

Municipal Services Commission
Monthly Meeting
April 20, 2017, 4 p.m.
216 Chestnut Street
New Castle, Delaware

The meeting was called to order at 4 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; Ryan Jaeger, Asst. Supervisor, Water Department; Mary Jane Stubbs, Business Manager/Treasurer; Tara French, Customer Service Manager

Minutes – A motion was made and seconded to approve the minutes of the 3/23/17 monthly meeting as distributed. The motion was seconded and approved.

A motion was made and seconded to approve the minutes of the 3/23/17 executive session as distributed. The motion was seconded and approved.

Secretary Patone informed there are numerous appointments and elections since this is the first month of the new fiscal year. The appointments are for various boards that MSC participates in as well as the reelection of Commission president and appointment of secretary and treasurer. They are listed on the agenda as follows:

- Reelection of Commission President Dr. Roy Sippel, Reappointment of Pamela A. Patone as Commission Secretary and Mary Jane Stubbs as Commission Treasurer.
- Reappointment of Pamela A. Patone as DEMEC Board Member and Dr. Roy Sippel as DEMEC Alternate Member
- Reappointment of Jay Guyer as Delaware Rural Water Voting Delegate and Ryan Jaeger as Alternate.
- Reappointment of Jay Guyer as Delaware Water/Wastewater Agency Resource Network Delegate and Ryan Jaeger as Alternate
- Reappointment of Pamela A. Patone as Water Supply Coordinating Council Voting Delegate and Jay Guyer as Alternate
- Reappointment of Pamela A. Patone as Delaware River Basin Commission Voting Delegate and Jay Guyer as Alternate

A motion was made and seconded to approve the reelection and appointments as listed on the agenda. The motion was approved.

Approval of Resolution 2017-1 – The resolution is for the opening of a 401a account with Nationwide. It identifies Nationwide as the administrator and Secretary Patone as the sponsor. One of the items that came from the previous year's Union negotiation had all employees hired after April 1, 2017 to receive employer contributions into a 401(a) Plan. Employees are eligible after being employed for one year. A mandatory 4% employer contribution will be made into the employee's 401(a) account and then a potential match of up to 3% based on the employee's contribution into their 457(b) Plan. The 401(a) account was not set up since we did not have any eligible employees until April 2017. We are now requesting approval to set the plan up with Nationwide.

A motion was made and seconded to adopt the resolution to open a 401a account with Nationwide. The motion was approved.

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported a total operating cash balance of \$2,487,280.05. PNC escrow and meter deposit total in the amount of \$834,319.19. Total cash balance is \$3,321,599.24. Total investments are \$1,076,656.23. Treasurer Stubbs reported that bank statements were reviewed by Water Supervisor Jay Guyer. Mr. Guyer's questions were answered satisfactorily by Treasurer Stubbs. The checkbook register is attached to her report.

Secretary Patone informed that Portofino's attorney provided a breakdown of appropriate ownership of the business and who checks for electric overbilling were to made payable to. One former owner received \$100,000 for their overpayment with another former owner receiving \$35,000. The current owner received a credit to their account (~\$7,000) that carried over with the ownership change.

In light of the billing problems, Secretary Patone informed there are mechanisms in place to help avoid future billing problems. When we move to AMI and the installation of new meters there will be a lot of controls associated with entering data into the billing software to make sure it is entered correctly. She said we have partnered with Operations over the last several years to help us identify problems. Operations are more familiar with meter operations and what might not look right.

Eastburn Dog Supply – Mr. Blomquist purchases work uniforms from this business. They are a local dealer of Carhartt products and are less expensive than other suppliers.

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

Customer Service Report – Ms. French reporting

Ms. French reported she has been working on getting the negative PPA rate of .0023 into the billing software. She has tested some samples of bills for accuracy and everything appears to be working fine. They continue making any corrections needed to billing software.

Ms. French has been looking through a test database of the new software comparing what has been pulled into the new system to see if it looks the way we expect it to look. During this process they are developing questions for the vendor.

