

Municipal Services Commission  
Monthly Meeting  
May 18, 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; Jay Guyer, Supervisor, Water Department; Tara French, Accounting and Customer Service Manager

Minutes – A correction to page 4 was made. **A motion was made and seconded to approve the minutes of the 4/20/17 monthly meeting as amended. The motion was seconded and approved. A motion was made and seconded to approve the minutes of the 4/20/17 executive session as distributed. The motion was seconded and approved.**

Treasurer's Report – Secretary Patone reporting

Secretary Patone reported in the absence of Treasurer Stubbs. Secretary Patone reported a total operating cash balance of \$2,307,549.93. PNC escrow and meter deposit total in the amount of \$834,943.38. Total cash balance is \$3,142,493.31. Total investments are \$1,083,543.57. Secretary Patone reported that bank statements were reviewed by Electric Supervisor Scott Blomquist. Mr. Blomquist's questions were answered satisfactorily by Treasurer Stubbs. The checkbook register is attached to her report.

The majority of expenditures for the month of April are standard monthly expenditures. Treasurer Stubbs noted a few other expenditures; forklift training, CSI material handling, the purchase of meters, and service to the T6 utility truck.

Total investments – Mr. Rowland asked what makes up the total investments. Secretary Patone said it is a combination of bonds, the Prudential short-term fund, and MSC's total fund at Prudential, Vanguard and Pioneer. She added that about 4-5 years ago MSC was invested entirely in Vanguard. Joe Bonasera presented some recommendations for bonds and MSC evaluated some investments producing a better yield than Vanguard. Mr. Bonasera and Peter Manning continue to monitor those bonds that are at Prudential and under other management. When Messrs. Bonasera and Manning give the Commission their annual investment fund review they are looking at all of the Commission's investments.

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

Accounting and Customer Service Report – Ms. French reporting

Secretary Patone thanked Ms. French for her acceptance of taking over functions of the Accounting Department along with the Customer Service Department.

Billing – Ms. French reported that water charges on accounts receiving temporary service due to the three water projects will not be charged beginning with the 5/19/17 billing.

Ms. French said the Customer Service Department had four days of training last week with the new software. Staff is engaged and had a lot of good questions and observations. The 'go live' date for billing is the weeks of 6/19/17 and 6/26/17. Secretary Patone said the financial reporting 'go live' date is the week of Memorial Day, the same week of the audit. She reported the payroll 'go live' date to be

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the first week in June. Accounts payable/inventory/fixed assets and all other will activate the following week. Utility billing will 'go live' the following week. Secretary Patone is doing a third data pull for the financial part to make sure we have as many invoices input and as many checks cut as we can because once the third data pull is done anything entered thereafter must be done manually in the new software.

Ms. French completed revenue audit work papers for this year's fiscal year-end audit and submitted same to Secretary Patone.

Ms. French has been working with Tricia Malloy, accountant, to learn the new accounting functions as part of her new role.

Ms. French informed that Customer Service Representatives are keeping up to date on weekly schedules for the three projects and handling all customer calls.

Secretary Patone mentioned that account numbers for customers will change. The statement will look different and we have not yet produced a sample to provide to our customers. We will, however, be putting notices on current bills, putting information on the MSC website alerting the public, and publishing notices in City publications.

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

Water Report – Mr. Guyer reporting  
*(See attached report.)*

Secretary Patone informed Commissioners of potential legal issues concerning information posted on a website about PFC contamination that will be discussed during executive session.

*(With no further business to discuss, Ms. French and Mr. Blomquist were thanked and left the meeting. Mr. Guyer remained for the executive session discussion.)*

Financial Report Executive Summary – Secretary Patone reporting  
*(For the period ending 4/30/17)*

Unaudited financial reports for fiscal year ending 3/31/17 -- Secretary Patone informed the reports are not ready for review. The actuary report with pension information has been received. She will present the completed reports to the Commissioners at the June meeting and give to the auditors by the end of May. Ms. Malloy prepared the financial statements ending 4/30/17.

Secretary Patone reported total assets of \$16,710,647; a decrease in cash of \$180,000 from the previous month. This is because of the water projects. Construction in progress has increased relating to the water projects. Accounts payable increased \$251,000 in the last month. Again, relating to the water projects.

