

Municipal Services Commission  
Monthly Meeting  
July 27, 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: Tara French, Accounting and Customer Service Manager; Jay Guyer, Supervisor, Water Department

Audit Presentation – Tim Sawyer, Manager, Barbacane and Thornton, and Eric Willey, Supervisor at Barbacane and Thornton presented the audit results for the fiscal year ending 3/31/17. They presented an overview of their financial audit results and resulting opinion. Mr. Sawyer said that MSC has received an unmodified opinion meaning that everything was fairly presented in financial statements. Auditors did a large sample test of the utility billing transactions and determined that controls are functioning as they were designed to function. Utility billing income is the largest source of revenue. Auditors are required to focus on a percentage of transactions using a random selection. The audit was based on the old accounting system.

Concerning the overcharges that accumulated over several years, Mr. Willey pointed out the problem resulted from a data entry error done many years ago. No transactional deficiencies were found. He said that auditors determined there was no issue with staff processing invoices or billing incorrectly.

Salaries and Benefits – Mr. Sawyer reported that Salaries increased while Benefits are down. Much of this can be attributed to the adjustment of the Pension liability going down. Secretary Patone reminded this was the first year that employees paid for a portion of their health insurance thus bringing down the Commissions expense related to health insurance and in negotiations it warranted a larger percentage increase in salaries.

Mr. Sawyer reported that GASB Standard #72 needed to be adopted. This is a new GASB Statement dealing with disclosure of investments. A footnote disclosure was added providing the makeup and different levels of investment. Auditors worked with Secretary Patone to ensure it is properly represented in financial statements.

Secretary Patone complimented the Barbacane and Thornton team saying they were very professional, thorough and asked good questions. She was very pleased with this first-year audit.

*(Messrs. Sawyer and Willey were thanked and excused from the meeting.)*

**Minutes – A motion was made and seconded to approve the minutes of the 6/22/17 monthly meeting. The motion was seconded and approved.**

**A motion was made and seconded to approve the minutes of the 6/22/17 executive session. The motion was seconded and approved.**

**Treasurer's Report – Secretary Patone reported in the absence of Treasurer Stubbs**

Secretary Patone reported a total operating cash balance of \$1,663,655.56. PNC escrow and meter deposit total in the amount of \$836,844.16. Total cash balance is \$2,500,499.72. Total investments are \$1,089,995.34. The checkbook register is attached to the Treasurer's Report.

Secretary Patone noted a major disbursement in June – The quarterly appropriation of \$166,000 to the City.

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

Accounting and Customer Service Report – Ms. French reporting

Ms. French reported the Accounting and Customer Service Departments are using the new software in total. All staff is handling it well. They have fielded some calls from customers to correct issues related to the software. Ms. French said that billings were only one day behind this month and she anticipates being on schedule next month. Secretary Patone stated part of the challenge in processing billings on time this month was this was the first month we used the meter reading in the new system. There are some adjustments still needed to improve the meter reading.

Secretary Patone said that Operations helped in identifying issues with meter readings and did several test runs to make sure readings were accurate. She said that Ms. French was instrumental with the utility part of the conversion and appreciated her efforts.

Ms. French has spent the last month or so getting her courses/requirements done in order to be approved for her CPA. She was approved. Ms. French said that all courses she took were helpful and relevant to her current position.

Dr. Sippel asked if the MSC has the ability to offer customers paperless billings. Secretary Patone said they are working on getting online bill paying. The MSC uses PNC and Payer Express. InCode has their own system. She may approach commissioners in the coming months with costs. Secretary Patone thinks it would be more seamless going with InCode's system. Customers would be able to see their full bill.

Ms. French informed they have the capability of emailing customers their bills with the new system. At this time Secretary Patone said there are 12-15 medium/large commercial accounts whose finance people request copies sent to them directly even though they will go through the regular accounts payable process. Ms. French has worked with these accounts and is now emailing them their bills.

Secretary Patone reported that staff has trained on the Employee Self-Serve (ESS) software over the last couple of weeks. Employee feedback has been positive.

