

Municipal Services Commission
Monthly Meeting
March 23, 2017, 4 p.m.
216 Chestnut Street
New Castle, Delaware

The meeting was called to order at 4:01 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; Tara French, Customer Service Manager

Minutes – A motion was made and seconded to approve the minutes of the 2/23/17 monthly meeting as distributed. The motion was seconded and approved.

A motion was made to approve the 2/23/17 executive session minutes as distributed. The motion was seconded and approved.

A motion was made and seconded to approve the minutes of the 2/27/17 special meeting as distributed. Mr. Knox asked if the issuance of a Form 1099 for under billed customers had been resolved. Secretary Patone said that Horthy and Horthy requested we wait to receive their opinion letter after tax season. We have obtained the information needed should we need to do a Form 1099. The motion was seconded and approved.

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported a total operating cash balance of \$2,555,362.10. PNC escrow and meter deposit total in the amount of \$818,539.82 Total cash balance is \$3,373,901.92. Total investments are \$1,076,223.99. Treasurer Stubbs reported the bank statements were reviewed by Secretary Pam Patone. Secretary Patone's questions were answered satisfactorily by Treasurer Stubbs. The checkbook register is attached to her report.

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

Customer Service Report – Ms. French reported the electric commercial audit is complete. There were six accounts that changed categories. Reclassification will be done by the end of this month so the April billing will reflect their new classification.

Water Meter Survey – They received all the water meter books and electric meter books. They are addressing items listed and assessing a path forward. All water projects that are underway or in stages of being underway, Customer Service Representatives are gathering information and keeping contact information current for Secretary Patone to communicate with as a group rather than individually.

Ms. French reported they have been notifying customers of unsafe electric service due to storm damage and/or items mentioned during the electric meter audit.

Electric Department Report – Mr. Blomquist reporting.

(See attached report.)

VanDyke Village – This is a problematic area for repairs and maintenance because most of the repairs are at the rear of properties. Many of those properties have fences and if we need to remove a fence we have to replace it. Tree trimming is difficult because of access issues. Nothing is accessible from the

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street. The Electric Department spends a lot of time in VanDyke Village doing repairs and maintenance. Mr. Blomquist said they plan on putting together a plan to put utilities underground, similar to Booker Circle. VanDyke Village is larger than Booker Circle. It is on the capital project list, possibly starting next year if approved. He is looking at a three-year project to present this fall. Work will be done in house.

Water Department – Mr. Guyer reporting.

(See attached report.)

Secretary Patone said that community meetings have been well received. They have been going to Dobbinsville to talk about projects in that area and make residents aware of what to expect. She is following up on questions from some of the residents. There were two residents from The Strand inquiring when underground electric work would begin on The Strand. Secretary Patone informed them that the VanDyke underground conversion project is the next project in the coming year.

Artesian Water Billing – Secretary Patone pointed out they started selling water March 9th. Our billing period runs from the 12th to the 12th. We chose to bill for the first three days on the April 19th bill. Revenue will be received in the next fiscal year.

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

Financial Report Executive Summary – Secretary Patone reporting.

(For the period ending 2/28/17)

Tricia Malloy, accountant, prepared financial reports for the 11-month period ending 2/28/17. Total assets of \$16,553,050; an increase in cash of almost \$11,000 from the previous month.

Property, Plant and Equipment – The increase in cash reflects the purchase of a water utility locator and the installation of a water service.

Prepaid Expenses – Prepaid expenses have increased. Workman's compensation insurance has typically been paid in installments. We noted the short time between installments and there was concern with late fees. The decision was made to pay for the full year rather than issue separate checks.

Revenues and Expense Report – As of 2/28/17 we had \$246,000 in surplus of net assets; \$31,000 from water and \$215,000 from electric. Secretary Patone noted in the current schedule year to date there is \$194,000 of capitalized labor that is a reduction of expenses. When looking at the surplus of net assets there is an excess of \$50,000. The under billings and overbillings are also factored in to the revenue figures.

Secretary's Report – Secretary Patone reporting.

DEMEC – Secretary Patone said President Patrick McCullar called for a special DEMEC meeting on 2/27/17. One of the agenda items was the North American Electric Reliability Corporation (NERC) internal compliance program. Over the last year ACES and DEMEC staff have been working to identify the NERC compliance requirements for the Beasley units and if any of the distributed providers/municipalities underneath DEMEC had requirements. The first phase was budgeted to be \$100,000 for consulting work. Development of the compliance program and training is about \$91,000. The compliance program was presented to the Board and approved. The second phase was to hire ACES to coordinate with DEMEC staff for administration of activities that will need to take place the first two years. President McCullar believes after two years DEMEC staff will be able to take on most of the

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compliance work. They voted to move forward with Phase 2 at a cost of \$76,000 for the first year and \$77,000 the second year.

