

Municipal Services Commission
Monthly Meeting
June 22, 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: Mary Jane Stubbs, Treasurer; Scott Blomquist, Supervisor, Electric Department; Jay Guyer, Supervisor, Water Department

Minutes – A motion was made and seconded to approve the minutes of the 5/18/17 monthly meeting. The motion was seconded and approved.

One edit was noted. **A motion was made and seconded to approve the minutes of the 5/18/17 executive session as amended. The motion was seconded and approved.**

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported a total operating cash balance of \$1,984,722.33. PNC escrow and meter deposit total in the amount of \$838,675.67. Total cash balance is \$2,823,398. Total investments are \$1,090,002.42. These figures are estimates because they are in the middle of the old and new systems. Treasurer Stubbs reported that bank statements were reviewed by Ryan Jaeger, Assistant Water Supervisor. Mr. Jaeger's questions were answered satisfactorily by Treasurer Stubbs. The checkbook register is attached to her report.

Treasurer Stubbs noted that Statewide Benefits is entered twice on the last page; one entry will be removed.

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

Accounting and Customer Service Report – Secretary Patone reporting (in the absence of Tara French)

Secretary Patone covered some of the accounting areas and software changes she has been involved in since the last meeting. Auditors did field work the same week as the first conversion with parallel payroll. The field work went well. She said that two items needed adjustment – one adjustment involved Capital Gain incorrectly recorded in Investments as Dividend Interest instead of Capital Gain. Nothing significant was raised. Secretary Patone informed the draft audit was to be submitted by 6/15/17, but she does not yet have the draft. She has prepared financial statements and recorded all pension entries. The draft should be received within the next week and Secretary Patone will forward to Commissioners. She would like the auditors to make a presentation at the July meeting.

Mr. Knox asked Secretary Patone for her analysis of the new auditors versus Horthy and Horthy. She said the team consisted of three auditors. They did a risk-based audit and attempted some of their own analysis before looking at her work papers. They asked good questions. Secretary Patone was pleased with Horthy and Horthy's work, but thinks a fresh set of eyes is good, in addition to the cost savings. She will prepare the reconciliation between yearend and the audit so Commissioners can see any changes. Secretary Patone does not anticipate anything significant concerning management reconciliations.

Secretary Patone reported the conversion process has been non-stop since the last week of May. This included financial statement conversion, payroll conversion, inventory, payroll statements, accounts

Municipal Services Commission Meeting Minutes
June 22, 2017

payable, uploading data and checking to make sure it is correct, training the intern, Tara French and Secretary Patone, and more. Secretary Patone and staff are excited about project accounting; this program will enable them to get reports quickly on various projects. Secretary Patone is comfortable with adjustments to be made. We are no longer using the old accounting software; we are still entering some information in the QuickBooks project accounting because they do not have all the data converted. This will be completed in about one month.

As part of the payroll conversion Secretary Patone reported that employees can now see their vacation and sick time on their pay stub. Additionally, in July employees will be able to make requests for time off and log in their hours for pay. Employees will be able to submit a request to change their W-4 deductions and vacation time will go to their respective supervisor for approval and handled electronically.

Utility Billing – Software changes started this week. Secretary Patone reported on some challenges they experienced last week with the upload of the database. This was due to our poor database connection with Comcast. She is working with Comcast to improve connectivity and is trying to get a free upgrade for a better service with Comcast. She will work to get a free service through the municipality franchise agreement at a later date. As a result of the database problem, they will be delayed in getting billings out (normally issued on the 20th). A letter was sent to customers informing that the switch to new software is causing billings to be delayed this month. Secretary Patone said that meter readings will be taken in July from the new system.

Secretary Patone reported that Ms. French is interested in renewing her CPA license. We have been assisting her with courses to get her license updated. Ms. French has submitted necessary documentations by the 6/30/17 expiration date.

Customers are receiving water service for two months free of charge. Next month they will return to a regular billing. According to Secretary Patone this caused some problems with the data conversion, but they have been working through the issues.

There are no financial accounting statements.