Electric Department Report – Secretary Patone reported in the absence of Mr. Blomquist

*(See attached report.)*

Secretary Patone reported that the MSC has the solar array set up so we can look at it electronically. Early this week Assistant Supervisor Art Granger noticed it was off and saw that a piece of the inverter had burned up. The manufacturer was contacted to inquire if it is still under warranty. We are not running the solar at this time. It is a new system and Secretary Patone expressed disappointment with this problem. Mr. Guyer informed that the manufacturer picked up the old unit and a new unit should be received in the next couple of days.

Water Report – Mr. Guyer reporting

*(See attached report.)*

Carbon Filtration Replacement – Mr. Guyer reported on several lengthy conversations with Calgon concerning the benefits of using virgin carbon or regenerated carbon for Vessel 1. He said there are cost

considerations if we decide to use regeneration; no one has done it yet and there is not enough data to tell us if we would get a good return on our investment. If we decided on regeneration they reduced the cost from \$23,000 to \$21,000. Mr. Guyer recommended that we replace the carbon in Vessel 1 with virgin carbon at a cost of \$29,000 for 20,000 lbs. He reminded that the carbon in Vessel 1 is the original carbon that was put in the temporary system in December 2014 and used until now to treat our water as the primary filter. Vessel 1 has had over 420 million gallons of water pass through it. This will give us an idea for when we would replace the carbon in Vessel 2; however, we must keep in mind that Vessel 1 carbon was slurried over from the temporary system and we do not know how it resettled in the vessel.

Mr. Rowland asked for Mr. Guyer's thoughts on trying to regenerate carbon in Vessel 2. Mr. Guyer said that Artesian Water is preparing to regenerate 20,000 lbs. and will get another 20,000 lbs. of virgin material. Their carbon will be regenerated and stored by Calgon for up one year free of charge. When Artesian Water needs to change out they will use the regenerated carbon and they take back their carbon. Calgon will not mix carbon from location to location because of the possibility of contaminants that could affect the carbon's performance. Carbon is typically tied to one location.

Additionally, Mr. Guyer said if we decide not to regenerate our carbon it will not go to a landfill. There is a carbon acceptance canister (2 gal.) that runs in series with the existing carbon. A sampling of carbon from the canister is sent to Calgon's lab to determine if there are hazardous materials present. If there is no hazard Calgon will take our carbon, regenerate it and put it into an industrial application where it will not be used for drinking water. It could be regenerated several times depending on what it is being used to treat.

Penn Farm – Mr. Guyer met with Trustee Tom Clayton. The Trustees of the New Castle Common are requesting MSC install a water service to two hoop houses in the back field near the MSC treatment facility. MSC made provisions last year before we paved to increase the service size to a 4-inch main and extended it out to the existing meter pit location and building a manifold for future services. Delaware Greenways' farm manager has someone lined up to use them starting in August. Traditionally we have used our labor to do the installs and they reimburse for materials. Trustee Clayton is fine with this. Mr. Guyer plans to do this in August once we finish on Ninth Street.

Failure of chlorinator at School Lane – The failure was caused by a bad valve due to an electrical problem. Mr. Guyer said they were able to troubleshoot and correct the problem. The cost for parts was about \$1,700.

Mr. Guyer spoke with Trustee Tom Clayton about the 300 ft. radius around the wellhead protected areas that we need to cut and maintain. Mr. Guyer discussed the feasibility of planting a meadow in the area. Trustee Clayton was receptive to the idea and will keep Mr. Guyer informed. It would make the wellhead protected areas more user friendly decrease our carbon footprint. The new farm manager will explore grants that may help to offset associated costs. Locations are not near any houses. Mr. Guyer does not anticipate any problems with neighbors. He noted it would be a great use of the property while saving the MSC money on time and labor to mow the areas. Secretary Patone reminded that we have been approached over the years about having the farmer use these areas, but we have been prohibited by the 300 ft. radius of the well. She sees this idea as a possible option.