The second agenda item was a long-term contract. Approval was granted for a purchase of up to 50 MW for up to 10 years beginning in 2020 and not to exceed \$42/MW. There are negotiations ongoing and President McCullar was given approval to move forward with negotiations.

The last item on the agenda was a Communications/Public Relations person to be hired in the last quarter of DEMEC's fiscal year. However, due to the recent cooperative approaching the City of Dover and the desire to get public awareness of public power for municipalities it was decided to hire someone sooner. That individual will begin on 4/1/17. The operating budget was increased about \$51,000. Secretary Patone told Commissioners she has been putting information in the October billing about the benefits of public power.

President Sippel and Secretary Patone will attend the monthly DEMEC meeting scheduled for 3/28/17.

Secretary Patone reported they have been notified by DEMEC there have been some changes on the Board. The City of Dover's City Manager is leaving as of 3/14/17 and the City of Newark's City Manager will be assuming the role of City Manager for Delaware City.

Secretary Patone provided a copy of the Delaware Electric Cooperative's proposal to the City of Dover to Commissioners for review. She anticipates getting more information at the next DEMEC meeting.

She said there are no updates to report on consideration of the purchase of real estate. There was no executive session in the special meeting.

OLD BUSINESS

Free Service/Nonprofit Update – Secretary Patone is still working with the Trustees to identify their easements. Trustee Property Manager Mike Marinelli and their counsel have indicated the MSC should go ahead with the easements that we have. She is working to ensure she has everything she needs before having more discussions.

Well Ordinance Revision – Secretary Patone provided the document to City Council President Linda Ratchford and City Administrator Bill Barthel. The document was sent to the City Solicitor for his review. Discussions will follow his review.

NEW BUSINESS

Operating Budget – The final budget was distributed to Commissioners. Secretary Patone indicated the budgeted change in net assets shows a deficit of \$74,000. This reflects the \$50,000 pension already approved under the capital budget and \$24,000 is the cost for a cost-of-service study. The study would take place in September, the last quarter of this calendar year, and any changes would be implemented in the next year. However, the cost to pay for the consultant would be in this fiscal budget. She is recommending approving the budget with a deficit of \$74,000.

Finalized assumptions are the same as what Commissioners have already reviewed, except for the two highlighted entries. At the last meeting Secretary Patone suggested the energy efficiency program be an additional line item on the bill and that we approve it. Because the cost is already within the DEMEC rate, DEMEC voted to approve having the amount included in our current wholesale rate and having it

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go into our rate stabilization fund until such time as the DEMEC Board agrees to move forward with the program. We are already capturing the cost in our budget within the DEMEC rate. She believes it would be appropriate not to pass along that charge in the form of a separate line item on the bill; it is already captured in the wholesale DEMEC rates. If the DEMEC Board approves it and Commissioners agree, it is already reflected and we would be able to pass along the full \$2.30 per 1,000 kWh savings without any addition for the energy efficiency. This results in a 2% reduction in all residential accounts and a little more than 3% for large commercials.

The Artesian interconnection is now in the budget; it is estimated at \$70,000 in income.

Mr. Rowland asked what impact Burriss might have should they leave Centerpoint Business Park. Secretary Patone is unsure and plans to talk with them about their plans. She does not have updated information yet. She added it could be seamless for the MSC if another firm takes the space.

Secretary Patone is requesting approval for the budget so the April bills can go out with the reduction. She wants to start contacting commercial accounts. The bills would be read on 4/12/17 and dated 4/19/17 giving staff one week to get them prepared and reviewed. The City appropriation is calculated at 6% of the user charge. It is about \$1,000 higher than last year. She will give City Administrator Barthel the estimate and the final number will be provided once field work is finished.

A motion was made to approve the budget as presented. The motion was seconded and approved.

Energy Efficiency Program (AMP Energy Program) – The City of Seaford has already given authority to their City Manager to vote 'yes' with DEMEC. Scott Lynch believes there will be votes soon from a majority of the other municipalities. Secretary Patone asked if the Board wants to take a vote tonight giving authority to President Sippel and Secretary Patone to vote 'yes' when a vote is taken by the DEMEC Board. She noted that our large and medium commercial accounts would benefit by having energy consultant resources.