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

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

Riverbend – Secretary Patone, Messrs. Blomquist and Guyer and City Building Inspector Jeff Bergstrom met with Tom Ahearn of Cecil Bank, Nick Ferrara, Sr., Nick Ferrara, Jr. and Mario Gangemi of Greggo & Ferrara (Parkway Gravel), and James Winfield of JMW Investments to discuss the Riverbend Subdivision. Mr. Guyer said that JMW Investments appears to help subdivisions that are in financial trouble to get back on the market and be developed. During the meeting MSC staff and Mr. Bergstrom explained the status of the infrastructure in the subdivision and the requirements for completion. In addition, Mr. Bergstrom advised what other agencies they should reach out to understand other requirements. Secretary Patone provided JMW Investments with a draft of the proposed agreement for MSC to complete the water and electric infrastructure and the associated estimated costs. They appear to be interested in reopening discussions on the proposed agreement the MSC put in front of Cecil Bank and Parkway Gravel. Nick Ferrara indicated he believes that costs provided by the MSC to complete the

Municipal Services Commission Meeting Minutes
June 22, 2017

infrastructure are fair. She pointed out that if a decision is made to move forward, the MSC prefers both owners participate in discussions. Cecil Bank indicated they were not interested at the time the original proposal was drafted. Mr. Rowland asked if the proposed agreement incorporates completing the loop. She said 'yes', that was part of the discussion with Cecil Bank, Greggo & Ferrara (Parkway Gravel) and MWM Investments. Further Secretary Patone believes they are still interested in the MSC completing the infrastructure. She said another meeting between Greggo & Ferrara, Cecil Bank and JMW Investments followed the MSC meeting where MSC and City staff were not present.

On June 20, 2017, Dave Collins (and a gentleman, Blake, full name not available) of Ryan Homes called Secretary Patone to inquire regarding connection costs for water and electric infrastructure. Secretary Patone advised the electric and water infrastructure would need to be completed and the full cost was borne by the Developer. Secretary Patone reported that Mr. Collins suggested Ryan Homes would anticipate buying the property after the infrastructure was complete and he was only interested in knowing connection costs for electric and water after the infrastructure was complete. Mr. Collins indicated that Ryan Homes is aware of the incomplete infrastructure and will not get involved until it is complete. Secretary Patone advised there were no connection fees; an application is taken with a deposit in order to begin service. She referred technical questions to Mr. Guyer and Mr. Blomquist.

Secretary Patone updated the Commission regarding the DNREC PFC investigation. She reported Supervisor Guyer, Assistant Supervisor Jaeger and she spoke with DNREC on June 7, 2017, to understand the investigation of the PFC contamination that resulted in a shutdown of the MSC water system in the summer of 2014. DNREC indicated they continue to try to determine if there are other sources of PFC's besides what was found at the Delaware Air National Guard (Guard). The DNREC environmental scientists (Stephanie Gordon and Qazi Salahuddin) indicated they had chosen six different sites from the almost 20 potential locations mentioned in their previous report. Secretary Patone inquired whether this would conclude their investigation or if DNREC would continue to drill wells and take additional testing in future years. The DNREC representatives indicated they could not definitely provide an answer until results are received in the fall. As has been discussed the MSC will seek reimbursement for costs involved with this contamination, some of those costs include putting in a system to treat the water and ongoing costs of the carbon.

Secretary Patone addressed the State of Delaware's discussions regarding the Napoli Law advertisement concerning the City of New Castle (and Artesian Water) putting out water containing a contaminant. After learning of the Napoli Law advertisements on television and on their website, the MSC researched and determined some of the statements were inaccurate. The MSC inquired with the State of Delaware Office of Drinking Water who advised that DNREC and other State agencies were reviewing the material for accuracy and to determine if anything could be done. The MSC asked the State of Delaware (State) to have Napoli Law remove the inaccurate information. Artesian Water had reached out to the MSC in an effort to share information regarding this issue and to work with the State to have the inaccurate information removed. The advertisements do not communicate to the public that the MSC has installed a treatment system to remove the contaminants and the drinking water meets the State of Delaware requirements. The State has not concluded what they will do regarding the advertisements; however, DNREC did put together a fact sheet with contact information that Secretary Patone and Mr. Guyer have reviewed. The fact sheet will be used for talking points. No calls or inquires have been received from customers related to their advertisements. We have been keeping Dan McCollom informed to know what our next steps would be and whether he would be the appropriate legal counsel.

