

Municipal Services Commission
Monthly Meeting
September 29, 2016, 4 p.m.
216 Chestnut Street
New Castle, Delaware

The meeting was called to order at 4:05 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

Staff in Attendance: Scott Blomquist, Supervisor, Electric Department; Jay Guyer, Supervisor, Water Department; Mary Jane Stubbs, Business Manager/Treasurer
Also Attending: Ms. Donna Powell, resident of Riverbend

Minutes – A motion was made and seconded to approve the minutes of the 8/29/16 monthly meeting as distributed. Motion was seconded and approved.

A motion was made to approve the 8/29/16 executive session minutes as distributed. Motion was seconded and approved.

Riverbend – Parkway Gravel approached the MSC to inquire whether or not infrastructure could be completed by MSC in Riverbend. The agreement would include that lot owners would pay a portion of the infrastructure cost. Parkway Gravel has 34 lots and Cecil Bank has over 100 lots. We have met with Cecil Bank and presented an agreement that mirrored the agreement provided to Walt Cooper. That was to pay an escrow amount for the completion of the water loop and electric to Centerpoint, remove the temporary electric line, and make it a permanent line to PMH-9. The agreement was reviewed by our attorney. Parkway Gravel came back with some suggestions, but no response has been received from Cecil Bank. Secretary Patone is unsure of Cecil Bank's position at this time. She wanted to review suggestions for wording changes from Parkway Gravel. Our attorney is still meeting to review those changes and provide his input.

Parkway Gravel is interested in putting cable into the utility easement. There is no dedicated MSC utility easement on the plan; we have concerns about this. Further discussion with Operations and Commissioners is needed.

Parkway Gravel wants clarification that their 34 lots are spelled out. Discussions are ongoing about whether it would be raised as an escrow or a connection fee. Secretary Patone is consulting with our attorney for appropriate terminology.

Mr. Knox spoke to Ms. Powell about the situation. He said the water line does not flow through to Centerpoint and there is no complete electric circuit for electric service. Water lines are flushed every two weeks. Electric is on a temporary feed. Ms. Powell stated that there are 12 residents in Riverbend at this time. Mr. Blomquist said the electric feed can accommodate 35 homes. For clarification purposes, Secretary Patone informed that this is the Riverbend community and the 34 lots are owned by Parkway Gravel and the remaining lots not already occupied are owned by Cecil Bank. Infrastructure needs to be completed out to Centerpoint per original plans.

Concerning payment, Secretary Patone said there was a suggestion to pay it all up front, per the original document. She said we are discussing with Parkway Gravel the possibility of having that fee paid when they request a permit as opposed to paying for all 34 lots up front. Parkway Gravel is thinking about putting five lots up front (paying five lots' portion of the \$4,000) and the rest of it as a bond to ensure

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MSC's interest. As they request permits it would reduce the bond requirement amount. Up until now it seems fairly reasonable. (We want to make all changes to the document at one time.) Our attorney still needs to review the suggested changes. Secretary Patone has not yet spoken further with Messrs. Blomquist and Guyer about the cable into the utility easement, i.e, proper clearances.

Parkway Gravel wants to have the portion of the document related to the former developer and their bankruptcy deleted citing its relevance to their agreement with MSC. Secretary Patone has asked our attorney to determine whether the information is pertinent.

The Riverbend community has reached out to MSC to understand what is going on. Secretary Patone is scheduling a meeting with Messrs. Guyer and Blomquist and herself to update residents on the status of the water and electric infrastructure and what requests have been made. She anticipates getting feedback from residents that she will bring back to Commissioners.

Secretary Patone reiterated that Cecil Bank has not responded and the Commissioners are concerned that both parties would sign on to the project citing the financial commitment upfront by MSC to do some infrastructure work before having the funds to do so. MSC wants assurance that it would get paid back once the lots are complete.