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

Financial Report Executive Summary – Secretary Patone reporting

*(For the period ending 6/30/17)*

Monthly financial reports – Secretary Patone said there are no financial reports to present for this fiscal year. She is working on getting journal entries entered so they can produce the first quarter financials. She and Ms. French have been working on a plan to have the intern enter the monthly journal entries. She assured commissioners they would receive updated financials in August. Secretary Patone did look at financial statements presented in April for the year end and compared to the financial statements presented by the auditors. She was pleased that the variance was small, \$7,158, that is a result of the pension entries and a few adjustments to staff workpapers made before the auditors came to do their work. Commissioners had no questions.

Secretary's Report – Secretary Patone reporting

Dr. Sippel and Secretary Patone attended the DEMEC monthly meeting on 7/18/17. DEMEC President Pat McCullar reported under Treasurer's Report that gross revenue for DEMEC for this fiscal year is below budget about 14%. The cost of goods sold associated with this is down about 16%. Net income is above budget approximately 11%. This results from the Beasley operation. Beasley is a peaking unit as opposed to a mid-cycle unit and has been available the month of June into July but it has not been needed. Mr. McCullar believes that DEMEC will be on target for budget.

Mr. Knox asked if Beasley was called during last week's hot weather. Secretary Patone was unsure and will check into it. (Secretary Patone provided an e-mail update to the Commissioners on the Beasley operations which reflected 28 hours on Unit #1 and 61 hours on Unit #2 for the period of 7/18/17 to 7/27/17.) She said that a couple of Demand Response calls were made that may have averted needing a peaking unit.

Secretary Patone informed that Beasley units received their DNREC Title V permits for another five years. A violation had been issued. It was determined that a test resulting in the violation was giving bad results and the test was thrown out. It will not be utilized in the future.

Laurel Wind Farm – President McCullar reported the wind farm has not been producing much during the summer. This is a positive because DEMEC buys all the power from the Laurel Wind Farm and is required to buy whatever is there. When they are not producing we can buy at lower rates than our contract prices with the wind farm.

Renewable Energy – There is a new person working in the capacity of Scott Lynch at DEMEC. (Mr. Lynch is still with DEMEC.) She spoke about the power wall and power packs through Tesla. These are rechargeable battery products. It appears that over the past year some of the capacity has doubled and the technology continues to improve. From DEMEC's perspective they are looking at what kind of interconnection agreements we might need if some of our commercial accounts, and possibly residential accounts, put in these battery systems. These systems are bi-directional meaning they would store when there is a low load and put back on the system in the grid during peak times. We need to make sure we have appropriate agreements in place and that our rate structure accounts for this as well.

The City of Newark reported that the First State Community Action Program exists for all municipalities. An individual from the group counsels citizens from municipalities on LED lighting, how to budget for electric usage, how to reduce usage, and conservation tips rather than giving out grants and money to

Municipal Services Commission Meeting Minutes  
July 27, 2017

help with their electric bills. The group is losing funding from the SEU. The question posed to the DEMEC Board was whether DEMEC should get involved. DEMEC's staff does not feel this is DEMEC's role. The SEU currently funds the program and perhaps should continue. Secretary Patone said the City of New Castle has not participated in the First State Community Action Program. The DEMEC Board agreed not to get involved. The First State Community Action Program may give a presentation to DEMEC in the future. Secretary Patone wondered if there is a benefit to our customers and she will explore this with Ms. French.

DEMEC staff reported they would be meeting with the City of Dover after the Board meeting to discuss Dover's needs with energy going forward. They are not a full-service requirement member. Discussions are taking place between DEMEC and the City of Dover regarding that possibility.

The Town of Smyrna inquired about financing for a cost of service study. Secretary Patone informed they have decided to finance their own cost of service study.

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. She hopes to meet with the City in August.

New Business

Carbon Filtration Replacement – Secretary Patone reminded that Mr. Guyer's recommendation is to move forward with the virgin carbon at \$29,000. We did not think the savings to use regenerated carbon were significant enough at this time. She added that we want to find out how long our system will run on virgin carbon. Artesian Water will share their findings with us.

Secretary Patone said this expense is not in our current operating budget and will create an overage. We anticipated carbon to come up in the next fiscal year. It should be put on the books and amortize over its life, once that is determined.