Revenues and Expense Report – As of 4/30/17 we had \$76,173 in surplus of net assets; \$78,110 from water and a deficit of \$1,937 for electric. Secretary Patone explained the reason the Water Dept. has an excess is because of Artesian Water sales of water of about \$60,000.

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Secretary's Report – Secretary Patone reporting

Secretary Patone and Dr. Sippel attended the 5/16/17 monthly DEMEC meeting. President Pat McCullar anticipates that revenues will be at or above what was budgeted by year end, although the first quarter revenues have been low because of the weather.

Joint Council Meeting – The Board discussed topics for the Joint Council Meeting scheduled for 6/8/17. *(Mr. Knox will be unable to attend. Dr. Sippel and Mr. Rowland will attend.)* The Board selected the topic to be 'NERC Compliance'. A representative from ACES who is a NERC expert and is coordinating with DEMEC to understand what our NERC compliance plan should look like will present. Secretary Patone said that Mr. Blomquist has already been contacted by someone at DEMEC who is handling the Beasley units and accumulating information from other municipalities about their operations. President McCullar will speak about renewables and the electric market so we understand the path forward.

Energy Efficiency Program – Some of the municipalities are still considering the program. DEMEC, as a Board, has not taken a vote because all the other municipalities have not weighed in. The City of Lewes is facing some resistance. Secretary Patone understands that the City of Newark was originally very interested in the program, but appears to be backing away now. There was discussion about the economic benefits for this type of program noting there is a cost associated with it. If other municipalities decide not to do it, then individual communities can negotiate for their respective community.

Secretary Patone informed that a resolution was approved with some caveats relating to DEMEC providing short-term financing to its members. Currently DEMEC has provided financing but for construction-type projects where they actually own the project and gift it to the municipality at the expiration. The City of New Castle was the first to get involved with our substation. The City of Newark has done something with LED street lighting and the City of Seaford is in the process of doing a substation and transmission line. The new issue on the table is for short-term financing that is not considered construction. The Town of Smyrna is interested in financing short-term for a cost of service study for \$80,000. Secretary Patone suggested DEMEC research reporting and regulatory requirements to act as a financial institution. If we are lending and receiving the monies back we need to make sure we have covered the requirements. DEMEC has a \$10m line of credit that was established some time ago. The resolution was approved with the understanding that everything will be vetted through the attorney's. Mr. Knox asked about the terms with the Smyrna project. Secretary Patone said that DEMEC is considering giving credit scores for members who come to them for determining what they should have for the payment terms. Any fees and interest should be captured in those agreements. The concept has been approved.

Mr. McCullar reported on generation projects that DEMEC continues to look at. He spoke about the Maryland (MD) wind farm approved by the Public Service Commission (PSC) of MD (Ocean City, MD) and wonders whether DEMEC would be able to participate. No new information provided.

Mr. McCullar reminded that capacity auction markets are going on now and he expects results next week. The last couple of years the capacity market numbers have been low enough that it doesn't warrant building generation; we buy off the market. He anticipates this to continue.

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Projects:

Town of Middletown Transmission and Sub-station Project – Mr. McCullar reported they continue to struggle with some of the right of ways. One family is resistant to selling and there may need to be a condemnation done. DEMEC may be the party to do this rather than the Town of Middletown or Delmarva Power. There could be some political push back; the family has a history with Delmarva Power.

City of Seaford System Improvements – System improvements continue and are operating under budget.

Middletown Technology Center – The developer needs to get back to them; nothing concrete to report at this time.

Milford Bayhealth Hospital – Construction is underway. There is an electric purchase power agreement between the hospital and DEMEC.

Legislative – House Bill 127 has been put forth to the House. The bill has been amended to exclude DEMEC from the bill that calls for roadblocks on any third party wanting to build generation in the state. DEMEC wanted to make sure we were exempt from any problems if DEMEC wanted to build generation.

Senate Bill 80 – This bill gives electric and natural gas utilities the same kinds of opportunities as water utilities were given in 2001. They are able to establish interim rates without going to the PSC for those interim rates. In order to reduce costs for general proceedings whenever you go to the PSC to try and foster investments in infrastructure and reduce volatility in the rates. They want to be able to slowly issue rate increases. Secretary Patone understands this bill is still in the Senate.

Mr. McCullar reported that Calpine (power generation company) has been struggling in Texas and California saying they are entertaining offers to buy because of struggles in the market. Dr. Sippel thinks the struggle is with coal versus cheap gas.