Municipal Services Commission Meeting Minutes
June 22, 2017

Mr. Guyer clarified the six locations DNREC selects will be new wells. DNREC has identified target locations on the New Castle County Airport property where the wells will be drilled. They plan on drilling to begin this month followed with sampling and wrap up in September with a report on their findings. The MSC has conveyed to DNREC that we want to read the report that comes out in the fall on the six sites and discuss next steps. The Guard is not included; they will conduct their own sampling and monitoring. Secretary Patone said the Guard has been consistent with doing their testing from the beginning. Mr. Rowland asked if the fire control substance that caused the problem is still being used. Mr. Guyer said the foam has been phased out, but has an indefinite life. Whether it has been completely phased out he does not know. Secretary Patone understands that the Guard was able to use the foam if they had it, but there would be no more production of the product.

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

Financial Report Executive Summary – Secretary Patone reporting

(For the period ending 5/31/17)

There are no monthly financial reports other than the disbursements already presented.

Secretary's Report – Secretary Patone reporting

Secretary Patone reported that DEMEC did not have a meeting in June because of the APPA Conference.

Third Annual Joint Council Meeting – President Sippel and Secretary Patone participated in the 6/8/17 DEMEC Third Annual Joint Council Meeting. There was a presentation by a representative from ACES who is assisting DEMEC staff on NERC compliance and DEMEC's responsibility relating to the generation facilities. DEMEC has not made an application yet; they do not feel they have everything in place. Once an application has been submitted you are subject to being audited. DEMEC is a bit behind schedule, but is moving forward.

President of DEMEC, Patrick McCullar made a presentation. *(Copies of the presentation were forwarded to Commissioners.)* The presentation reviewed the major issues faced by Public Power in 2017. The major issues identified were physical and cyber security, distributed energy policies, aging infrastructure and rate design. Secretary Patone discussed how the MSC has addressed these same topics over the past few years. Regarding physical and cyber security, she reminded the Commissioners the staff had a Vulnerability Assessment as it related to physical security in 2014 and a Penetration Test performed in 2015 as it related to cyber security. As a result of these tests, we identified some areas in IT that need to be addressed. We developed an IT handbook and Secretary Patone anticipates bringing more IT improvements to Commissioners over the next year. Physical security assessment did not identify any weaknesses. Secretary Patone plans on having training for staff on security and IT and also organizational files and folders.

Distributed energy policy and the reliable integration of distributed energy is a topic that DEMEC has been actively helping municipalities to navigate. Understanding net metering and the needs of our larger accounts as they may be the ones installing behind the meter power sources has been a topic of discussion. In addition, staff is attempting to keep up to date on legislation related to the subject.

Aging infrastructure is something the MSC has been proactively addressing, specifically the water infrastructure (cleaning/relining water mains and replacement). In addition, the Electric Department has an active replacement plan for poles to insure reliability.

Municipal Services Commission Meeting Minutes
June 22, 2017

Secretary Patone reported staff is watching the area of rate design. In 2012 and 2015 the MSC had a rate design and cost of service study performed. Each year there are different areas staff needs to address as the industry and regulations change. In 2012 the concentration related to having the water rates adjusted to reflect the cost and not be supported by electric rates. In 2015 staff addressed the fixed costs as they relate to customer charges and how solar is impacting them. Our third cost of service study will be done for 2018 and will start in the fall of 2017.

The annual DEMEC meeting will be held in September.

Consumer Confidence Report – Secretary Patone informed the MSC does a newsletter twice a year. Our spring report includes our consumer confidence report, i.e., details about lab testing for water. The fall report includes financial statements that we need to distribute. Secretary Patone reached out to Zenith Home Corp. to be our featured customer in this report. The Secretary's Report lists commissioners, the calendar, a copy of the new bill format, and product information from Zenith (*requested*), details on the water main renewal program and lining, and the Certificate of Excellence the Electric Department has received. The report will be available in the next week or two.

Old Business

Non-profit Services Update – Secretary Patone reported this has been put on hold until we get through the software conversion.

Well Ordinance Revision – Secretary Patone, Mr. Guyer and the City Solicitor have not yet evaluated the document to make any recommendations because of the work load during the summer.

New Business

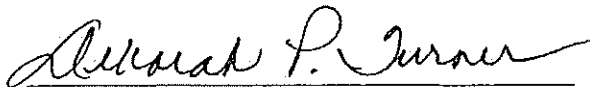
No new business was raised.

Next Meeting

Commissioners set the next monthly Board meeting to be 7/27/17, 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 5:20 p.m.



Deborah P. Turner, Stenographer

Approved: 

(Minutes transcribed from recording.)