Ms. French is working with the Electric Department for unsafe service. Letters informing of unsafe service have been sent to customers and to date 4 out of 22 issues remain open. At the request of the Commissioners, Mr. Blomquist explained the purpose for the letters. He said that during the ice storm some customer's service was damaged. In addition, during meter inspections we find worn equipment, screws pulled away from equipment, etc. He estimates about half of the problems are from meter inspections and half is from the ice storm. MSC owns the wire in the air; the attachment point and service is the customer's responsibility. Mr. Blomquist fields customer's questions and said his department follows up to ensure repairs have been made. An electrician is needed for most repairs.

Water Meter Survey – Ms. French reported they are still working through the books looking to see what needs to be put into the billing software.

Municipal Services Commission Meeting Minutes
April 20, 2017

Water Projects – Customer Service Representatives are keeping Secretary Patone advised of questions/concerns regarding closure of streets. They are working with the Water Department to ensure customers are not charged for water during that time. Secretary Patone said this is effective with the 4/13/17 to 5/12/17 billing. It is consistent with how the Buttonwood Project was handled. She expects a possible 60-day time period for the project.

Electric Department Report – Mr. Blomquist reporting
(See attached report.)

Techmer – Mr. Blomquist informed they are providing load profile for this location. The transformer was overloaded several times last month. We did a site visit and contacted the site manager. Mr. Blomquist met with them yesterday. They see it is important to change out the transformer for a larger one. That will take place tomorrow. Techmer's load will continue to increase, but because of their poor power factor there is equipment they need to install that will take about 8 weeks to design and install. Currently there is a 750 KVA present and they were over 800 KVA load. Mr. Blomquist stated that our intention was to put in a 1,000 KVA transformer in. However, to make it work with the amount of conductors Techmer has, it would make for a lot of work. Therefore, we are putting in a 1,500 KVA. Techmer is expecting to install a fourth line and we could quickly overload the 1,000 KVA if the power factor is not corrected in time. Mr. Blomquist is comfortable with 1,500 KVA at this time. He does not want to leave a larger transformer than is needed because there are losses that the customer is not billed for and all our other customers end up paying for.

Mr. Blomquist said the new installation will have 400 DC motor. They have a good understanding of what they need to do and the load profiling has helped them to build a faster system. Secretary Patone informed they had a system at their former location but did not follow through with one when they came to New Castle. We have pushed them to develop a plan and she anticipates reaching out to them in the next 6-8 weeks. Mr. Blomquist said Techmer projects going up to as many as 10 lines. They would have to build another service to handle 10 lines. Secretary Patone noted this is the same location that is looking into solar. Mr. Blomquist informed that one of the differences when you install solar is we can hold them at a power factor that MSC is held at, 98.5%, in accordance with our tariff. Industry standards are 90%-95% depending on the utility. Secretary Patone reported the landlord is talking to us about solar power and we are talking to the tenant about their power factor. We have requested a meeting with all parties to ensure everyone is clear.

Mr. Blomquist informed that Techmer is suggesting a one megawatt solar system, but we do not allow for more than 500KW per meter and we limit total solar at 5% of our peak. Secretary Patone added they are trying to aggregate their meters to have a larger system.

Water Report – Mr. Jaeger reporting
(See attached report.)

(With no further business to discuss, Ms. French, Ms. Stubbs, Mr. Blomquist and Mr. Jaeger were thanked and left the meeting.)

Financial Report Executive Summary – Secretary Patone reporting
(For the period ending 3/31/17)

Unaudited financial reports for fiscal year ending 3/31/17 were provided to Commissioners. Secretary Patone said the reports are unaudited and do not contain all the year-end entries. The actuary anticipates getting the pension report to us by May. Tricia Malloy, accountant, has done monthly

Municipal Services Commission Meeting Minutes
April 20, 2017

entries but has some year-end entries to make. Secretary Patone reported there are no significant changes to operating. However, we are still working on the capitalization of fixed asset projects.

Secretary Patone reported total assets of \$16,381,996; an increase in cash of \$556,000 from the last year ending 3/31/16. Accounts receivable went down \$540,000. At their direction, Zenith has been set up for automatic payment.