**A motion was made to go forward with the purchase of the virgin carbon at a cost of \$29,000. The motion was seconded and approved.**

Executive Session -- No business to discuss.

Next Meeting

Commissioners set the next monthly Board meeting to be 8/24/17, 4 p.m. at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

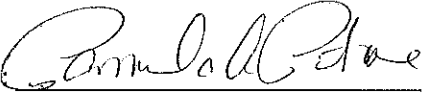
Municipal Services Commission Meeting Minutes  
July 27, 2017

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:12 p.m.



Deborah P. Turner, Stenographer

Approved: 

(Minutes transcribed from recording.)

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P.O. BOX 208

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

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**July 27, 2017**

**Prepared by Scott Blomquist on July 20, 2017**

1. **Projects:**

a. **Riverbend:**

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

b. **Riverwalk Apartments:**

I. Tom Sapano from S.B.Conrad contact Supervisor Blomquist about installation of the privately owned electrical conduit and getting inspections on them. Supervisor Blomquist sent him contact information for several different agencies.

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

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

d. **McConnell:**

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

2. **Operations:**

a. **Outages :**

I. We had 3 outages over the last month.

- i. The first outage was on 7/10/17 at Gray Street Tank and was caused by a squirrel. 1 customer affected for 1 hour.
- ii. The second outage was on 7/11/17. A large branch fell out of an oak tree and blew a fuse in the rear property of Vandyke. 70 customers affected for 45 minutes.
- iii. The third outage was on 7/17/17 at 310 Delaware St. The outage was caused by a squirrel and 2 customers were affected for 1 hour.

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2. 07/1/16 – 07/1/17

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
63.22	0.99	63	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.

3. **Repairs and Maintenance:**

a. **System:**

I. Vandyke Village:

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

II. Meter Reads:



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- i. The electric crew performed the meter reads this month. With the new software there have been a few bugs to work out which extended the meter reading time. We feel we have a handle on the issues and some direction on correcting them for future reads. If any other issues arise we will address.

**b. Wilmington Road Substation:**

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

**c. Dobbinsville Substation:**

- I. We ordered 2 CT's, one to replace the damaged CT and one to keep in inventory. Once the CT's are received the electric crew will change out the damaged CT

**d. Tree Trimming:**

- I. The Electric Department is working on tree trimming. We have assisted the City and continue to teach them. The majority of the assistance has been on 6<sup>th</sup> Street.

**e. Infrared**

- I. The Electric Department has contracted with Compliance Environmental to complete the system wide infrared. Scanning is to start on 7/20/17. Typically it takes 3 days and we try to do it during a continuous hot spell to get our load up.

**4. Customers Power Factor:**

**a. Zenith:**

- I. Operations continue to provide the Load Profiling for this location.

**b. Techmer:**

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- I. Supervisor Blomquist was contacted by Techmer. They were asking questions to help their engineer's program the capacitor bank controller they have on order. Supervisor Blomquist was able to answer their questions.

**5. AMI Metering:**

**a. AMP:**

- I. There has been no contact from AMP regarding the estimate for AMI Meters.
- II. We were informed by our Itron Rep that the FC300 will no longer be serviced or supported after December 2021.

**6. Banner Location Request:**

- I. There have been no other banner location requests. GM Patone and Supervisor Blomquist will reach out to the City to make sure that the banner location issue gets resolved.

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## Water Department Commission Meeting Report

July 27, 2017

Prepared By: Jay Guyer on July 20, 2017

### 1. Projects

#### A. Riverbend Subdivision

1. The water system in Riverbend was flushed on July 5<sup>th</sup> and 17<sup>th</sup> to maintain the required 0.3 ppm of Chlorine Residual.
2. Supervisor Guyer has received no further communication from representatives of JWM Investments, Cecil Bank, or Parkway Gravel in reference to the subdivision.

#### B. Water Metering

1. Meter reading was completed on July 12<sup>th</sup> buy the Linemen. Water Operators followed up on water check reads as needed and high/low/zero reads were addressed.  
Note: This was the first meter reading cycle completed using the new Incode software.