Secretary Patone informed that Scott Lynch attends meetings of the Efficiency Council of Delaware and reported that DEMEC was applauded for being able to get LED street lighting to be considered in efficiency improvements.

Solar – Secretary Patone said that New Castle County (NCC) did not have any rules and regulations relating to solar. They have put together proposed rules and regulations that are fairly restrictive on the size that can be put on a particular lot. Only a small portion of land can be used for a solar project. Secretary Patone indicated that DEMEC speculated the County's concerns to be the lack of usable lands within NCC. These are proposed rules and regulations at this time.

There is no DEMEC meeting in the month of June because of their conference.

Old Business

Non-profit Services Update – Secretary Patone has no update between the Trustees of the New Castle Common and Secretary Patone. She is working on the transition to the new software. She will work on scheduling a meeting with Mike Marinelli in August to discuss formalizing an agreement.

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Well Ordinance Revision – Secretary Patone and Mr. Guyer reviewed some of the questions posed by the City Solicitor and formulated some responses. To date she has not spoken with the City Solicitor.

New Business

No new business was raised.

**At 4:58 p.m. a motion was made and seconded to go into executive session. Motion was approved.**

Commissioners returned to general session at 5:31 p.m.

Next Meeting

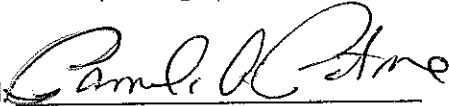
Commissioners set the next monthly Board meeting to be 6/22/17, 4 p.m. at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

Adjournment

**A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:33 p.m.**



Deborah P. Turner, Stenographer

Approved: 

(Minutes transcribed from recording.)

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**May 18, 2017**

**Prepared by Scott Blomquist on May 10, 2017**

**1. Projects:**

**a. Riverbend:**

- I. GM Patone was contacted by a group that is working with Cecil Bank and would like to meet and discuss Riverbend. A meeting has been scheduled with the MSC on 5/25/17 to go over the project.

**b. Riverwalk Apartments:**

- I. Supervisor Blomquist provided SB Conrad with an estimated cost to install the infrastructure from the riser pole to the PMH-9 and to both of the transformer locations.

**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 3<sup>rd</sup> Street:**

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

**f. 200 and 202 W 9<sup>th</sup> St:**

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

**g. McConnell:**

- I. GM Patone, Scott Lynch from DEMEC and Supervisor Blomquist met with Michael McConnell of McConnell Development, Inc. and their Solar Designers on Friday May 5, 2017. McConnell is interested in installing solar on the roof of their building at 1600 Johnson Way which is currently occupied by Techmer Engineered Solutions.. We explained the net metering rules, advised the maximum available solar on our system at

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this time is 639 KW (which would put the MSC at 5% of peak system demand), and advised an application would have to be submitted for approval. We advised there were not currently any applications in the queue. After the discussions, Michael McConnell provided a Customer Usage Authorization Form signed by Tom Drye, Techmer's Site Manager. GM Patone forwarded load profile information to McConnell and Tangent Energy Solutions per the authorization.

**2. Capital Projects:**

**a. Solar at School Lane:**

- I. The solar portal is complete. We will work with Scott Lynch from DEMEC to get the SREC application completed and submitted.

**3. Capital Purchases:**

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

- I. T-2 is complete except being sent up to get the paint touch up completed.

**4. Operations:**

**a. Outages :**

- I. There have been now unscheduled outages over the last month and one scheduled outage at Techmer to change out the transformer. Techmer was out for 1.5 hours on 4/21/17 while the work was completed.

**2. 05/1/16 – 05/1/17**

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
25.15	0.202	124	99.99

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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. There are only 2 locations that still need repairs; we will continue to work with the Customer Service Department to get the customers to comply.

**b. Wilmington Road Substation:**

i. There is nothing to update for this location.

**c. Dobbinsville Substation:**

i. We are working with several contractors to get quotes to install the HVAC unit at this location.



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d. **Tree Trimming:**

- i. The Electric Department is working on tree trimming when the water department doesn't need our man power.

6. **Customers Power Factor:**

a. **Zenith:**

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

b. **Techmer:**

- I. On 4/19/17 GM Patone and Supervisor Blomquist met with Techmer to go over their plan to correct the power factor at 1600 Johnson Way. Techmer had their engineering team and a contractor that will bring them into compliance at the meeting. The plan to have a 600 KVAR automated multi step capacitor bank installed at the location to correct the power factor. The plan is to design, build, and install the capacitor bank over an 8 week period with the expectation of being completed by the end of June.