A motion was made giving President Sippel and Secretary Patone authority to vote in favor of the Energy Efficiency Program when a vote is called by the DEMEC Board. The motion was seconded and approved.

Secretary Patone spoke to Commissioners about a change to a procedure that has been used for years by the MSC. The procedure involves customer charges as they relate to move ins and move outs. This subject mostly affects residential accounts (ex.-homes, apartment complexes). Currently if someone moves out they receive a customer charge for the last month and the new resident/tenant could have 29 days of electric usage, but will not receive a customer charge.

The current billing software is set up so the last bill gets charged the charge and the first bill does not get charged the charge. Some of the reasons given for why this was done is that there were potential software challenges but also the way recording had been done that was the tally of how many customers we had so we were never counting individuals twice. Secretary Patone has researched this issue and firmed up her confidence that the customer charge should be to the person moving in as well as moving out. We incur a lot of staff time dealing with move ins/move outs. We must get a meter reading, prepare a bill, and create that bill for the person moving in and the person moving out. Secretary Patone reviewed our tariff and confirmed there is nothing prohibiting us from charging a customer charge to all customers during a billing cycle. In fact our consultant said it is standard in the

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Industry to charge both parties for the reasons mentioned. Secretary Patone indicated the current and new software can accommodate the charge to all customers. She would like to begin working on getting this implemented. Secretary Patone has spoken with Ms. French, Messrs. Blomquist and Guyer. The only group they feel we need to communicate with about this change are owners of apartment complexes because they may see the difference when utilities go back into the landlord's name for a period of time until it goes to the new tenant. A letter has been prepared and will be mailed tomorrow. She asked for the Board's input.

Secretary Patone stated there are two apartment complexes (The Helm and Deemer's Landing) in the City that may look at their bills from that perspective. When someone moves out of an apartment the electric is put back in landlord's name; their first month they don't get that \$10 charge, they only get the electric usage for the month. She anticipates seeing a customer charge on every bill. Secretary Patone estimated the change could generate an additional \$4,000 of revenue each year that would help to offset additional costs for Customer Service Representatives' time. Commissioners agreed with Secretary Patone's decision as described.

Topics for next month's agenda –


- Election of a president, secretary and treasurer.
- Appointment for DEMEC's representation and alternate.
- Review the water organizations the MSC belongs to and their representatives.
- Appointment for DEMEC's Demand Response Group.

Next Meeting

Commissioners set the next monthly Board meeting to be 4/20/17, 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 adjourned at 5:15 p.m.



Deborah P. Turner, Stenographer

Approved:


(Minutes transcribed from recording.)

ELECTRIC DEPARTMENT COMMISSION REPORT

March 23, 2017

Prepared by Scott Blomquist on March 15, 2017

1. Projects:

a. Riverbend:

- I. We have been in contact with the electrician that is going to provide Parkway Gravel with a price to install the electric infrastructure. We have answered any questions they have asked.

b. Riverwalk Apartments:

- I. Supervisor Blomquist received a call from SB Conrad who is the contractor for this project. They would like to get the temporary service energized. Supervisor Blomquist advised them that they needed to pay the meter deposit and associated funds to get the work started. When this is complete we can schedule the work when they have their electrician onsite.

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.

2. Capital Projects:

a. Booker Circle:

- I. This project is complete and will be removed from the report next month.

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ELECTRIC DEPARTMENT COMMISSION REPORT

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b. Loop Feed for Downtown Delaware Street:

- I. The transformer was changed out. This project is complete and will be removed from the report next month.

c. Solar Portal:

- I. Assistant Supervisor Granger is working on getting the equipment installed in a junction box and wired up.

3. Capital Purchases:

a. T-2 Bucket Truck:

- I. The truck is in the paint shop in Pennsylvania. When the painting is complete we will take delivery.

4. Operations:

a. Outages :

1. We had 2 outages over the last month.

- I. 200 Block of Delaware – We had a scheduled outage at this location to change out the transformer in the manhole in front of the bank. 10 customers were out for 2.5 hours.
- II. Delaware and 3rd Street – We an interruption caused by a squirrel. 34 customers were out for a half hour.

- b. We had an ice storm on March 14th with several outages. We are currently getting all of the information in our outage tracking software. Supervisor Blomquist will report on this in the April Commission Meeting. Supervisor Blomquist would like to thank everyone for all of their help getting power restored throughout the day. The Linemen and Water Operators worked together in a safe and efficient manner.