ELECTRIC DEPARTMENT COMMISSION REPORT

June 22, 2017

Prepared by Scott Blomquist on June 14, 2017

1. Projects:

a. Riverbend:

- I. GM Patone and Supervisor Guyer met with Cecil Bank to discuss the project. Supervisor Blomquist was not in attendance as he was on vacation.

b. Riverwalk Apartments:

- I. Delmarva changed out the pole across the street where our electric will feed this location. The Developer paid to have this work completed.

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. Electric plans have been submitted to Supervisor Blomquist for review. Supervisor Blomquist had previously made markups and comments. Supervisor Blomquist will schedule a meeting with the Developer to go over the plans.

g. McConnell:

- I. Dave Halloran from Solar Doc called Supervisor Blomquist and asked for clarification on the capacity available and why power factor requirements change when the customer adds solar. Supervisor Blomquist explained the 5% of our peak and what was available. Supervisor Blomquist also explained that once the customer has solar and is generating

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

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

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

ELECTRIC DEPARTMENT COMMISSION REPORT

June 22, 2017

Prepared by Scott Blomquist on June 14, 2017

their own energy then we hold them to the same standard that we are held to. Dave was satisfied with the explanations and had no further questions.

2. Capital Projects:

a. Solar at School Lane:

- I. Assistant Supervisor Granger is working with Scott Lynch from DEMEC to complete and submit the application for SREC's for the solar at School Lane.

3. Operations:

a. Outages :

- I. We had 2 outages over the last month. Both outages were at Dobbinsville Substation.
 - i. The first outage was on 5/27/17. We had a bird that caused an outage when it got into the B phase Potential Transformer on the buss structure. When this happened it caused an arc between the phase and neutral which dropped the voltage on B phase. When you get a significant drop in voltage the Buss Differential recognizes there is a problem with voltage and isolates the Buss. This caused a complete outage on Dobbinsville Substation. The electric crew was able to close in our tie points in the field and bring customers back online. 1158 customers were out for 70 minutes.
 - ii. The second outage was on 6/11/17. This outage was also at Dobbinsville Substation. We had a Buss Differential trip at Dobbinsville and the 410 circuit was also showing a trip and reclose. The electric crew was able to come in and turn the breakers back on and bring power back up. We determined that we had an insulator fail on one of the disconnect switches above the 410 breaker which caused an arc to the Buss Structure and ultimately to the A phase on the load side of the breaker, this caused the 410 breaker to see 17,000 amps on A phase, which caused the trip and reclose. Also this caused the Buss Voltage to drop which caused the Buss Differential to trip, causing an outage on the substation. 1158 customers were out for 38 minutes.

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

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

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

ELECTRIC DEPARTMENT COMMISSION REPORT

June 22, 2017

Prepared by Scott Blomquist on June 14, 2017

2. 06/1/16 – 06/1/17

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
55.36	0.63	87	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.

4. **Repairs and Maintenance:**

a. **System:**

i. Vandyke Village:

ii. 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. **Dobbinville Substation:**

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

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

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

ELECTRIC DEPARTMENT COMMISSION REPORT

June 22, 2017

Prepared by Scott Blomquist on June 14, 2017

- I. The HVAC system has been installed and is working.
 - II. 2 Potential Transformers have been ordered for this location. One to replace the damaged PT and a spare to keep on the shelf.
 - III. 3 insulators were replaced that had signs of arching on them. We had spare insulators from when we demoed part of Wilmington Rd Substation in 2013.
 - IV. The electric crew went through the entire buss structure, all insulators were cleaned and all switches were cleaned and lubricated. Although we found the three insulators that were damaged we were unable to find any cause to why the one failed. There were no signs of any animals or anything to cause it to fail. We cleaned all remaining insulators as a precaution although none were dirty enough to have caused any issue. We suspect that maybe the failed insulator has a crack from the installation process which can get moisture in it and cause it to fail.
 - V. We intend to get the Buss structure tested to see if we can prevent future failures.
 - VI. Where we had a bird create the first outage we moved some Buss caps to prevent birds from nesting in this area, we also temporarily installed rubber cover over the end of the energized bushing and up the wire on the Potential Transformer until we can get some insulating guard to cover it in a more permanent fashion.
- d. **Tree Trimming:**
- I. The Electric Department is working on tree trimming when the water department doesn't need our man power.
5. **Customers Power Factor:**
- a. **Zenith:**
 - I. Operations continue to provide the Load Profiling for this location. There has been no contact from Zenith on a plan to correct.
 - b. **Techmer:**

ELECTRIC DEPARTMENT COMMISSION REPORT

June 22, 2017

Prepared by Scott Blomquist on June 14, 2017

- I. We received an email from Doyle Wells from Techmer that they planned to issue a P.O. for the Capacitor on June 9th. They said it will take 6 weeks to build the capacitor bank and will contact us to schedule a shutdown to install the capacitor.