Mr. Sippel noted that one party may not be adequate. Secretary Patone noted that if the agreement was made between Parkway Gravel and MSC and they put up their portion of the total or committed with a bond, the agreement is structured so we would remove the temporary line and finish electric to the PMH-9 so additional electric can be run to Parkway Gravel's 34 lots. Parkway Gravel would install the water to their 34 lots. Finishing the electric out to Centerpoint could be postponed until such time as either a new developer comes on board or Cecil Bank comes on board. The water looping could also be postponed until commitments are secured.

Mr. Sippel said if the steps we take are mutually exclusive so they don't depend on the other that is reasonable. Secretary Patone thinks the reason why MSC has been discussing with both parties being a part of this is because we could be waiting for a while if the back portion does not get developed. She is unsure if anything changes with operations. Mr. Blomquist informed it firms up the electric, but does nothing concerning the water.

Mr. Knox asked if there is a timeline attached to the bond. Secretary Patone said they have not gotten into the details of the bond with the attorneys. The responsibility of the bond holder is to notify us if payments are not made. There are mechanisms to track this.

Ms. Powell asked if the water issue only affects the back section. Mr. Guyer explained what they are required to do by the state. Routine flushing takes place to keep the chlorine level at an acceptable level in the water. More homes would mean more water movement and if we had a loop to Centerpoint that would allow water to move in multiple ways, thus keep the water and chlorine moving. The cost for a loop is approximately \$100,000.

Secretary Patone will continue to move forward with Parkway Gravel. In October she anticipates having a draft of what has been decided or seek additional clarification.

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported a total operating cash balance of \$2,181,710.54. PNC escrow and meter deposit total in the amount of \$800,401.17. Total cash balance is \$2,982,111.71. Total investments are \$1,074,617.19. Treasurer Stubbs reported that bank statements were reviewed by Customer Service Manager Tara French. She was able to answer Ms. French's questions. The checkbook register is attached to her report.

Mr. Sippel asked if the Horthy and Horthy payment of \$10,000 is the final payment. Secretary Patone said it is the first payment. The audit is approximately \$13,500. The remaining balance is \$3,500.

Mr. Knox inquired about the entry for DTI. Secretary Patone indicated it represents the server for the new software to be installed for our computer work.

A motion was made and seconded to approve the disbursements as presented. Motion approved.

Electric Department Report – Mr. Blomquist reporting.

(See attached report.)

Booker Circle – They received conduit from Comcast. Conduit has been completed to the houses; all pipe work is done. They have installed all the wire and transformers are set. They are working on tying into the houses. Ownership of the telephone poles is debatable. Our conductors and Comcast will come off the poles. Verizon will be the only utility on the poles and will ultimately be responsible for the poles. We are the only ones who have maintained the area (clearing, tree trimming). We talked to their engineering and management about putting wiring underground. No further response has been received from Verizon. Mr. Blomquist got approval to put in a conduit for communications. MSC will own the pipe for now and if Verizon wants to go there, there is already a conduit in place.

Verizon – Mr. Blomquist reported receiving two bills from Verizon for cutting their wires. He added that when their wires fall down in the street MSC cuts them and clears the street. It is a standard practice for MSC. Bills for those wires were sent to the City who forwarded them to us. We disputed the bills. Mr. Blomquist has directed his department not to cut Verizon's wires and to get the police involved. It is a matter that the City needs to resolve with Verizon. Secretary Patone has sent Verizon a letter indicating MSC would not touch their wires if they were responsive and came to the City to clear the wires. We refused to pay the bill. Verizon gave us a credit for the first bill. She has been working to resolve the second bill.

Delaware Street Wharf/Pier – We met with the contractor and the City to discuss where utilities will be put and how we plan to install them. He and Mr. Guyer have worked on an estimate. Mr. Blomquist estimates that materials are \$3,132.53. Mr. Guyer will provide an estimate in his report. It is Secretary Patone's thinking that the City will pay for the materials and MSC would pay for the labor as we have done with past projects. The total cost for materials and labor is just under \$5,000.