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2. 03/1/16 – 03/1/17

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
20.9	0.152	137	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.

b. **Wilmington Road Substation:**

i. There is nothing to update for this location.

c. **Dobbinsville Substation:**

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

- d. **Tree Trimming:**
 - i. The Electric Department is working on tree trimming at this time.

6. **Customers Power Factor:**
 - a. **Zenith:**
 - I. Operation's continues to provide the Load Profiling for this location.
 - b. **Techmer:**
 - I. Operation's continues to provide the Load Profiling for this location.
 - II. There has been no contact from Techmer regarding the testing they plan to have performed.

7. **AMI Metering:**
 - a. **AMP:**
 - I. There has been no contact from AMP regarding the estimate for AMI Meters.

8. **IA-861 Report:**
 - i. Supervisor Blomquist has been working on gathering all the information for the EIA-861 report for the Department of Energy.

9. **Billing Audit:**

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- i. The Billing Audit is complete. Customer service will make the changes to the accounts after the March Billing.

10. New Cell Tower at 100 Municipal BLVD:

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

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Water Department Commission Meeting Report

March 23, 2017

Prepared By: Jay Guyer on March 15, 2017

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on February 21st to maintain the required 0.3 ppm of Chlorine Residual.
2. Secretary Patone will update the Commission on communications with Parkway Gravel, Inc. and Cecil Bank.

B. Water Metering

1. Electric Lineman completed meter reads on March 13th. Water Operators followed up on water check reads as needed for the month. High/low/zero consumption reads were addressed
2. Water Operators continued performing the water and electric meter surveys inspecting meters to ensure their integrity. Door Hangers are being used to schedule inspections if customers are not home. Assistant Supervisor Jaeger reviewed the survey books then met with Tara French on March 7th to review and discuss how to proceed with updating the information in Bill Master.

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

1. Reybold Construction continues working on the sanitary sewer replacement on the 600 Block of Clark Street tying in sewer service laterals to the homes. MSC receives daily progress reports from the on-site County Inspector. Reybold damaged the marked water service at 604 Clark Street which MSC crews repaired. Reybold will be invoiced for the cost of the repair. Supervisor Guyer attended Progress Meeting No. 2 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. Reybold plans to have the sewer work completed by the end of March.

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. MSC Operators started collecting the required sampling for modifying our DNREC Allocation Permit. Supervisor Guyer is reviewing the Phase II and V test results and PFC test results.

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E. Riverwalk Apartments – 7th Street

1. Supervisor Guyer received revised water plans from Sean Torpey of Mid Atlantic Engineering Partners on March 13th illustrating the proposed pump house and separate domestic and fire services. Supervisor Guyer and Assistant Supervisor Jaeger will review the 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. Supervisor Guyer forwarded water main plans for 9th Street to the City Engineer as requested. The City plans to eliminate the concrete swale on 9th Street and install several catch basins and storm water pipe that may require water main adjustments. The City Engineer will forward plans for the proposed work when they are completed. MSC will coordinate the water main work with Jeff Bergstrom.

G. Cleaning and Lining Projects

1. Supervisor Guyer is finalizing Agreements for the projects and Assistant Supervisor Jaeger has generated a material list that was sent to Dover Plumbing, Fergusons and Bel-Air Road Supply for price quotes on March 14th.
2. Delaware Street – MSC met with citizens on March 13th to discuss the project. MSC discussed cleaning and lining this street first to avoid conflicts with annual city planned events (Separation Day). Due to temperatures below freezing, JFC proposed installing temporary water services by the end of March and estimated it would take 6-8 weeks to complete the project. Supervisor Guyer anticipates that several 100 plus year old 12” valves on Delaware Street may need to be addressed when work commences.
3. Dobbinsville Streets – MSC electric crews have cut down the trees in conflict with MSC water mains. Stump removal will be completed prior to JFC mobilizing to this site. JFC proposed installing temporary water services in coordination with the completion of the Delaware Street project. As crews finish cleaning/lining Delaware Street they will mobilize to Dobbinsville to install the temporary water services. JFC estimates this project will take 4-6 weeks.

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MSC will begin installing new 6" ductile iron pipe on the 600 Block of Clark Street when Reybold has completed the sewer work in the area.

4. 9th Street from Delaware to Clayton Street – MSC met with citizens on March 15th to discuss the project. JFC proposed installing temporary water services in coordination with the Delaware Street project and also performing the cleaning/ lining of this area before starting the Dobbinsville Project. MSC will replace the water main from Delaware to Tremont Street due to known issues with the pipe in that area. MSC will begin this work as weather permits.