Property, Plant and Equipment – Secretary Patone reported an increase of \$757,000 from last year to this year. We will provide the capital budget with details for last year at next month's meeting.

Revenues and Expense Report – As of 3/31/17 we had \$166,000 in surplus of net assets; \$9,000 from water and \$157,000 from electric. Secretary Patone noted when you look at the detail there is \$205,000 of capitalized labor/material that is part of the operating budget. That money is spent on wages, etc. From an accounting perspective it is capitalized against the respective project so they can properly value infrastructure. Secretary Patone reported if you take net assets of \$166,000 and subtract \$205,000, the result is a \$39,000 deficit. We budgeted for a deficit of \$46,000. According to Secretary Patone revenues were down but associated expenses were also down. The categories of General and Administration were a little under budget which helped to offset some of the revenue being under budget.

Secretary Patone reminded there are some entries that still need to be done. Ms. Malloy is pulling together year-end audit entries and year-end financial statements. Secretary Patone will be involved with the pension journal entries because they are complicated. Ms. French will be involved with revenue reconciliation reports. By next month Secretary Patone expects to have the year-end reports for Commissioners. These reports will be provided to the auditors the end of May when they prepare to do their field work. She has not yet discussed fraud interviews the auditors will want to do with Commissioners.

Secretary Patone noted we have new auditors this year. They have come out for inventory observation and did a walk through that included checking transactions, looking at accounting and billing software, bank statements, invoices, and payroll. The auditors picked their inventory price testing items. We are presently gathering invoices for that. The week they will be here is the same week we will be doing financial statement data conversion software information.

Secretary Patone received an inquiry from the City's accountant, Cathy Walls, for last year's financial statements. Secretary Patone thinks she is trying to reconcile user charges last year with the 6% last year. She said that MSC has already done the reconciliation internally so we knew the last payment should add up to the 6%. Secretary Patone referred Ms. Walls to the MSC website where all of our financial statements are posted and provided her with a .PDF of same. This year's audit will not be issued until the auditors have finalized their review.

Secretary's Report – Secretary Patone reporting

Secretary Patone reported there were two DEMEC meetings since the last Board meeting. The first was for the postponed 3/28/17 meeting and the 4/18/17 monthly meeting. Secretary Patone and Dr. Sippel attended both meetings. She reported on both meetings.

Municipal Services Commission Meeting Minutes
April 20, 2017

DEMEC's agreement with lobbyist Bob Maxwell was renewed. He has been DEMEC's lobbyist for several years. The Board and staff felt he is valuable to the organization and brings a lot of information to DEMEC on activities in Dover.

Energy Efficiency -- Scott Lynch reported that LED street lighting will be permitted to be counted as an energy efficiency. Towns that have already started with LED street lights will be able to utilize it. It will be an incentive for the other communities to do so as well.

Baker Tilly, auditors of DEMEC, presented financial statements for the fiscal year ending 12/31/16. There were no material weaknesses or significant deficiencies. They did get a modified opinion. The audit went well with a lot of good communication. The Audit Committee met a couple of times with auditors and staff and reviewed the financial statements in detail before they were issued and presented. The committee believes everything was recorded appropriately in the fashion they believe it should be recorded.

Financial statements for the first quarter -- The Audit Committee will be meeting to review those reports. A summary indicates that revenues are down due to a mild first quarter.

The final AMP loan payment will take place in May 2017. Legal expenses are slightly up compared to budget because of DNREC dealings with Beasley, in addition to various contracts for the purchase of power, etc. There are some operational expenses that are little over budget due to maintenance on emission controls.

Pat McCullar spoke about the Laurel Wind Farm. Winds can now be called in as wind capacity. Mr. McCullar will evaluate whether it is economical for that to take place. He will report back. The Milford Solar project that has been in place since 2012 has not had a single outage for maintenance during that time. DEMEC takes all the energy that is produced from that solar system.