Water Department – Mr. Guyer reporting.

(See attached report.)

Water Main Distribution System – New Castle County is planning a pre-construction meeting for 10/3/16 or 10/17/16 to start sewer main replacement work on Clark Street. Mr. Guyer plans on attending citing issues or possible conflicts with our water main on Clark Street.

Delaware Street Wharf/Pier – Mr. Guyer is concerned with how plans were drafted, specifically, installation of utilities on the bottom of the wharf being subject to potential damage from tide, debris in the water, etc. Plans still call for everything to be put on the bottom of the deck. Mr. Guyer met with the plumbing contractor for the job who believes it is a poor design and will be a maintenance issue. He

has always put utilities in troughs or where they are weather protected. Mr. Guyer shares his thoughts and plans on speaking with the City. He believes the City will rely on MSC to maintain the lines. Mr. Blomquist reminded that during the design phase they met with the engineer and came up with a design that kept the utilities away from the bottom, but it was not accepted in the final design. The engineer is aware of MSC's position. Secretary Patone said our position has been that if we are maintaining the lines we should have a voice in the design. Early push back from the City was there was no viable option. She said we were included in the initial meeting only. We have received the final plans that indicate the opposite of what we have proposed. We are trying to talk about this early and identify when the electric and water is to be installed. Secretary Patone plans on scheduling a meeting with City Administrator Barthel to discuss further. Mr. Guyer estimates the cost for water materials and testing to be \$1,754.25.

New Castle Foundry Apartments – A steel plate across the roadway is raising concern for the bike race planned for this weekend. The roadway needs to be passable. Eric Mayer (owner of apartments) and DelDOT knew the roadway had to be safed out for the weekend. The City paved the roadway where a trench was open for the water main to be installed. The City also removed the steel plates. Secretary Patone informed that it is MSC's intention to bill Mr. Mayer for the paving work since it should have been done in advance.

Mr. Guyer wants to develop a list of pre-approved contractors that are competent in doing water line work and would be prepared to do the work within our standards. He reached out to Artesian Water and will contact the City of Newark to learn what their process is in developing such a list.

Technology Grant (\$50,000) – Our grant application was approved. The \$50,000 grant will be used in conjunction with the cleaning and relining project in Dobbinsville. The budget is about \$291,000 to clean and line five segments of 6-inch water main. Mr. Guyer would like approval to move forward with this project as a capital budget item in budget year 2018. Secretary Patone said we expect to receive an award letter that details what is required of MSC in order to receive the funding. The grant monies will be provided after the project is completed.

Mr. Guyer has been doing reading and research on chromium. He referenced a News Journal article published recently about chromium. The City was not part of the article. One form of chromium (6) is a carcinogen. Mr. Guyer has spoken to the Office of Drinking Water and researched the EPA standards. City wells were last tested in 2006, 2007, and 2008 and results came back as a non-detect for total chromium. City wells are scheduled to be tested by the end of this year. Mr. Guyer said we have tested for chromium in the past and was below EPA levels. We are due to be tested this year. He does not recommend additional testing since we have been found to below EPA standards. The State is following the same recommendation. No inquiries from residents were generated as a result of the newspaper article. The Commission is comfortable that the citizens of New Castle are safe. Mr. Sippel suggested putting an article in the MSC newsletter noting MSC has done a good job with water quality and keeping our customers safe. Secretary Patone will prepare a statement for Mr. Sippel's review.

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Mr. Knox asked for any updates on the proposed fishing pier south of Dobbinsville. Mr. Guyer has no information to provide.

Ms. Powell asked about the status of the ice breakers. She was referred to City Administrator Barthel for his response.