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

1. Reybold Construction completed milling and paving of Clark Street on July 13<sup>th</sup>. This project is complete.

#### 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 – 7<sup>th</sup> Street

1. Supervisor Guyer provided the amounts to be escrowed for the water portion of the project to Pennrose Development Company. No money for escrow has been received and construction of the water main is delayed with no new start date projected. Construction at the site continues with pile driving and digging / pouring footer and foundations.

#### 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.

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2. Supervisor Guyer advised City Building Official Jeff Bergstrom the water main and service adjustment on 9<sup>th</sup> Street was completed on July 13<sup>th</sup>. Per Mr. Bergstrom, their paving contractor will mobilize to the site when MSC has completed the water main installation project and temporary paving.

### G. Cleaning and Lining Projects

1. The cleaning and lining projects are complete. Supervisor Guyer is working with GM Patone to review the total cost of the project including J. Fletcher Creamer & Son, Inc. costs, parts, and materials to determine if we were under the estimated budget overall.
2. 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 that were identified have been replaced for the customers.

### H. Clark Street Water Main Installation – 600 Block

1. MSC Water Operators assisted by the linemen completed the water main and service installation and temporary paving on June 23<sup>rd</sup>. Milling and paving was completed by Reybold Construction.
2. During the repaving, the 2" service at 6<sup>th</sup> and Clark Street developed a leak. MSC Water Operators excavated and repaired the leak on July 17<sup>th</sup>. The area will be blacktop patched when the blacktop work on 9<sup>th</sup> Street is completed.

### I. 9<sup>th</sup> Street Water Main Installation – Delaware to Tremont Street

1. MSC Operators started the water main installation on July 10<sup>th</sup> with the adjustment for the new storm pipe. The water main was installed, filled, and bacteria tested the week of July 17<sup>th</sup> and water service tie-ins are scheduled for the week of July 24<sup>th</sup>. Temporary paving is scheduled for the week of July 31<sup>st</sup>.

### 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.

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### K. 807 Washington Street

1. Supervisor Guyer was contacted by the property owner at 807 Washington Street. They were preparing to install the new 4" water service for the approved garage conversion to apartments. The contractor submitted the required money for escrow and the installation was completed. MSC performed inspection of the work which was in accordance with MSC Standards. Final billing will be completed and forwarded to the main office.

### 2. Operations

#### A. Outages, Reporting, and Regulations

1. There was 1 planned and no unplanned outages for the month of June. The outage report is attached for review.
2. Supervisor Guyer completed updating our 2017 Consumer Confidence Report (CCR) Information for the Spring New Letter. The News Letter was updated, printed, and mailed to our customers on June 27<sup>th</sup> meeting the July 1<sup>st</sup> deadline. Copies of the News Letter/CCR and the Certification of Delivery were mailed to the Office of Drinking Water and Public Advocates Office on June 28<sup>th</sup>. Copies of the CCR were also placed at the New Castle Library, City Administration Building, MSC Main Office, and Utility Building.
3. In reference to the Consumer Confidence Report, GM Patone and Supervisor Guyer have been addressing inquiries from several customers in reference to the water quality testing and have provided copies of the results when requested.

#### 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. The carbon in the acceptance canister was packaged up and shipped back to Calgon on July 12<sup>th</sup>, results are pending.
2. Supervisor's Guyer and Jaeger reviewed both options for carbon exchange on Vessel No. 1. The regeneration option has none to very little information available about its performance after the regeneration process and had a cost of \$21,000.00 (\$1.05 / lb). The cost reflected a \$2,000.00 reduction from the original quote of \$23,000.00 (\$1.15 /

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lb) Calgon Carbon made to persuade the MSC into trying this approach so that full scale performance data could start to be collected on regenerated Carbon being used for PFAS treatment. The replacement option is a straight replacement of the existing Carbon with new virgin FS 400 Carbon at a cost of \$29,000.00 (\$1.45 / lb). Supervisor Guyer discussed the options with Dan Barbato, PE of Pennoni Associates and with the Office of Drinking Water, Office of Engineering staff. Upon research, review, and consideration of the 2 options, Supervisor Guyer recommends the option of replacing the consumed carbon with new virgin FS 400 at a cost of \$29,000.00.