Kimberly Schlichting is the project manager on the Middletown transmission project. It is anticipated to be in service by the end of 2017. Lou Vitola is the project manager on the Seaford System Improvements (putting in a new substation and transmission line). It is still on target. DEMEC members briefly talked about Middletown and Milford's economic development projects progressing fine.

Legislative -- The Ways and Means Committee discussed municipal tax exempt bonds possibly changing--losing their tax exempt status. The American Public Power Association (APPA) is working hard to keep this from happening. From the public power perspective the rate payer will experience rate increases and municipalities and public power utility infrastructure would struggle to find funding to support the critical infrastructure they provide. Mr. McCullar will write a letter from DEMEC to legislators expressing our position and support of not having a tax exempt change.

Senator McDowell has introduced House Bill 127 that talks about putting road blocks in front of third parties that want to build generation in Delaware. According to DEMEC, Delmarva Power participated in writing this bill. Our interest in this is that DEMEC should be exempt from any road blocks for building generation within Delaware.

Net Metering Changes -- We are expressing to Senator McDowell that we are all in compliance, not trying to kill any RPS requirements, and we are not trying to downplay solar. Rather, there are unintended consequences in the way the law was written and we would like to see changes made to the

Municipal Services Commission Meeting Minutes
April 20, 2017

bill. Senator McDowell has indicated it is too early to make any changes to the bill. DEMEC staff continues working on this. The hope is to get something done this year.

Green Energy Funds -- All municipalities pay for an energy depot link on the DEMEC website for customers to use to get energy efficiency guidelines. It has not been utilized as much as DEMEC thinks it should be and the Board voted to discontinue the link. They are exploring an Energy Star program they hope will be better. It is being explored now.

DEMEC staff reported that they understand Tony DePrima, Sustainable Energy Utility's executive director, has been discussing a type of program called PACE, Property Assessed Clean Energy. It has municipalities get some funding for their program through property assessment. DEMEC is unsure how it would function or work; nothing has been presented yet. Staff is unclear on what PACE would do. Mr. DePrima is discussing the program with legislators. It is thought to be an easier way to collect revenue by having a municipality collect it as a tax bill and then disburse to the organizations it was designed for. There was a lot of push back from municipalities considering difficulties associated with managing it.

Carol Houck, former Newark City Manager, suggested at a previous meeting that DEMEC should hire a consultant to do a high-level utility best practice review of all the municipalities. Based on the cost (approx. \$23,000) we agreed it might have some value, but it was agreed that it should be delayed until possibly the fall.

DEMEC is pursuing membership in several different Chambers of Commerce because of the City of Dover's issue with the potential proposal from Delaware Electric Cooperative (DEC). It was learned that DEC made their contact with the Dover City Council through the Chamber of Commerce. The Board is exploring which Chamber of Commerce we should participate in and where we should spend our time.

At the March meeting there were two APPA representatives who participated in a discussion about the white paper that DEC presented to the City of Dover and gave us an idea of what has been going on in the industry. Over the last 10 years 13 public utilities have sold their utility. Over that same 10 years 7 new public power utilities were formed in communities that did not have one. Many of those sold were not well maintained so the costs associated with the utility were not manageable. A few wanted to return to their former service due to lack of reliability in getting power restored after an outage.

With regard to DEC's proposal, Secretary Patone understands that Dover City Council, at this time, is not receptive to selling their utility.

Rate Study Course -- Secretary Patone has attended this course previously and has a conflict with the next class and will not be attending. A Customer Service class is coming up; she and Ms. French will be attending.

Joint Council Meeting -- Legislators and councils from the communities will be coming to DEMEC for a joint meeting. They are looking to have the meeting in June. Secretary Patone will inform Commissioners when a date has been determined.

Secretary Patone will discuss remaining DEMEC business during executive session.

Municipal Services Commission Meeting Minutes
April 20, 2017

Old Business

Non-profit Services Update – There is no update between the Trustees of the New Castle Common and Secretary Patone. She will work on getting a meeting with Mike Marinelli regarding formalizing an agreement.