6. AMI Metering:

a. AMP:

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

7. Banner Location Request:

- I. The City requested that we install the Separation Day/BBQ banner on the Verizon poles at Clymer Street as we did last year. Last year we installed it at this location and had some issues when the banner caused our neutral to contact one of the phases when the banner started flexing the pole in the wind. We told the city that this location wouldn't work because of the potential for damage and that a location needed to be constructed for the sole purpose of banners. We suggested a location across Rt. 9 just south of Dobbinsville and the City agreed this was a good solution. The Electric Crew started installing the poles and anchors for the banner location but was stopped by DeIDOT. DeIDOT doesn't allow banners to cross any state roads. Supervisor Blomquist met with City Administrator Bill Barthel and recommended several locations that would allow banners to be installed without them crossing DeIDOT roads. Some of the locations are on Trust property and one location is on County property. Supervisor Blomquist gave aerial and roadway pictures of each location for a visual. Supervisor Blomquist suggested that we get a location determined and install the appropriate equipment to allow the banner to be installed before any future events come around. The suggested locations are as follows. City Park in Dobbinsville on the right hand side of Rt. 9 coming into town, the first entrance to the Little League as you are leaving town, the pollination meadow at the intersection of Wilmington Rd and 6th Street extension, and the field across Wilmington Rd from Delmarva's Substation on Wilmington Rd.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

June 22, 2017

Prepared By: Jay Guyer on June 15, 2017

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on May 4th and June 4th to maintain the required 0.3 ppm of Chlorine Residual.
2. MSC and City Representatives met with representatives of JWM Investments, Cecil Bank, and Parkway Gravel to discuss the water and electric systems and the requirements for building in the subdivision. MSC provided plans illustrating the water and electric that is installed for the subdivision.

B. Water Metering

1. Meter reading was completed on June 12th 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 have not had an opportunity to work on the allocation permit.

E. Riverwalk Apartments – 7th Street

1. Supervisor Guyer reviewed the revised plans to ensure compliance with MSC Technical Water Specifications and Cross Connection Control requirements. Supervisor Guyer is developed the 2 amounts to be escrowed for water portion of the project and forwarded to Pennrose. The developer advised Supervisor Guyer they are committed to individually metering each apartment unit. Supervisor Guyer completed and submitted the Del DOT utility Construction Permit for both water and electric which was approved and the ODW/OOE Permit to Construct which was issued. Copies of both documents were e-mailed to the developer, engineer, and site contractor for their records. Phase 1 of the water is scheduled to start the week of June 19th.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

June 22, 2017

Prepared By: Jay Guyer on June 15, 2017

F. City Street Repaving

1. 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 returned comments on the 9th Street Drainage Project to City Engineer David Athey. The requested change was made which will require MSC to make only one water main adjustment for the proposed 9th Street Drainage Improvements. Supervisor Guyer will develop an estimated cost for the work.

G. Cleaning and Lining Projects

1. Supervisor Guyer received Approvals to Operate from the Office of Drinking Water (ODW), Office of Engineering (OOE) for the 3 cleaning and lining projects. MSC received parts and materials from Dover Plumbing and additional materials were being purchased from Fergusons as needed.
2. Supervisor Guyer and Assistant Supervisor Jaeger meet daily with the JFC Foremen Andy Tous 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 final invoice for payment for the project on June 2nd. The quantities completed were reviewed and confirmed by Supervisor's Guyer and Jaeger and the invoice was approved for payment in the amount of \$436,128.00 which is under budget. Supervisor Guyer will review the total cost of the project including JFC costs, parts, and materials to determine if we were under budget overall.
4. Delaware Street – The segments of 6", 8", and 12" main are cleaned, lined, bacteria tested, and placed back in service. Customers have been transferred back to the main, the temporary piping has been removed, and blacktop patching completed.
5. Dobbinsville Clark, Center, and Clymer Streets – The 4 segments of 6" main are cleaned, lined, bacteria tested, and placed back in service. Customers have been transferred back to the mains, the temporary piping has been removed, and blacktop patching completed.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

June 22, 2017

Prepared By: Jay Guyer on June 15, 2017

6. 9th Street from Delaware to Clayton Street – The 6” main is cleaned, lined, bacteria tested, and placed back in service. Customers have been transferred back to the main, the temporary piping has been removed, and blacktop patching completed.
7. Project follow up will include a final walk through by Supervisor Guyer and Jaeger, a meter survey, and updating our mapping system with as-built information. Several damaged hose bibs have been identified and are scheduled for replacement.