(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 8/31/16) – Secretary Patone reported total assets on the balance sheet of \$16,514,349. Cash increased about \$116,000 from the month of July. As of 8/31/16 we have a deficit of net assets of about \$315.00; \$24,800 in water; a deficit of \$25,100 in electric. She will provide a budget versus actual comparison for the last six months at the next meeting.

Mr. Knox questioned why operating expenses are \$176,000 higher than this time last year. Secretary Patone informed part of it was depreciation (GAC system went online the end of 2015), regular increases for payroll, etc. (implemented employees paying for a portion of their health insurance), and recording the electric and water expense in MSC in Utilities for a full year (formerly 'free' service).

Secretary's Report – Secretary Patone reporting.

DEMEC – A Special DEMEC meeting was conducted by phone on 8/30/16. The purpose was to develop a job description for the Director of Beasley Operations and Compliance position. The Board adopted the job description and has filled the position.

The DEMEC Annual Meeting took place on 9/21/16. Mr. Rowland, Secretary Patone and Tara French were in attendance. Representative Mulrooney also attended. Elections for officers and committees took place; there were no changes. A resolution was presented recognizing David Swayze and Bob Maxwell, DEMEC's counsel and lobbyist respectively, who are retiring.

Another resolution was introduced authorizing the combined financing for member substations and AMI projects. Middletown, Milford and Seaford will combine their projects for financing purposes and get good rates. This is similar to what was done for the substation for the MSC.

Annual Report to the General Assembly and the Delaware Energy Office – Renewal portfolio requirements – Local regulatory agencies are required to have 25% renewables by 2025. There is a 3.5% solar carve out that is also required. We are on target to meet both.

DEMEC is preparing a letter to DNREC and presented to its Board for review. The letter is regarding DNREC's Regulation 2105. It talks about how to measure and evaluate and verify the energy savings for implementation of energy efficiency and demand response programs. The Public Service Commission regulates utilities and municipalities regulate themselves through their local governments. The letter requests that the regulation spell out that municipalities have the ability to regulate themselves and determine how to evaluate their energy efficiency programs that they choose in the individual local governments.

Solar Arrays – We have been reimbursed for everything except \$5,000 that is being submitted in the next month for the solar installation. We are requesting that DEMEC purchase our SREQS.

OLD BUSINESS

Free City Services – On 8/30/16 Secretary Patone met with the Trustees of the New Castle Common (Trustees) to review how MSC evaluates nonprofits and free electric and water in the past and the elimination of free services effective 1/1/2018. Part of the discussion was the Trustee properties that MSC occupies. The Trustees asked for follow up and requested that she meet with Mike Marinelli to make sure we have easements and learn of any arrangements that are currently in existence and to identify any gaps that need to be filled. She met with Mr. Marinelli on 9/13/16. He indicated he would continue to look for relative paperwork. Secretary Patone provided him with copies of easements that MSC possessed. She plans on waiting until October to begin making contact with other organizations.

Mr. Sippel asked how receptive the Trustees were to the change. Secretary Patone said they were receptive to the idea the wholesale rate would be applied for their purposes. There was inquiry as to how it would be received if they did not agree with the idea. She informed we have a partnership with the City and the Trustees in providing labor free of charge. We feel that is a good relationship and would like to maintain that relationship. They indicated they understood. Another meeting will be planned.

Dobbinville Water Main Relining Project Technology Grant – The \$50,000 grant was awarded last week. Secretary Patone said the goal would be to use this money in next year's capital budget since the project will begin around April 2017. A lot of planning is involved and we still need to accept and sign off on the grant. She is requesting approval for the project. Mr. Guyer has indicated that Echologics supports that Dobbinville is an area we need to pay attention to with water mains. Secretary Patone added there will be a community meeting for all affected residents in October, November, or December. The project has been contracted out so it will not strain our water operators on a daily basis. She will invite STEM students from local schools to educate them and local municipalities will be invited to observe the work. Location for the community meeting was discussed. The City police substation was suggested as a possible location. Secretary Patone will follow up and report back.