Well Ordinance Revision – Secretary Patone informed the resolution MSC prepared and reviewed was sent to the City for their review. The City Solicitor has made some comments and asked some questions. We will meet to formulate our response to those inquiries in the next week. She would like to get the resolution in front of City Council in the next month or so. City Administrator Bill Barthel does not have any feedback from City Council at this time, but that does not prevent us from responding to the City Solicitor.

Water Department Supervisor Jay Guyer and Mr. Jaeger will work on getting the consumer confidence report in the June newsletter.

New Business

Employee Handbook Update-Policy Updates – Three policies have been vetted through staff and our attorney. They are: Nepotism, Tobacco, and Visitor Policy.

Business Manager Stubbs put policies together. They were reviewed by Secretary Patone. Management has also reviewed and provided input.

Nepotism – Wording was improved; no major changes. They believe the types of relationships already covered were acceptable.

Smoking, Vapor and Chewing Tobacco -- This is a new policy. There has been an unwritten rule of respect there should be none inside the building; however, there have been issues that prompted the policy. We have chosen not to designate specific areas outside and we hope everyone will be respectful to others.

Visitor – This is a new policy that seems appropriate based on practices when hiring new employees so they understand what is expected. Secretary Patone noted a previous incident involving theft of money and where visitors have been permitted when coming to the office.

A motion was made and seconded to approve the three updates as presented to be included in the employee handbook. The motion was approved.

DEMEC/CPower approval as exclusive provider of Demand Response (DR) and other DR ordinance allowed related service in the City of New Castle for Program Year 6/1/17 – 5/31/18 – Secretary Patone indicated we do not currently have anyone in the program. She would like to look into possibly aggregating some City and MSC locations and be able to participate specifically with our well sites. We have information that will be useful to see if we qualify.

A motion was made and seconded to approve DEMEC/CPower as exclusive providers. The motion was approved.

Tariff Changes – Secretary Patone said these represent several ‘housekeeping’ items. Over the year when reading the tariff we find things that we accumulate for review at the same time.

Municipal Services Commission Meeting Minutes
April 20, 2017

Two tariff changes are slightly more than housekeeping.

Leaf 24, Electric meter testing --- Demand meters were not mentioned. As we reviewed Delmarva Power's tariff we noticed they did have a clause for demand meters. We feel we need to add language for demand meters. Mr. Blomquist put together the wording and Secretary Patone approved it.

Leaf 62, changing 'October' to 'May'. The electric has always been October through May. Water indicates October to June; however, we have always applied it October to May and this corrects that language.

A motion was made and seconded to approve the tariff changes as written. Motion approved.

At 5:17 p.m. a motion was made and seconded to go into executive session. Motion was approved.


Commissioners returned to general session at 5:37 p.m.

Next Meeting

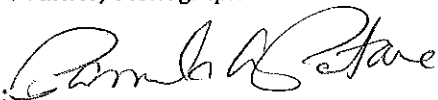
Commissioners set the next monthly Board meeting to be 5/18/17, 4 p.m. at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:40 p.m.



Deborah P. Turner, Stenographer

Approved: 

(Minutes transcribed from recording.)

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ELECTRIC DEPARTMENT COMMISSION REPORT

April 20, 2017

Prepared by Scott Blomquist on April 13, 2017

1. **Projects:**

a. **Riverbend:**

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

b. **Riverwalk Apartments:**

I. The electric department received plans for the electric department. Plans were reviewed and no issues found other than access to the Electric room in building A. Operations had a meeting with the Developer and the Contractor to go over the plans. The Developer assured us that they will provide an access point for the Electric Department.

II. Supervisor Blomquist and Assistant Supervisor Granger met onsite with the Contractor and Delmarva Power to go over the plan to change out the pole that is needed to make room for the switch and riser that will feed this location. The Contractor or Developer will work directly with Delmarva to get the costs paid for the work to be done. Supervisor Blomquist was asked to provide costs to install the riser, PMH-9, and transformer feeds. Supervisor Blomquist is working on the estimate at this time.

