretary Patone what the Commission would receive from Phase One at a cost of \$341,000. She said we get a permanent electric feed from the Dobbinsville substation to all 34 lots that allows us to remove the temporary electric line. The permanent service ultimately benefits all of the lots in the development. Secretary Patone added it would shore up the electric system in the area and is consistent with the Commission's intention to eventually take over the entire infrastructure and complete the loop for the water. We are holding an escrow amount for Walt Cooper, which is a similar situation.

Dr. Sippel suggested having permanent electric and water service in Riverbend will be important to Parkway Gravel's marketing efforts. Mr. Ferrara stressed it would be very helpful if the Commission works with Parkway Gravel to help make the project a success.

Messrs. Ferrara and Gangemi will be informed of the Commission's decision or next steps. They were excused from the meeting.

Mary Jane Stubbs, Business Manager/Treasurer joined the meeting.

Minutes – Mr. Knox suggested attaching the Electric and Water Reports to minutes in lieu of summaries. No opposition was expressed. Reports will be substituted beginning with the 4/25/16 meeting minutes. **A motion was made and seconded to approve the minutes of the 4/25/16 monthly meeting, the 4/25/16 executive session minutes, and 5/4/16 special meeting minutes as distributed. Motion approved by unanimous vote.**

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported a total cash balance of \$2,774,111.48; PNC escrow and meter deposit total in the amount of \$731,831.66. Total operating cash balance is \$2,042,279.82. Total investments are \$1,046,286.08. Treasurer Stubbs reported that bank statements will be reviewed by the auditors as part of the audit. The checkbook register is attached to her report.

Secretary Patone pointed out the payment made to Calgon Carbon for the carbon system. We have accumulated invoices and are working towards finalizing the actual versus budget. Dr. Sippel asked about the status of the grant. Secretary Patone said we still have reporting to do and we have in excess of \$100,000 coming to us from the grant. We still need to do some paving and grading. We agreed to submit all expenditures at the end. Secretary Patone reported we still have a final payment to Calgon

Municipal Services Commission Minutes
May 31, 2016

for the 5% retainage once the USDA signs off. The amount of \$32,000 does not include the 5% retainage. The USDA will not sign off until all the work is finished.

A motion was made and seconded to approve the disbursements as presented. Motion approved.
(Treasurer Stubbs was excused from the meeting.)

The issue of Riverbend was revisited. Mr. Blomquist believes the agreement is good because it provides electric to the area. We would need to put in a permanent feed at some point since there is no way to maintain the temporary service that is currently installed. If the temporary line were to go down there is no way to maintain it; it is a radial feed. With this agreement someone will help to pay for the service.

Mr. Knox asked for clarification on how much MSC will be fronting. Secretary Patone explained the \$341,000 is 20% higher than the estimate that Mr. Blomquist prepared and a portion of \$282,000 represents MSC labor costs. It would shore up the electric now.

Mr. Knox inquired about water infrastructure. The individual lots would be handled by Parkway Gravel. The completion to Centerpoint would not take place right away. There is no water main on the loop that Parkway Gravel wants to develop and no electric on the loop. There is no way to do it without installing a permanent service. Mr. Knox asked when we would make the decision to interconnect water with Centerpoint. Mr. Guyer informed the water goes back to the last lot where we would bore under the railroad tracks. We have acquired the easements from McConnell and Burris. The development is self sufficient right now and could be built out and remain a radial feed until we decide to connect water.

Mr. Blomquist talked about making a decision on moving forward to finish the loops if Parkway Gravel builds their 34 lots and the other lots take off. Mr. Guyer suggested designating a 'trigger' stating that if Parkway Gravel builds their 34 lots and there is interest in finishing what is there, we should consider a bond, etc. to finish the water and electric loops.

Secretary Patone reminded that the Commission told the property owners, the bank and Parkway Gravel that we will not accept applications for water or electric service until there is a plan in place for infrastructure. Mr. Blomquist added that providing service will make the development more attractive. Mr. Rowland asked what capital projects we might put aside to do this work. Mr. Blomquist responded that once we are finished at Booker Circle he planned to focus on Van Dyke Village. That area is problematic with outages and is the hardest to maintain. We would continue doing tree trimming as needed.