A motion was made to move forward with the relining project in Dobbinville. The motion was seconded and passed.

NEW BUSINESS

Tariff Changes – Secretary Patone reported that the changes are not complete. They will be ready for the next meeting.

Pier Estimates – Estimates as reported tonight are \$3,132.53 for electric and \$1,754.25 for water. She will request a meeting with the City to discuss the design. The electric and water infrastructure up to where they tie off needs to get installed and she would like to get started with that work. We need to reaffirm that if the City is paying for materials (via grant monies) we do have the ability to install water and electric up to the noted area.

A motion was made that the City will pay for the materials and MSC will provide the labor for the pier project. Motion was seconded and approved.

Bucket Truck – The Commissioners agreed to discuss at the next meeting.

Commissioners moved into executive session at 5:47 p.m. Treasurer Stubbs attended a portion of the executive session and was then excused from the meeting.

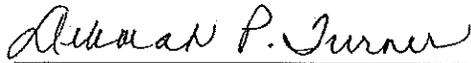
Municipal Services Commission Minutes
September 29, 2016
Regular session was reconvened at 6:37 p.m.

Next Meeting

Commissioners set the next monthly Board meeting to be 10/24/16 at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

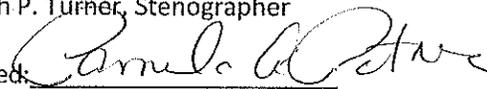
ADJOURNMENT

A motion was made and seconded to adjourn the meeting. Motion received unanimous approval.
The meeting adjourned at 6:39 p.m.



Deborah P. Turner, Stenographer

Approved:


(Minutes transcribed from recording.)

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P.O. BOX 208

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

ELECTRIC DEPARTMENT COMMISSION REPORT

September 29, 2016

Prepared by Scott Blomquist on September 22, 2016

1. Projects:

a. **Riverbend:**

I. There has been no contact with the electric department over the last month.

b. **2, 4, and 8 Meehan:**

I. Rocky DeAscanis' Electrician contacted us to receive a meter location approval. We still have not received the second half of the estimated costs to install the underground to the three houses Rocky is building on Meehan.

c. **Riverwalk Apartments:**

I. Supervisor Blomquist and Assistant Supervisor Granger met with Blake and Vaughn onsite to discuss the MSC's requirements for this project. Blake and Vaughn will be sending us prints for review.

II. Supervisor Blomquist and Assistant Supervisor Granger met with Jim Forbes from Delmarva Power onsite to get go over what Delmarva would need to do to make room on the riser pole that will feed this location.

d. **New Castle Foundry Apartments – 7th Street:**

I. We received a Miss Utility locate for the water and electric crossing 7th Street at this location. Supervisor Guyer has been the main contact for this project.

2. Capital Projects:

a. **Booker Circle:**

I. We received conduit from Comcast and have completed the conduits to the houses.

II. The Electric Department has started installing wire to the transformers and to the houses. We plan to get all of the houses on the first transformer connected to the underground before moving on and converting the next transformer.

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- III. We still need to go back and restore the concrete and blacktop for the houses on the third and fourth transformers. We plan to do the restoration the week of September 26th.
 - b. **Loop Feed for Downtown Delaware Street:**
 - I. We plan to start this project when we have completed Booker Circle. We are in the process of gathering materials for this project.
 - c. **Wharf Pier:**
 - I. The Water and Electric Departments will work together to install services to the location on the Wharf designated as a demarcation point. For ease Jay is estimating the excavation and restoration for this project. We will need to coordinate the installation with the contractor. The electric materials estimate is \$3,132.53. At this time we are looking for approval to move forward with the installation.
 - d. **Solar Portal:**
 - I. We plan to install an online portal to view the solar production at the School Lane Solar Array. We are able to use green energy funds to fund the install and the monthly costs. To connect the solar array we need a wireless card and a network adaptor. The cost for the adaptor is around \$100.00 and the wireless card is \$40.00 a month. Supervisor Blomquist will work with Schneider Electric to get the array connected to their online site. At this time we don't believe there are any ongoing costs associated with Schneider Electric.
3. **Capital Purchases:**
- a. **Line Truck:**
 - I. The CB radio was installed on the new line truck. At this time the line truck purchase has been completed.