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

I. There has been no contact with the Electric Department on this project.

d. **St. Peter's Triangle:**

I. There has been no contact with the Electric Department on this project.

e. **27 W 3rd Street:**

I. There has been no contact with the Electric Department on this project.

f. **200 and 202 W 9th St:**

I. Plans were received for the 6 new town houses on w 9th street; Supervisor Blomquist has been working with the contractor to get a design completed.

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g. **McConnell:**

- I. GM Patone was contacted by McConnell, they are investigating installing solar at building 1600 in Centerpoint. Application and specs have been provided to the customer.

2. **Capital Projects:**

a. **Solar Portal:**

- I. The solar portal has been installed and is viewable online.

3. **Capital Purchases:**

a. **T-2 Bucket Truck:**

- I. The new truck was delivered and the electric department has been getting it set up. There are a few areas where the paint needs to be corrected. Assistant Supervisor Granger is working with Versalift to get it completed. Assistant Supervisor Granger and Lineman Schmeusser have been working on getting the truck set up and tools needed are being purchased.

4. **Operations:**

a. Outages :

- I. During the ice storm on March 14th we had 4 outages.
 - i. Vandyke Village:
 1. 65 customers out for 1 hour
 2. 70 customers out for 1 hour and 15 minutes.
 3. 1 customer out for 5 hours.
 - ii. Philadelphia Gear was out for 2 and a half hour.

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2. 04/1/16 – 04/1/17

| SAIDI (minutes) | SAIFI (number of interruptions) | CAIDI (minutes) | ASAI (percent) |
|--------------------|------------------------------------|--------------------|-------------------|
| 25.15 | 0.202 | 124 | 99.99 |
| | | | |

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.

ASAI - is the Average Service Availability Index.

5. Repairs and Maintenance:

a. System:

i. Vandyke Village:

i. This project has been put on the capital schedule FYE 2019 through FYE 2021. We will continue to develop a plan for review and approval.

ii. Unsafe Services:

i. During meter inspections and during the storm there were about 20 services that were found to have damage to them. Operations contacted the customers and informed them

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April 20, 2017

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of the repairs that were needed. CSD sent out certified letters to all of the locations. Most have been corrected at this time. The few that are left we will continue in the process to get the repairs completed.

b. Wilmington Road Substation:

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

c. Dobbinsville Substation:

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

d. Tree Trimming:

- i. The Electric Department is working on tree trimming when time allows.

6. Customers Power Factor:

a. Zenith:

- I. Operation's continues to provide the Load Profiling for this location. There has been no contact from Zenith on a plan to correct.

b. Techmer:

- I. Operation's continues to provide the Load Profiling for this location. This month the transformer was overloaded several times. The longest duration was a 7 hour period. Supervisor Blomquist went out to the site and made contact with the site manager. We have a meeting scheduled for 4/19/17 to discuss Techmer's plan to correct the issue and change out the transformer if necessary. When a transformer is overloaded for an extended period of time and the oil temperature exceeds the 65 degree Celsius max temperature rise, the oil brakes down and the life of the transformer is shortened. The extent of the shortening depends on the load and duration. The max temperature rise seen by the transformer was 73 degrees Celsius. The internal protection fuses on the transformer will allow up to 125% overload before they operate and power goes out. The

ELECTRIC DEPARTMENT COMMISSION REPORT

April 20, 2017

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Electric Department will have oil samples collected and tested to determine what action is needed. It may be as simple as draining the oil and replacing or it may be as involved as getting the transformer rebuilt. Estimated costs to purchase a replacement transformer are \$15,000.00.

7. AMI Metering:

a. AMP:

- I. There has been no contact from AMP regarding the estimate for AMI Meters.

8. IA-861 Report:

- i. The EIA-861 report was submitted to the Department of Energy.

9. New Cell Tower at 100 Municipal BLVD:

- i. Verizon continues the installation of the new cell tower at 100 Municipal Blvd.

10. APPA:

- i. The MSC received an award for their excellence in reliability. We significantly outperformed the national average in reliability. This is the second consecutive year we have received this award.

11. Inventory:

- i. Inventory went well this year. The auditors reviewed counts and operations worked with them to count the items they wanted to see. Overall they seemed impressed with our inventory and employees.