H. Clark Street Water Main Installation – 600 Block

1. 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 continue to install water services from the main to the curb stop. Water services will be complete by and the old 6” main disconnected by May 16th. Final road patching and concrete sidewalk work will be scheduled for the week of June 19th.

I. 9th Street Water Main Installation – Delaware to Tremont Street

1. MSC Operators plan to start the water main work on 9th Street the week of June 19th.

J. Verizon Cell Tower at 100 Municipal Boulevard

1. Construction of Verizon’s new cell tower is completed. Supervisor Guyer will follow up with City Building Official Jeff Bergstrom in reference to when proper site restoration will be completed.

K. Cirillo 6 Townhouses on 9th Street

1. Supervisor Guyer received approval from the City Building Official Jeff Bergstrom on the roadway repairs Cirillo Brothers performed as a result of the water main / service work they completed. Final invoicing for the project was completed and forwarded to the office for processing.

2. Operations

A. Outages, Reporting, and Regulations

1. There were several planned and unplanned outages related to the water main installation and cleaning and lining projects. The outage report is attached for review.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

June 22, 2017

Prepared By: Jay Guyer on June 15, 2017

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 1st deadline and the ODW by the July 10th deadline.

B. Repairs and Maintenance

1. Supervisor Guyer contacted Calgon Carbon in reference to preparations for a carbon exchange. Our local representative forwarded the necessary information and requirements for testing the acceptance canister and a quote for the options of using virgin carbon or regenerating the existing carbon. Supervisor Guyer will review both options and make a recommendation. Approximately 408,081,000 gallons of water have been filtered through carbon in Vessel No. 1.

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

1. The Water Infrastructure Advisory Council (WIAC) Grant Administrator Heather Warren has been kept up to date on the 3M Cleaning and Lining projects. She scheduled and coordinated the field visit for the other municipalities, water utilities, and engineers on May 22nd so they could observe the process. Supervisor Guyer will follow up with GM Patone and MS. Warren on the Grant reimbursement.
2. Supervisor Guyer and Assistant Supervisor Jaeger will review the 4 proposals received from engineering firms and make a recommendation to the Commissioners on which one the MSC should move forward with to assist in obtaining the grant and developing our Asset Management Program.

D. Equipment

1. No equipment issues to report.

E. Water Quality Testing

1. MSC collected our quarterly VOC samples for Basin Road Well on May 10th. All VOC's tested for were reported as non-detect in the well water post treatment.
2. PFC testing on Carbon Vessel No. 1 and No. 2 is scheduled for the week of June 19th. Samples will be collected to determine if breakthrough has occurred on Vessel No. 1.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

June 22, 2017

Prepared By: Jay Guyer on June 15, 2017

F. Water System Mapping

1. Assistant Supervisor Jaeger and facilities Person Jones have not worked on the mapping during the past month.

G. Personnel

1. Water Operator Jeffrey Schlecht completed the Water Distribution License exam on June 9th at the Del-Tech Terry campus, test results are pending.
2. MSC Supervisors and Water Operators attended the Annual American Water Works Association Conference in Philadelphia the week of June 12th. The key topics covered in the training seminars this year were focused on infrastructure rehabilitation and renewal, the PFAS (PFC) contamination and treatment technologies, and Asset Management. The Supervisors and Water Operators thank the Commission for the opportunity to attend the conference.

H. 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.

I. PFC Contamination – DNREC Sampling

1. Secretary Patone, Supervisors Guyer and Jaeger had a conference call with DNREC in reference to their plan for additional sampling of PFAS (PFC's) on the county airport property. The work is scheduled to start this month and be completed by the fall of 2017.

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.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

June 22, 2017

Prepared By: Jay Guyer on June 15, 2017

2. Secretary Patone and Supervisor Guyer attended the May 17th Sub-Committee meeting to review the WSCC Draft report to the Governor that reviewed current and projected water demands through 2030. Comments were made on the draft and returned. The final draft was distributed to the entire WSCC on June 13th. A final copy will be provided when printed.
3. 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).

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 22, 2017.

End of Report

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