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b. T-2 Bucket Truck:

- I. T-2 was sent up to Terex to get the 5 year PM performed on it. Two of the employees from public works delivered the truck.
- II. The replacement bucket truck for T-2 is estimated to cost around \$145,000.00. This includes painting, lettering, lights, and the tools needed to get the truck operational. We are asking for approval to move forward with the purchase.

4. Operations:

a. Outages :

- 1. We have had 1 outage over the last month.
 - I. At 23 East 4th Street we had an outage that affected 21 customers for 30 minutes. The outage was caused by a squirrel.
- 2. 9/1/15 – 9/1/16

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
19.59	0.125	156	99.9962

S

SAIDI - 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.

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ASAI - is the Average Service Availability Index.

5. 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. The relay testing for this location is scheduled for September 27 through September 30th. We plan to transfer load to Wilmington Rd Substation on the 26th and take Dobbinsville offline for the duration of the testing.

d. Metering:

- I. We received two of the 50 Hz meters back from Itron after they have been changed in to 60Hz meters. Both meters have been installed in parallel with the existing 50 Hz meters at the Fire House and Knotts Bus Company. The corrected meters have been connected to Billmaster and we will get correct reads starting with the 10/12/16 billing reads. Supervisor Blomquist will run the meters in parallel for a period of time until we can determine what the miss billing was and how we can go about correcting the prior bills.

e. System Infrared:

- I. Compliance Environmental completed the Infrared on our system. There were no major issues this year and only a few minor issues. The Electric Department will go about correcting the minor issues.

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Water Department Commission Meeting Report

September 29, 2016

Prepared By: Jay Guyer on September 22, 2016

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on August 23rd, September 9th, and September 21st to maintain the required 0.3 ppm of Chlorine Residual.

B. Riverbend Subdivision

1. GM Patone is addressing comments and questions from the Greggo & Ferrara and Cecil Bank in reference to the agreement outlining the scope of work for the project.

C. Seeds of Greatness Church – 828 Frenchtown Road

1. Cirillo Brothers completed filling and grading OU-2 and started installing the parking lot curbs and islands. Supervisor Guyer is documenting with photos the work being performed and followed up with Bob Schulte of DNREC who advised that copies of the remediation close out documents will be forwarded when the paving is completed.

D. Water Metering

1. Water Operator Tom Brewster completed meter reads on September 12th and followed up on water check reads as needed for the month. High/low/zero consumption reads were addressed with customers and missed reads collected.
2. Water meters / ERT's that were not being read by the mobile reading system were identified and replacements ordered. 18 installations have been completed and additional 13 registers and ERTs have been ordered. Installation will be scheduled when they are received.

E. Water Main Distribution System

1. RT – 9 Water Main Project is complete. New Castle County has not started work on the Clark Street Sewer replacement.

F. Cross Roads Well – Penn Farm

1. Supervisors Guyer and Jaeger have not had an opportunity to work on the Water Allocation Permit Application for DNREC this past month.

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G. CPR Construction – 3 New Homes on Meehan Avenue

1. Construction of the last 2 houses continues. Per the contractor, he is working on getting a contractor to install the 2 new water services.

H. Delaware Street Wharf – New Pier

1. MSC Representatives met with City Officials to discuss the water and electric supply for the pier and coordinate installation with the contractor. MSC Operators and Linemen will work on installing water and electric from existing services along Delaware Street. **The cost for water materials and testing is \$1,754.25. Supervisor Guyer is requesting approval to move forward with the installation.**

I. Battery Park Drainage Improvement Project

1. Supervisor Guyer has not received revised plans from the Trustees Engineer Mr. Matthew Sturgis of Foresite Associates in reference to the drainage pipe and water main conflict resolution.