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Water Department Commission Meeting Report

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Prepared By: Jay Guyer on April 13, 2017

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on March 15th and April 5th to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Electric Lineman completed meter reads on April 12th. Water Operators followed up on water check reads as needed for the month. High/low/zero consumption reads were addressed.
2. Water Operators have completed performing the water and electric meter surveys inspecting meters to ensure their integrity. Supervisor Guyer will follow up on the best approach to completing the surveys for the missed locations.

C. Sanitary Sewer Replacement on RT-9 and Clark Street

1. Reybold Construction completed the work on the sanitary sewer replacement on the 600 Block of Clark Street and has demobilized. Supervisor Guyer attended Progress Meeting No. 3 to discuss coordinating the water main replacement being completed prior to final paving and restoration. Reybold and NC County agreed to delay paving until our water main work is completed. MSC plans to start the water main installation the week of April 17th.

D. Cross Roads Well – Penn Farm

1. Supervisor Guyer contacted Allison Diggins of DNREC Water Supply Branch to start working on the Water Allocation Permit Application. The required Map of MSC Distribution System has been completed. Phase II and V water quality test results and PFC test results were reviewed and water quality is comparable to our existing wells.

E. Riverwalk Apartments – 7th Street

1. MSC met with Riverwalk Apartment representatives on March 30th to review MSC comments on the plans and discuss MSC requirements for moving forward with the project. The developer is considering removal of the individual metering and following the traditional single meter for domestic service. Supervisor Guyer received revised water plans from Sean Torpey of Mid Atlantic Engineering Partners on April 11th.

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Prepared By: Jay Guyer on April 13, 2017

Supervisor Guyer and Assistant Supervisor Jaeger will review the revised plans to ensure compliance with MSC Technical Water Specifications and Cross Connection Control requirements.

F. City Street Repaving

1. Supervisor Guyer has not received updates from the City Building Official or City Engineer in reference to their Street Repaving program and timing.

G. Cleaning and Lining Projects

1. Supervisor Guyer finalized Agreements for the projects and GM Patone reviewed them with MSC Lawyer. Agreements were given to J. Fletcher Cramer to complete all necessary requirements. Supervisor Guyer has given the Office of Drinking Water plans for Approval to Construct. Dover Plumbing Supply was the low bidder on material needed for the project. MSC began receiving material on April 11th.

MSC is working to continuously update our customers on the contractors work schedule, activities, and locations of street / lane closures and no parking. A combination of e-mail, hand delivered letters, and phone calls is being utilized

2. Delaware Street – JFC mobilized on-site the week of April 3rd. MSC met with JFC Superintendent Andy Tous to review layout for the project and timelines. JFC began installing temporary by-pass water lines on April 5th and performing excavations for access pits to the main on April 7th.
3. Dobbinsville Clark, Center, and Clymer Streets – JFC plans to start mobilizing to the site the week of April 17th to start the temporary by pass piping and excavations. JFC crews will coordinate the cleaning and relining with the Delaware Street and 9th Street Projects.

MSC crews will begin installing new 6" ductile iron pipe on the 600 Block of Clark Street the week of April 17th.

4. 9th Street from Delaware to Clayton Street – JFC began installing temporary by-pass water lines on April 5th and completed the 2 excavations for access pits to the main on April 7th.

MUNICIPAL SERVICES COMMISSION

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Water Department Commission Meeting Report

April 20, 2017

Prepared By: Jay Guyer on April 13, 2017

MSC crews will install a new 6" valve on April 17th on 9th Street to allow the main to be isolated from the cleaning and relining project that will be performed on main between Tremont and Clayton Street.

H. Trustees – 2nd Street Park Water Service

1. MSC Water Operators completed the installation of the water service, meter pit, and yard hydrant for the park on March 20th. The Trustees have been billed for the materials.

I. Verizon Cell Tower at 100 Municipal Boulevard

1. Verizon's contractor continues with construction of the new cell tower. The tower has been erected. Supervisor Guyer contacted Jeff Bergstrom to ensure that proper site restoration would be completed by the contractor prior to issuing a C/O for the project.