7. **AMI Metering:**

a. **AMP:**

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

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## Water Department Commission Meeting Report

May 18, 2017

Prepared By: Jay Guyer on May 10, 2017

### 1. Projects

#### A. Riverbend Subdivision

1. The water system in Riverbend was flushed on April 18<sup>th</sup> and May 4<sup>th</sup> to maintain the required 0.3 ppm of Chlorine Residual.

#### B. Water Metering

1. Meter reading was completed on May 12<sup>th</sup> by the Linemen. Water Operators will follow up on water check reads as needed and high/low/zero reads will be addressed.

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

1. Supervisor Guyer updates New Castle County Special Services, their engineering firm Tetra Tech, and Reybold Construction weekly on the water main installation progress on Clark Street.

#### D. Cross Roads Well – Penn Farm

1. Supervisor Guyer and Assistant Supervisor Jaeger continue to review files for additional information on the Basin Road, Frenchtown Road, and School Lane Wells and fill out the Allocation Permit. Supervisor Guyer contacted Allison Diggins of DNREC Water Supply Branch to schedule a meeting to review the information collected to date.

#### E. Riverwalk Apartments – 7<sup>th</sup> Street

1. Supervisor Guyer reviewed the revised plans to ensure compliance with MSC Technical Water Specifications and Cross Connection Control requirements. Supervisor Guyer is developing 2 amounts that will be escrowed for the project as the developer plans to complete the water main work in 2 phases approximately 1 year apart. The developer has not made a final decision in reference to master metering or individual metering. A meeting is scheduled for May 16<sup>th</sup> with SB Conrad and the site contractor.

#### F. City Street Repaving

1. Secretary Patone received an inquiry from City Administrator Barthel in reference to the Cleaning and Relining project as their contractor has completed all of the work they can on the curbs without conflicting with the temporary water systems. Secretary Patone and Supervisor Guyer reviewed the updated weekly schedule from JFC and forwarded to

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Administrator Barthel for his reference. Supervisor Guyer has not received any updates from the City Building Official or City Engineer in reference to their overall Street Repaving program and timing.

2. Supervisor Guyer received from City Engineer David Athey a draft plan of the proposed 9<sup>th</sup> Street Drainage Improvements. They are being reviewed and comments will be returned for consideration.

### G. Cleaning and Lining Projects

1. Supervisor Guyer received the signed agreement from for the three (3) projects from J. Fletcher Creamer (JFC) and forwarded them to GM Patone. Supervisor Guyer received Approvals to Construct from the Office of Drinking Water (ODW), Office of Engineering (OOE) for the cleaning and lining projects. MSC received parts and materials from Dover Plumbing and additional materials are being purchased from Fergusons as needed.
2. Supervisor Guyer and Assistant Supervisor Jaeger meet daily with the JFC Foremen Andy Tores to coordinate the day's activities. Supervisor Guyer meets weekly with GM Patone to update her on the project progress and the next weeks planned work. GM Patone sends weekly updates to our customers regarding the contractors work schedule, activities, and locations of street / lane closures, and no parking/parking restrictions. A combination of e-mail, hand delivered letters, and phone calls are being used to keep customers updated.
3. JFC submitted their first invoice which covered installation of the temporary mains and services and the excavations on Delaware Street, 9<sup>th</sup> Street, and in Dobbinsville. The amount invoiced and approved was \$308,161.00. Supervisor Guyer has reviewed with GM Patone the costs of three (3) additional excavations at \$8,250.00 and upcharges for lining the main on The Strand which was an 8" as opposed to 6" as noted on the plans which is estimated at \$8,700.00. The total being charged against the Delaware Street Contingency is \$33,450.00 which was estimated at 10% of the project which equaled \$56,405.53.
4. Delaware Street – JFC has completed cleaning all of the 6", 8" and 12" mains on Delaware Street, The Strand, 2<sup>nd</sup> Street, and 3<sup>rd</sup> Street and has started lining the 6" and 8" mains. Three (3) additional excavations were required to remove fittings and old valves that were not on the plans. When the lining is completed, JFC Crews start installing the new valves and fittings to reconnect the system for flushing and testing.

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5. Dobbinsville Clark, Center, and Clymer Streets – JFC has completed cleaning the 4 segments of water main and plans to start lining on May 17th.