J. New Castle Foundry Apartments – 7th Street

1. Supervisor Guyer met with Mr. Eric Mayer in reference to installing the 6” water main and 2 - 4” PVC conduits for the electric across 7th Street for the proposed apartment complex. Mr. Mayer’s Contractor AC Contracting started working on the project on September 22nd. MSC Assistant Supervisor Jaeger and Operator Granger are performing inspection during installation to ensure it was in accordance with our Technical Water Specifications.

K. Riverwalk Apartments – 7th Street

1. Supervisor Guyer has had several conversations with the Project Manager at Pennrose Properties about the water design of the water supply for the apartment complex. Representatives of Pennrose Properties, Blake & Vaughan Engineering, and Mid Atlantic Engineering are completing water plans to be submitted for review and comments. Grading and filling on the site has started with an estimated construction time of 18 months.

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L. Wilmington Fibre – Fire Service Vault Replacement

1. Cochran Excavating completed removal of the old vault, setting of the new vault, and 8” pipe tie in on September 8th and 9th. Assistant Supervisor Jaeger was on site performing inspection of the installation which was in conformance with the MSC Standards. With approval from Dave Celli of Wilmington Fiber, MSC made a partial payment to Bear Industries for work completed to date for \$18,840.00. Final Billing for the project was completed and forwarded to the office for processing.

M. City Street Repaving

1. Supervisor Guyer and GM Patone met with City Officials to review the City Street Repaving locations for this year. The proposed list has conflicts with 3 locations where MSC has future work planned. MSC Operators replaced the valve box on Baldt Avenue at 12th Street and installed a 2” blow off on the 6” main at the end of Treemont Street off 7th Street. The water main on 9th Street between Delaware Street and Clayton Street needs to be evaluated for replacement. Supervisor Guyer and Assistant Supervisor Jaeger will develop a cost to replace the main for Capital Project Planning.

2. Operations

A. Outages, Reporting, and Regulations

1. There were no planned water outages and 3 unplanned water outages for the month of July. The outage report is attached for review.

B. Repairs and Maintenance

1. Water Operators have been performing routine maintenance on the curb boxes and valve boxes as needed.
2. MBA Tank completed the Remote Operated Vehicle (ROV) inspection of both the Gray Street Tank and Million Gallon Tank on July 15th. MBA concluded that both tanks are in good condition and recommended they both be re-evaluated in 3 to 5 years. MBA advised that with little to no sediment in the bottoms that draining and cleaning the interior of the tanks can be performed during the next evaluation. Items listed in the report for immediate action have been completed at both tanks.

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

September 29, 2016

Prepared By: Jay Guyer on September 22, 2016

3. The contractor working for New Castle County replacing the sewer main on Harmony Street and 6th Street damaged an abandoned un-marked ¾" water service on September 19th. MSC water crews mobilized and completed removal of the abandoned lead service back to the main and removed the corporation stop. Roadway repair on Harmony Street, 6th Street, and Booker Circle will be coordinated and performed at one time.

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

1. Supervisor Guyer attended the Water Infrastructure Advisory Council Meeting in Dover on September 21st where MSC was awarded a \$50,000.00 Information & Technology Grant as requested for the Dobbinsville Water Main Relining Pilot Project. **Supervisor Guyer is requesting approval to move forward with planning and coordinating the project to be completed in the 2018 Capital Budget at an estimated cost of \$291,000.00.**
2. Supervisor Guyer will follow up on the option of applying for the Water Infrastructure Advisory Council \$100,000.00 Asset Management Grant which MSC would plan to use for expanding the current water and electric mapping system abilities.