Dr. Sippel asked what the City's position is on the project. Secretary Patone has not discussed with the City. Mr. Blomquist noted that each time a building permit is secured the City will receive \$3,000.00 as lots are developed. Further, Mr. Ferrara has agreed to pay for the Commission's portion, or \$4,326.63 up front. Secretary Patone suggested having our attorney develop an agreement stating that Parkway Gravel would commit to paying for all of the lots. Additionally, we would need an escalator incorporated so we can recoup costs if costs increase beyond estimates. Secretary Patone said there will be more long-term work administratively, especially since there are 164 total lots. The Commission expressed interest in getting rid of the temporary electric line and Parkway Gravel will pay their portion of the entire infrastructure. Mr. Knox asked of the \$341,000 how much is estimated labor costs.

Municipal Services Commission Minutes
May 31, 2016

Secretary Patone responded that \$26,000 is labor and \$13,000 is for MSC equipment. We also have included 20% for overhead.

Dr. Sippel asked if the customers in Van Dyke Village know about our plans of going underground. Mr. Blomquist has not met with any of the Van Dyke Village customers. Secretary Patone said no formal meetings have taken place. The matter has been contained in our meeting minutes. She said that Riverbend plans called for wire to be direct bury and we wanted it done in conduit. This will accomplish using conduit. Mr. Blomquist added they need to purchase a couple of manholes and some pipe adding to the expense, but looking long-term it is a better way to do the work. Mr. Knox asked if Comcast and Verizon might join MSC. Mr. Blomquist said there is no benefit to sharing the trench with them. He is confident his department can manage the job.

Secretary Patone said we have not dedicated much time looking at options available to us until Parkway Gravel came back to us. If we commit to taking the escrow money portion and commit to doing this portion now, we have the escrow portion and the bank could do everything else and we do not need to commit to finishing. We can speak with our attorney to see what the best options are for the Commission while getting Parkway Gravel to a place where they can develop their 34 lots and would owe towards completion of all water and electric. She would like to move forward with our attorney to develop an agreement and limit our exposure while accomplishing what Mr. Ferrara needs to move ahead with his lots. She is open to speaking with the City for their input.

Mr. Rowland thinks this is a very good thing for Parkway Gravel, the City and MSC. As a matter of transparency Secretary Patone reminded of her family relationship between Mr. Ferrara and her husband's family. Commissioners agreed it would be a good idea to get our attorney's advice before making any decisions. Dr. Sippel asked for clarification about Mr. Ferrara's statement that the "federal government takes over the bank" and how this might effect the project. Secretary Patone will try to make contact with Cecil Bank for informational purposes and she will speak with Dan McCollom. Commissioners did not believe a discussion with the City was necessary due to the only items being decided on were water and electric infrastructure.

Electric Department Report – Scott Blomquist reporting

See attached report.

The bark was stripped from all six of the trees at the Dobbinsville Substation. The City police were notified and a police report was filed. The police valued the trees at \$200 each. John Lloyd of the Tree Advisory Commission came to the site and stated the trees have a value of \$1,000 each. Secretary Patone informed we are still working with our insurance carrier, but we have a \$5,000 deductible and a certain limit for trees. She needs to get quotes from the Trustees. The property belongs to the Trustees and we maintain it. The trees provided a privacy screen for the substation. Mr. Blomquist prefers to keep a perimeter around the substation, but it is well hidden from the brush in the area.

Line truck – Secretary Patone informed that City Administrator Bill Barthel has expressed interest in an old bucket truck, but has some work to do. No deposit has been made on the new line truck so we will have a large cash outlay in June.

Water Department – Jay Guyer reporting.

See attached report.

Municipal Services Commission Minutes
May 31, 2016

New Castle Foundry Apartments, 7th Street and Riverwalk Apartments – Secretary Patone commended Messrs. Guyer and Blomquist for being proactive with all projects and have reached out to owner Eric Mayer to provide guidance.

(With no further business to discuss, Supervisors Blomquist and Guyer were thanked and left the meeting.)

Financial Report Executive Summary – Secretary Patone reporting.

(For the period ending 4/30/16) – Secretary Patone reported the Accounting Department has been working on preparing for the auditors to arrive. Next month she will present for two months. She said there is nothing significant to report.

Secretary's Report – Secretary Patone reporting.

DEMEC – President Sippel and Secretary Patone did not attend the May 2016 meeting. The agenda did not appear to contain anything significant. Information she shared with Commissioners via email needs to be discussed in executive session.