3. Approximately 420,223,140 gallons of water has been filtered through the carbon in Vessel No. 1 from December 2014 through June 2017. This carbon was the original carbon used in the temporary system from December 2014 through November 2015 then slurred over to Vessel No.1 of the new permanent system.

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

1. Water Infrastructure Advisory Council (WIAC) Grant Administrator Heather Warren has been kept up to date on the 3M Cleaning and Lining projects. 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.
3. Supervisor Guyer and Supervisor Blomquist have received information related to an Environmental Mitigation Trust that was established between the US EPA and Volkswagen. Delaware received \$9,000,000.00 which will be administered by DNREC. DNREC will start this fall seeking projects to fund with this money including replacement of eligible vehicles. With the Commissioner's approval, Supervisor's Guyer and Blomquist will pursue the replacement of our 1995 Dump Truck and 1986 Clark Fork Lift Truck.

### D. Equipment

1. One (1) of the two (2) air conditioning units in the Utility Building at 100 Municipal Boulevard was replaced on June 28<sup>th</sup> at a cost of \$5,794.00. This was on the approved capital budget.

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### E. Water Quality Testing

1. PFC testing on Carbon Vessel No. 1 and No. 2 was completed on June 19<sup>th</sup>. On June 30<sup>th</sup>, the results illustrated breakthrough of the carbon in Vessel No. 1 occurred and that Vessel No. 2 was removing the PFAS as designed to a non-detect for PFOS and to 2ppt of PFOA which is well below the EPA limit of 70ppt. Options for the carbon change out in Vessel No. 1 are being reviewed under item **B. Repairs and Maintenance**.

### F. Water System Mapping

1. Assistant Supervisor Jaeger has been working on the mapping system during the past month adding the information from the cleaning and lining projects and the water main installation on Clark Street.

### G. Personnel

1. MSC Personnel attended National Pollutant Discharge Elimination System (NPDES) training hosted by the City on June 29<sup>th</sup> at the City Police Building. The purpose of the training was to raise awareness about water that is discharged on the ground during our normal operations such as hydrant flushing, dewatering a trench, or washing a vehicle.
2. MSC Utility Building Staff received training on the new Employee Self Serve Software and started using it to enter daily time on July 17<sup>th</sup>. Overall the feedback on the new software has been very positive from the Water Operators and Linemen.
3. Supervisors and the Facility Person have started using the new Tyler Incode Software for billing/account inquires and PO and inventory management. Issues are being identified and worked through with procedures and additional training.

### 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. DNREC Sampling for PFC Contamination

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## Water Department Commission Meeting Report

July 27, 2017

Prepared By: Jay Guyer on July 20, 2017

1. MSC will follow up with DNREC on a monthly basis requesting an update on the progress of their plan for additional sampling of PFAS (PFC's) on the county airport property.

### 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. Supervisor Guyer attended the July 13<sup>th</sup> meeting. Reports were presented by Delaware Geological Survey, State Climatologist, Delaware River Basin Commission, and Water Purveyors. The council discussed the 13<sup>th</sup> Report to the Governor, several comments / revisions will be added / made and the report will be redistributed to the entire council for final approval. The council had a follow up discussion on the membership of the Council and ensuring the body is functioning as designated by the legislature and that membership/alternates are properly designated.
3. The next WSCC meeting is scheduled for October 26, 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 July 2017.

#### D. Water Operator Advisory Council Meeting

1. The June 29 Advisory Council meeting went well. Operator License applications were review and approved, Operators Regulations reviewed, a discussion on required water operator site visits, review and approval of training courses to be added to the continuing education program, and the use of computer based online training for operators.
2. The next meeting is scheduled for September 7, 2017.



# **MUNICIPAL SERVICES COMMISSION**

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**End of Report**

**Attachments:** June 2017 Water Works Report  
June 2017 Water Outage Tracking Sheet