MSC Operators completed installing, hydrostatic testing, and bacteria testing of the new 6" ductile iron pipe on the 600 Block of Clark Street. MSC Operators will tie into the existing main on May 16<sup>th</sup> and start working on the water service connections.

6. 9<sup>th</sup> Street from Delaware to Clayton Street – The 6" main is cleaned and lined. MSC Water Operators dug up one (1) service that could not be blown back and re-tapped the main. Bacteria samples were collected on May 11<sup>th</sup> and 12<sup>th</sup>, results are pending. JFC plans to complete the tie in the week of May 15<sup>th</sup> and start removing by-pass pipe.

MSC crews installed the 6" valve on 9<sup>th</sup> Street on April 17<sup>th</sup> to allow the main to be isolated from the cleaning and relining project that will be performed on the main between Tremont and Clayton Street.

### H. Verizon Cell Tower at 100 Municipal Boulevard

1. Construction of Verizon's new cell tower is completed. Supervisor Guyer contacted Jeff Bergstrom in reference to when proper site restoration along the side fence would be completed by the contractor. He will follow up with the contractor.

### I. Cirillo 6 Townhouses on 9<sup>th</sup> Street

1. Cirillo Brothers submitted the required escrow money and the water main work was scheduled for the week of May 1<sup>st</sup>. MSC was onsite to inspect the water main and service work completed by Cirillo Brothers. The water main work was completed on May 4<sup>th</sup> and the roadway temporarily patched with black top. All work observed was in conformance with MSC Technical Water Specifications. Final invoicing for the work completed will be completed and forwarded to the office for processing.

## 2. Operations

### A. Artesian Water Interconnection

1. MSC shut down the interconnection completing the sale of water to Artesian Water Company on April 6<sup>th</sup>. Several issues that were identified with the SCADA logic will be discussed with our integrator so solutions can be developed and implemented.

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### B. Outages, Reporting, and Regulations

1. There were several planned and unplanned outages related to the Cleaning and Lining projects and the water main work on 9<sup>th</sup> Street. The outage report is attached for review.
2. Supervisor Guyer received our 2016 water test and analysis information from the Office of Drinking Water for preparing our Consumer Confidence Report. The data will be reviewed, the CCR updated, and then distributed to our customers by the July 1<sup>st</sup> deadline and the ODW by the July 10<sup>th</sup> deadline.

### C. Repairs and Maintenance

1. AC Schulte's performed their annual maintenance inspection and testing of all pumps and motors. Supervisor Guyer meet with our sales rep to review the final report which illustrated no repair or maintenance is are required on our well, GAC, and finish pumps. One potential issue was noted on the 4" piping at Basin Road not having a flex coupling will be reviewed to see if any action is necessary.

### 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 for the WIAC Grant for the Cleaning and Lining Project in Dobbinsville. Supervisor Guyer has kept Ms. Warren updated on the progress of the cleaning process and scheduling for lining so other municipalities, water utilities, and engineers could schedule a date and time to be on-site to observe the process.
2. Supervisor Guyer and Assistant Supervisor Jaeger have received proposals from RK&K Engineering, Pennoni Associates, AECOM, and KCI Technologies for assisting the MSC with developing and implementing an Asset Management Program. Supervisor Guyer and Assistant Supervisor Jaeger will review the proposals and make a recommendation 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. No equipment issues to report.

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### F. Water Quality Testing

1. MSC collected our quarterly VOC samples from Basin Road Well on May 10<sup>th</sup>. Results are pending.

### 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 plans, and information related to the age of the water mains in known areas.

### H. Personnel

1. Water Operator Jeffrey Schlecht completed the Water Distribution License preparation course at the Del-Tech Campus in Georgetown and is registered to sit for the June 8<sup>th</sup> exam.

### I. DNREC Letter Reference Private Wells

1. Secretary Patone and Supervisor Guyer reviewed comments from the City attorney on the Draft Private Well Ordinance MSC presented. Secretary Patone will follow up with the City Council President and Administrator to review the comments and responses.

## 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 will attend the Sub-Committee meeting scheduled for May 17<sup>th</sup> to review and discuss the current water and projected demands through 2030.
3. The next WSCC meeting is scheduled for July 20, 2017.

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### **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 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:** April 2017 Water Works Report  
April 2017 Water Outage Tracking Sheet