Audit Committee Meeting – There is nothing significant to report. Revenues were down because of the mild winter and mild spring. At the Water Supply Coordinating Council meeting a climatologist said he expects a hotter summer.

OLD BUSINESS

City Negotiations & Charter Change – Secretary Patone contacted Senator Poore's assistant to check on the status. The charter change did go through the House of Representatives and Representative Mulrooney did not expect any problems. We will be available to go to Legislative Hall if we are asked.

Leases – The leases have been reviewed by the City Solicitor and our attorney. Secretary Patone does not have any update to provide. All pertinent information was provided. City Administrator Barthel reached out to Secretary Patone asking what we anticipated the appropriation to be using the calculation we used for our budget and she explained the numbers were not finalized because of the audit.

Free City Services – Secretary Patone continues to gather information from the Trustees of the New Castle Common (Trustees). She spoke with the cities of Newark and Dover and reached out to the APPA. There appears to be a consistency with Dover and Newark to contribute to the fire house and library. MSC's contribution is lower by comparison. The APPA's 15 responses were that non-profit contributions were against the cost of service theory. Supporting a nonprofit with customer-based rates is inappropriate because you are making decisions to contribute to a nonprofit for your customer base. We could justify the fire house and library and perhaps the Trustees because the latter is a business transaction in many ways. The other non profits on the list she has shared with Commissioners would be difficult to substantiate. Secretary Patone is looking for an executive agreement that one church contributed land at some point, thus making them entitled to free water. We need to take steps in the next couple of months to address requests from the Buttonwood School, the Senior Center and New Castle Historical Society. She informed Dan Citron of the New Castle Historical Society that we were doing some research. Mr. Citron said they are looking to the State to help with energy audits for green energy fund consideration. Funds for solar arrays have been exhausted.

Municipal Services Commission Minutes
May 31, 2016

The Trustees of New Castle Common Bill of Sale – Secretary Patone said the Trustees are looking for us to sign off on the utility building at 100 Municipal Boulevard. She suggested waiting until the charter and leases for this location are finalized. She does not see this as an issue with the Trustees.

Accounting Software – A list of vendors MSC has talked to and a summary of information were provided to Commissioners. Our current software is out of date and will not be supported in a couple of years and the financial reporting package is no longer supported. Urgency exists to replace this software. There are limited software options available for municipalities of our size. She would like to secure an integrated system with utility billing. Currently we enter data in multiple areas. We have an accounting package, fixed asset package, a QuickBooks package, Excel spreadsheets for inventory and to send information to supervisors. Our current provider is Tyler Tech. Secretary Patone is very pleased with Tyler Tech. We looked at Edmonds, but she does not believe they have the same level of support or IT staff as Tyler Tech. She thinks we get more for our money with Tyler Tech. Tyler Tech with InCode accounting software will take us to the next level and over the next ten years. They will continue to support this software and it will integrate to other meter systems as we grow. We would not pay for modules we do not use right now. Annual fees are slightly higher and Tyler Tech values our business. Conversion will be more seamless. She recommends moving forward with InCode. She spoke of products provided by Tyler Tech that other municipalities are using. Tyler Tech is offering to convert as many years as she wants. Other firms limit to two years before suggesting we get another quote. Information prepared by Tyler Tech was provided to Commissioners. She wants to free up accounting staff to do more financial reporting and learn how to produce and complete financials. The software is a capital expense. She plugged in \$150,000 as a place holder. The amount includes licensing fees. Her timeline is late summer/early fall once the audit is complete. Her goal is to have it complete and have one system running by end of the fiscal year.

A motion was made and seconded to approve the purchase of the new software package from Tyler Tech. The motion was approved by unanimous vote.

NEW BUSINESS

The Mayor appointed Dr. Sippel for another three-year term. His term will expire on 3/31/19. City Council President and City Administrator Barthel agreed there is no need for City Council to reaffirm appointments made by the Mayor.

A motion was made and seconded to enter Executive Session at 6:02 p.m. to discuss DEMEC strategic business and commercial generation operations.

General session resumed at 6:23 p.m.

Next Meeting

Commissioners set the next monthly Board meeting to be 6/20/16 at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

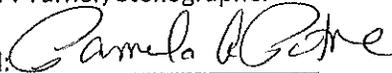
Municipal Services Commission Minutes
May 31, 2016

ADJOURNMENT

A motion was made and seconded to adjourn the meeting. Motion received unanimous approval.
The meeting adjourned at 6:25 p.m.