D. Equipment

1. MSC's 10 year old jumping jack tamp quit running. The unit was delivered to our local Bomag distributor for service. Upon review, it was cheaper to purchase a new unit as opposed to renting a unit. A new Bomag unit was purchased at a cost of \$2,457.00. The old unit will be evaluated for repair.

E. Perfluorinated Compounds – PFC Contamination

1. GM Patone is working with the USDA in reference to the Grant. GM Patone and Assistant Supervisor Jaeger met with Jay Jones of USDA and their Engineer on September 21st to perform a final inspection of the Carbon Filtration system. The project was accepted with no corrections required.
2. MSC completed installing the 2 new taller utility poles at Basin Road Well and Frenchtown Road Well. Keystone Engineering Group (KEGI) completed the radio antenna cable installation and has started working on the remaining tasks to resolve the radio communication issues including reducing unnecessary communications, adding

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integrity polling times, and structured polling between the Remote Terminal Units. The work is scheduled to be completed by September 28st for the USDA Grant closeout.

3. Supervisor Guyer completed the Calgon Carbon (CC) questionnaire and returned to their Marketing Manager Doug Conley for review. Supervisor Guyer was contacted by Christie Bostardi of CC about participating in a Case Study Presentation they applied for at the 2017 American Water Works Association Conference that will be held in Philadelphia, PA.

F. Water Quality Testing

1. Supervisor Guyer contacted Eurofins Lab requested Eurofins Lab in reference to issuing a Corrective Action Report illustrating the incident, how it occurred, and the steps being taken to prevent it from occurring again in the future. Per the Lab Manager, they are working on the report and will send it when completed. This report will be sent to ODW when received. The next round of PFC sampling is scheduled for December 2016.
2. The third quarter monitoring for the VOC's in Basin Road Well were completed. The results illustrated the contaminant TCE was not detected in the raw water pre aeration sample, post carbon filtration, or the finished water.
3. MSC started our second round of Lead and Copper monitoring the week of September 5th. 40 samples were collected and delivered to Eurofins/QC Laboratory for analysis. Results from this round of sampling are still pending. When they are received and reviewed they will be reported to the Customers and Office of Drinking Water.

G. Personnel

1. Water Operator Steven Finney has resigned from the MSC effective September 20th.
2. Water Operators are enrolled in several courses at Del Tech in Georgetown for continuing education hours/credits toward maintaining our licenses.
3. Water Supervisor Guyer's Operators License renewal paperwork was submitted to ODW.
4. Employee Evaluations are being performed and will be completed by September 30th.

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3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. GM Patone, Supervisor Guyer, and Assistant Supervisor Jaeger have been participating in conference calls related to the unusually dry conditions with the Water Suppliers in Northern New Castle County. Water conditions and weather are being discussed as well as the Drought Indicators. GM Patone and Supervisor Guyer attended a special WSCC Meeting on September 19th to review conditions with the entire council and discuss any actions that may be necessary. WSCC voted to take no action at this time and to evaluate conditions at the September 29th meeting.
2. GM Patone and Supervisor Guyer are waiting for the next Sub-Committee meeting to be scheduled to review current water demands and establish projected demands through 2030.
3. The next meeting is scheduled for September 29, 2016.

B. WRA – Water Resource Agency

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

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The DEWRN Meeting on September 15th went well. Members were updated on the National WARN meeting the Chair attended, WARN Activations across the country, DEWARNS new web page on the Delaware Rural Water Associations Web Page, Utilization of WARNs across state lines, and Hurricane Season Preparation.
2. The next meeting is scheduled for December 15, 2016.

D. Water Operator Advisory Council Meeting

1. The August 4th meeting had a quorum. Applications for Water Operator licenses were reviewed and approved/denied, minutes from previous meetings approved, license suspension for an operator was discussed, several changes to the limited license were discussed, the Operator Certification Annual Report submission, the internal review process was discussed, and Regulations Review.

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2. The next meeting is scheduled for November 3, 2016.

End of Report

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