J. Cirillo 6 Townhouses on 9th Street

1. Supervisor Guyer received final approved water plans from McBride & Ziegler for the 6 townhouses on 9th Street. An estimate of money to be escrowed was prepared and forwarded to the developer.

2. Operations

A. Artesian Water Interconnection

1. MSC shut down the interconnection completing the sale of water to Artesian Water Company on April 6th. MSC averaged between 350gpm and 500gpm to meet their system demands. A total of 16,709,350 gallons was sold.
2. Several issues that were identified with the SCADA logic will be discussed with our integrator and solutions implemented

B. Outages, Reporting, and Regulations

1. There were no planned and 1 unplanned water outage for the month of March. The outage report is attached for review.
2. Supervisors Guyer and Jaeger completed updating the DRBC Annual Water Audit Report for 2016 and submitted on March 30, 2017.

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C. Repairs and Maintenance

1. AC Schultes performed their annual maintenance inspection and testing of all pumps and motors. Supervisor Guyer contacted our sales rep about the final report which should be delivered the week of April 24th.
2. MSC crews completed blacktop restoration on Casimir Drive and Shaw Alley on April 10th where water main repairs were performed.

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

1. The Water Infrastructure Advisory Council Grant Administrator Heather Warren returned executed copies of the Grant Agreement to Secretary Patone.
2. RK&K Engineering, Pennoni Associates and AECOM Engineering submitted proposals for developing and implementing an Asset Management Program. Supervisor Guyer and Assistant Supervisor Jaeger met with KCI Technologies on April 12th to review their approach to developing an Asset Management program. The proposals will be reviewed and a recommendation made on which firm the MSC should partner with to pursue obtaining the Asset Management Grant to assist in developing and implementing our Asset Management Program.

E. Equipment

1. The tires were replaced on the small utility trailer.

F. Water Quality Testing

1. Obtained water samples from Cross Roads Well to determine the water quality condition of this well. Testing includes PFC's, Phase II & V water quality parameters, and bacteria testing. Test results have been received and are being reviewed. These will be used for modifying our DNREC Allocation Permit.

G. Water System Mapping

1. Assistant Supervisor Jaeger and facilities Person Jones continue working on the water mapping system, as time permits confirming data and information, adding information from old paper plans, and information related to the age of the water mains in known areas.

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H. Personnel

1. New Water Operator Jeffrey Schlecht completed the Water Distribution License preparation course at the Del-Tech Campus in Georgetown, DE on April 12th. He will be signed up to take the examination in June when it is scheduled.
2. All Utility Building Employees attended Forklift Training on March 23rd.

I. DNREC Letter Reference Private Wells

1. Secretary Patone will update the Commissioner on the meeting with City Council President and City Administrator to review the documents.

3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. The WSCC continues to monitor water conditions in Northern Delaware. Stefanie Baxter of DGS sends weekly updates on water conditions. No conference calls with the water purveyors are currently scheduled.
2. Secretary Patone and Supervisor Guyer are waiting for the next Sub-Committee meeting to be scheduled to review current water demands and projected demands through 2030.
3. Supervisor Guyer attended the March 30th meeting. Reports were presented by Delaware Geological Survey, State Climatologist, Delaware River Basin Commission, and Water Purveyors. A representative of the Governor's Office attended offering her guidance on ensuring the WSCC is functioning as designated by the legislature and that membership is properly designated.
4. The next WSCC meeting is scheduled for July 20, 2017.

B. WRA – Water Resource Agency

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

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C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. Assistant Supervisor Jaeger attended the March 13th meeting. Rob Penman was re-elected as Chairman, Jay Guyer as the Vice Chairman, and Tom Coleman as the Secretary. Training opportunities and table top exercises were discussed as well as plans for the coming year.
2. The next meeting is scheduled for June 2017.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for June 1, 2017.

End of Report

Attachments: March 2017 Water Works Report
March 2017 Water Outage Tracking Sheet