Deborah P. Turner, Stenographer

Approved: 

(Minutes transcribed from recording.)

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

Office: 302 323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

Water Department Commission Meeting Report

May 31, 2016

Prepared By: Jay Guyer on May 23, 2016

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on April 29th as part of the Spring Hydrant Flushing Program and on May 18th to get the required 0.3 ppm of Chlorine Residual.

B. Penn Farm Redevelopment

1. A new meter pit was installed for the Penn Farm Trac 6 Produce Stand as part of the renovations to relocate the meter from inside the building. The expense for this meter relocation will be billed to the Trustees for reimbursement.

C. Water Metering

1. Lineman completed meter reads on May 12th and Water Operators followed up on water check reads as needed for the month. High/low/zero consumption reads were addressed with customers and missed reads collected.

D. Distribution System – Water Main Renewal Program

1. A final report was received from Echologics and is being reviewed by Supervisor's Guyer and Jaeger. Supervisor Guyer requested to see the structural testing reports from Echologics and has requested the pipe samples and coupons be returned. Per Mr. Jeff Rice, lab testing and analysis of the samples was not performed and they based their recommendations in the report off the blasting and visual analysis of the samples.
2. MSC sent Dobbinsville pipe samples to MME Testing in Georgia for Charpy Pendulum Impact Testing, Tensile Strength Testing, and Microstructure Analysis Testing to be performed. A report was generated from MME Testing illustrating results below the specifications to meet Class 20 Grey Cast Iron and some wall loss. MME Testing Laboratory Manager Daniel Collazo reviewed the results with Supervisors Guyer and Jaeger and is of the opinion the pipes in Dobbinsville are good candidates for cleaning and lining with a structural liner.
3. GM Patone, Supervisors Guyer and Jaeger contacted Jennifer Tywman of New Jersey American Water and discussed how they use the Echologics Results and Structural Analysis Results to guide them in their renewal or replacement program.

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4. RT – 9 Water Main Project is complete. Greggo and Ferrara (GF) completed all Punch List Items and final paving restoration at the Intersections of Clark, Center and Clymer Streets on May 10th. MSC received a final invoice for the project totaling \$18,113.25.

E. Cross Roads Well – Penn Farm

1. Final Site grading and stabilization was completed the week of April 25th.
2. Supervisors Guyer and Jaeger continue working on the Water Allocation Permit Application for DNREC that's required for authorization to use the well.

F. CPR Construction – 3 New Homes

1. CPR Construction has started construction of the foundations on the other 2 properties. MSC has not been contacted about the water services for the new homes.

G. Delaware Street Wharf – New Pier

1. Supervisor Guyer has had no further communication from the City on this project.

H. Battery Park Drainage Improvement Project

1. Supervisor Guyer received plans from the Trustees Engineer for the proposed 3 Phase project for improving drainage on Battery Park. Several issues were noted in the design of Phase 3 where the new drain pipes cross our water main on 3rd Street. A follow up e-mail was sent to the Engineer notifying them of the potential conflicts.

I. New Castle Foundry Apartments – 7th Street

1. MSC reviewed the water plans submitted by Mr. Eric Mayer for the new apartment complex on 7th Street. He plans to have the new water main installed prior to final paving being completed by Del DOT. Supervisor Guyer followed up with an e-mail to Eric Mayer and his Engineer McBride & Ziegler with no response.

J. Riverwalk Apartments – 7th Street

1. MSC received preliminary plans for the Riverwalk Apartment Complex and started to review the water system as proposed. Comments will be noted and returned to the engineer firm for redesign.

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Water Department Commission Meeting Report

May 31, 2016

Prepared By: Jay Guyer on May 23, 2016

2. Operations

A. Outages, Reporting, and Regulations

1. There were no planned and unplanned water outages for the month of April. The outage report is attached.

B. Repairs and Maintenance

1. Water Operators have been performing routine maintenance on the curb boxes and valve boxes as needed.
2. Spring Hydrant Flushing was completed the week of April 25th. Water Operators flushed a total of 1,378,755 gallons of water. All fire hydrants were inspected for proper operation and no deficiencies were noted.

C. Operation & Maintenance Budget, Capital Budget, and Grants

1. Supervisor Guyer continues to administer the FEMA Grants for security improvements at the Utility Building and Cross Roads Well. Per Mr. Arnold Maas of DEMA, the request for Change of Work Scope for replacing the camera system and recorder at the Utility Building and Storage Yard was ultimately rejected. Supervisor Guyer has requested DEMA initiate the close out process for both grants.