H. New Castle County Sanitary Sewer Relocation - 8th and Young Street

1. Merit Construction continues working on this project with final paving pending.

I. Trustees – 2nd Street Park Water Service

1. Secretary Patone advised the Trustees they would have to pay for the cost of materials and MSC Water Crew would provide the labor to perform the installation. Supervisor Guyer met with Trustees on-site on March 10th to discuss the project. MSC will schedule the installation of the water service, meter pit, and yard hydrant.

J. 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.

K. 27 West 3rd Street

1. There has been no further communication from the Trustees about this project.

L. Cirillo 6 Townhouses on 9th Street

1. Supervisor Guyer received revised water plans from McBride & Ziegler for the proposed 6 townhouses on 9th Street to review for compliance with MSC Technical Water Specifications. The plans were forwarded to City Building Official / Fire Marshall Jeff Bergstrom for approval of the fire hydrant relocation.

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M. St. Peters Triangle Apartments

1. There has been no further communication from the developer about this project.

2. Operations

A. Artesian Water Interconnection

1. MSC was contacted by Artesian Water Company on March 1st inquiring about activating the School Lane Interconnection if they needed to while they performed maintenance on one of facilities. MSC Water Operators met with Artesian Water Representatives on-site and flushed the interconnection until clear water with an acceptable chlorine residual was observed. Artesian collected water samples to test for bacteria. Artesian indicated the water samples were absent of bacteria on March 6th. MSC began selling water to Artesian on March 9th at a flow of 350gpm. On March 13th, they requested the flow be increased to 500gpm to meet their system demands. General Manager Patone was in contact with Artesian to set-up billing arrangements. Artesian estimates they will need to purchase water for approximately 4 weeks.

B. Outages, Reporting, and Regulations

1. There were no planned or unplanned water outages for the month of February. The outage report is attached for review.
2. Supervisors Guyer and Jaeger have completed updating and submitted the DNREC Tier II Hazardous Chemical Report for 2016.
3. Supervisors Guyer and Jaeger will start updating the DRBC Annual Water Audit Report for 2016. The report is due March 31, 2017.

C. Repairs and Maintenance

1. MSC Water Operators removed the old brick sidewalk on 3rd Street adjacent to our office parking lot, raised and corrected the subgrade, then re-laid the existing brick. Supervisor Guyer discussed the project with City Building Official Jeff Bergstrom and completed a Building Permit for the project which was approved.
2. AC Schultes performed their annual maintenance inspection and testing of all pumps and motors. Their final inspection report is pending and will be reviewed when received.

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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 will review them 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. Completed approved equipment purchases including a LIFEPAK AED, a Vivax Metrotech VM -810 Buried Pipe and Utility Locator, and a Vivax VM – 880 Ferromagnetic Metal Locator for locating curb and valve boxes.

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.
2. All raw water wells were sampled for bacteria as part of the DNREC water allocation requirements. Tests results came back absent of bacteria.

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. A geometric network was completed allowing the map to trace the water system. This GIS data will be used in the development of our Asset Management Plan.

H. Technical Water Specifications – Standard Water Details

1. Assistant Supervisor Jaeger and Supervisor Guyer worked with Brian Miller, PE from Pennoni to finalize a set of 18 standard details that confirm with MSC technical water

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specifications. Pennoni also generated a list of approved materials for projects and updated the MSC summary sheet for performing water main and water service construction in the City of New Castle. MSC will incorporate these into the technical water specifications.

I. Personnel

1. New Water Operator Jeffrey Schlecht is enrolled in the Water Distribution License preparation course at the Del-Tech Campus in Georgetown, DE.
2. All Utility Building Employees attended CPR / AED / Basic First Aid training on February 16th and Fire Extinguisher Training on March 9th.

J. DNREC Letter Reference Private Wells

1. Supervisor Guyer and Assistant Supervisor Jaeger met with Secretary Patone to discuss the proposed Ordinance and MSC Tariff amendments to be considered for addressing private wells within our service territory. Several changes were incorporated into the documents. Secretary Patone will schedule a 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. A conference call is scheduled for March 20th.
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. The next WSCC meeting is scheduled for March 30, 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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March 23, 2017

Prepared By: Jay Guyer on March 15, 2017

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next meeting is scheduled for March 2017.

D. Water Operator Advisory Council Meeting

1. The Advisory Council meeting on March 2nd went well. Applications for operator Licenses were reviewed, members were updated on Regulations being reviewed, new training courses were reviewed and approved for credit hours, and reappointment of Council Members was discussed.
2. The next meeting is scheduled for June 1, 2017.

End of Report

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