D. Utility Software Upgrade

1. GM Patone is conducting further research on available software packages for Municipalities to use.

E. Equipment

1. Truck – 11 is experiencing running/idling issues, it will shut down during operation without warning. It was taken to the shop for diagnosis but it is not displaying any error codes.

F. Perfluorinated Compounds – PFC Contamination

1. GM Patone continues working with the USDA in reference to the Grant.

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Water Department Commission Meeting Report

May 31, 2016

Prepared By: Jay Guyer on May 23, 2016

2. Final site cleanup and grading, seed and straw was completed the week of April 25th. The fencing installation around the site was completed the week of May 16th. Pavement repair is being planned.

G. Water Quality Testing

1. PFC Contamination – The next vessel sampling will be completed in June 2016 per ODW requirements. Cross Roads Well sampling will be included in this round of testing to establish base level readings.
2. On May 19th, the US EPA released their updated Health Advisory Levels for PFOS and PFOA. The 2009 HA Levels for PFOS was 0.2 ppb and PFOA was 0.4 ppb. The New HA Levels have been set at 0.07 ppb for both PFOS and PFOA. The EPA has not established primary national regulations for PFOS and PFOA however they will continue to evaluate the contaminants in accordance with Safe Drinking Act Requirements.
3. The second quarter monitoring for the VOC's in Basin Road Well was completed on May 3rd. The results illustrated the contaminant TCE was not detected in the raw water pre-aeration sample, post aeration, or the finished water. Supervisor Guyer contacted ODW about the contaminant not being present in the BR Well supply and will continue with the scheduled sampling.
3. MSC completed our first round of expanded Lead and Copper monitoring. Supervisors Guyer and Jaeger completed review of the results, drafted, and sent notification letters to the customers who participated, and forwarded the results to the Office of Drinking Water. Copper was non detect in all 40 samples and lead was non-detect in 38 samples with 2 samples having results of 3.2 ppb and 3.4 ppb, both below the US EPA action level of 15 ppb based upon the 90th percentile.

H. Personnel

1. Water operators are registered for and attending continuing education courses to maintain their required credit hours for their licenses.

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Water Department Commission Meeting Report

May 31, 2016

Prepared By: Jay Guyer on May 23, 2016

3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. GM Patone and Supervisor Guyer attended the Sub-Committee meeting on May 11th at the DGS Annex in Newark. The committee met to review current water demands and establish how to project demands into the future. A draft presentation was prepared for the WSCC.
2. GM Patone and Supervisor Guyer attended the regular WSCC meeting on May 19th in Dover. The meeting went well, water conditions are good for this time of year with no drought indicators triggered and the forecast is for a wetter than normal summer. The Commission's 13th report to the Governor was discussed and updating the demand projections through 2030.
3. The next meeting is scheduled for August 18, 2016.

B. WRA – Water Resource Agency

1. Supervisor Guyer started sending weekly pumping data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA).

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next meeting is scheduled for September 15, 2016.

D. Water Operator Advisory Council Meeting

1. The May 5th Advisory Council went well although we did not have a quorum. 16 Water Operator Applications for Licenses were reviewed and the draft changes to the licensing regulations were presented and discussed. The Council also discussed conducting our internal review.
2. The next meeting is scheduled for August 4, 2016.

End of Report

Attachments: April 2016 Water Works Report
April 2016 Water Outage Tracking Sheet

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Monthly Water Works Report

April 1 - 30, 2016

Prepared By: Jay Guyer on May 23, 2016

Water Production		Raw	Finished	Gallons	
Month	Year	Total Gallons	Total Gallons	Raw	Finished
March	2015	13,885,700	14,500,300		11,815,700
March	2016	11,815,700	12,174,600		12,174,600
	Difference	-2,070,000	-2,325,700		358,900
	Percentage Difference	-17.5	-19.1		2.9

Well(s) in Operation	School Lane	Frenchtown Road	Basin Road
Days Pumped		XXX	
		30	

Water Quality	MSC Average	Goal	Range
Average Chlorine Residual	1.10 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.6	7.6	7.4 - 7.8
Average Fluoride Residual	0.90 ppm	1.00 ppm	0.80 - 1.20 ppm

General Water System Report	# Collected	10
Routine Bacteria Sampling (Office of Drinking Water)	Results	10 Absent
		0 Present

Miss Utility Locate Requests (Water and Electric Locates)	# Received	48
	# Completed <td>48</td>	48
	# of Damages <td>0</td>	0

Building Permit Review (Water Related Conflicts)	# Reviewed	42
	# Approved <td>42</td>	42
	# Not Approved <td>0</td>	0

ELECTRIC DEPARTMENT COMMISSION REPORT

May 31, 2016

Prepared by Scott Blomquist on May 23, 2016

1. Projects:

a. Riverbend:

- I. General Manager Patone, Supervisor Guyer and Supervisor Blomquist met with Greggo & Ferrara (G&F) to discuss the electric and water to Riverbend. G&F is asking that the MSC install the electric infrastructure.
- II. G&F agrees to pay their portion (total cost to install 1000 KCM feed / by total lots left (199) * the (34) lots they own) of the 1000 KCM Electric feed from the Substation to the PMH-9 and from the PMH-9 to Centerpoint. G&F agrees to pay for this at a per lot cost and will pay the MSC at the time they receive a building permit for each lot.
- III. G&F intends to start construction in the spring of 2017. G&F agreed to a bond or letter of credit to cover the cost.

b. 2, 4, and 8 Meehan:

- I. This project is on hold until Rocky builds two and four Meehan.

c. 224 and 226 East 2nd Street

- I. George Velitskakis paid the cost to install the electric to 224 and 226 East 2nd Street. The Electric department installed the electric to the two locations. When the road paving is complete we will close out the project.

d. Farm Stand Electric Service:

e.

- I. The Trust approached the MSC about purchasing out the electric to the Farm Stand and moving it over to our distribution system. General Manager Patone has been working with Delmarva to make the purchase. Supervisor Blomquist provided General Manager Patone with an estimate for the parts. The materials were ordered and some has already been installed. An outage will be scheduled with The Seeds of Greatness Church so that the wire can be installed to the new transformer and connections made.

2. Capital Projects:

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ELECTRIC DEPARTMENT COMMISSION REPORT

May 31, 2016

Prepared by Scott Blomquist on May 23, 2016

a. **Booker Circle:**

- i. The Electric Department is actively working on the installation of conduit when weather permits. The residents seem to be used to us being there and talk to the electric crew if they have any questions. Most of the conduits for the second transformer have been installed.

3. **Operations:**

- a. We had one outage over the last month. On May 18th there outage was at 425 Moores Lane that was caused by a Squirrel. There were 7 Customers affected for a total of 44 minutes.

b. **Outages :**

1. 5/1/15 – 5/1/16

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
42.8	0.3	137.3	99.99

SSAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

ASAI - is the Average Service Availability Index.

ELECTRIC DEPARTMENT COMMISSION REPORT

May 31, 2016

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4. Repairs and Maintenance:

a. System:

- I. Vandyke Village:
 - i. There is nothing to update on this project.

b. Wilmington Road Substation:

- I. There is nothing to update for this location.

c. Dobbinsville Substation:

- I. We found 6 trees at Dobbinsville Substation that the bark had been stripped off from the ground to about 6 feet. We contacted Police and had a police report done. John Lloyd came out and told us that the trees were a lot more than the police report claimed they were. John suggested that we get the damage paid for by the insurance company but hold off replacing them until a later date.

d. Equipment:

I. Line Truck:

- i. The pre-paint inspection was done on May 12th. There were only a few small items that needed to be addressed. Terex estimated that the line truck will be completed around the end of the month. The delivery date is scheduled for the 9th of June pending any problems.

e. Metering:

- I. We are waiting to hear back from Itron regarding the meter issue we found.

MUNICIPAL SERVICES COMMISSION
CITY OF NEW CASTLE, DELAWARE 19720-0208
P.O. BOX 208

<http://newcastlemsc.delaware.gov/>

Office: 302 323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

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**Monthly Water Outages / Interruptions Report
April 1 - 30, 2016**

Prepared By: Jay Guyer on May 23, 2016

Planned Outage / Interruptions		No. of	Comments
Approximate	Duration	Customers	
Date	Hours / Minutes	Location	

No Planned Outages for the Month of April 2016.

Unplanned Outage / Interruptions		No. of	Comments
Approximate	Duration	Customers	
Date	Hours / Minutes	Location	

No Unplanned Outages for the Month of April 2016.