

Municipal Services Commission  
Monthly Meeting  
November 16, 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  
Pamela A. Patone, Secretary

Staff in Attendance: Mary Jane Stubbs, Treasurer; Accounting/Customer Service Manager Tara French; Scott Blomquist, Supervisor, Electric Department; Jay Guyer, Supervisor, Water Department

A moment of silence was called to honor late Commissioner H. Hickman Rowland, Jr. A resolution will be read into the minutes at the next meeting.

Additions to Agenda -- Secretary Patone added the Municipal Electric Utilities Renewable Portfolio Standard Compliance Report under DEMEC. The DEMEC 2016-2017 program year report has been provided in meeting materials.

Old Business -- Secretary Patone will provide an update on the police department lights and Green Energy Funds.

Minutes -- **A motion was made and seconded to approve the minutes of the 10/26/17 monthly meeting. The motion was seconded and approved.**

**A motion was made and seconded to approve the executive session minutes of the 10/26/17 monthly meeting. The motion was seconded and approved.**

Treasurer's Report -- Treasurer Stubbs reporting

Treasurer Stubbs reported a total operating cash balance of \$1,953,203.28. PNC escrow and meter deposit total in the amount of \$854,181.89. Total cash balance is \$2,807,385.17. Total investments are \$1,099,118.05. The increase in operating is attributed to increased revenues and not as many disbursements; however, Secretary Patone said they will recheck to ensure accuracy. She added that statements reflect the balances as reported. Projects not yet completed will be reflected in the capital budget. The checkbook register is attached to Treasurer Stubbs' report.

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

Accounting and Customer Service Report -- Accounting/Customer Service Manager Tara French reporting

- Ms. French reported that Customer Service Representative's continue their daily and monthly duties. They have completed the New Castle County sewer report and submitted same to the County.
- Ms. French attended a DEMEC seminar on improving customer service and will be co-coordinating (with Seaford) future training sessions with other municipalities sponsored by DEMEC. Secretary Patone added the seminar is part of a series to attain certification.
- Ms. French reported the Accounting group is preparing and/or reviewing October month-end work papers.
- Ms. French participated in training on the A/R module, which they have already begun to use.

Electric Department Report – Mr. Blomquist reporting

*(See attached report.)*

Capital Budget – Mr. Blomquist reported that over the five years they have tracked outages, Vandyke Village has had the highest number of outages. It has become more difficult to maintain infrastructure, noting the installation of fences, poles, sheds, additions to homes and trees. Additionally, MSC wants to move away from the Verizon poles and eliminate the need to access through customers' back yards. Mr. Blomquist informed the poles are close to the 50-year mark in the area. Over the last three years the Electric Department has been working on a design to move electric infrastructure from the rear to the front of properties. The pole line would not be removed because there are other utilities using the pole line, namely Comcast and Verizon. Mr. Blomquist said Comcast provided the material to move cable underground in Booker Circle and MSC installed it, but Verizon did not move. He approached commissioners at the time asking for approval to put in a conduit for Verizon for the future when they decide to put their infrastructure underground. Mr. Knox asked who is responsible if a pole fails. Mr. Blomquist said the majority of poles in VanDyke Village belong to Verizon.

Mr. Blomquist spoke with a Verizon field supervisor who said they do not have enough manpower and unless the poles come down they will not fix it. With our infrastructure on their poles we felt it important to make plans to come off the poles. Secretary Patone reminded that the City ordinance currently says any new electric infrastructure will go underground. We would not put in underground infrastructure if it was only 10 years old. We tried to identify areas not based on where it aesthetically made sense to put infrastructure underground, but where it made sense from a reliability standpoint warranted going underground. This project is a bigger area than Booker Circle. Further, Secretary Patone said we are taking our time making sure we are comfortable with the project. We also want to understand the needs of the community, noting residents' requests for street lights. Secretary Patone stated it would make sense to put in street lights when we move the infrastructure underground. She has talked with City Administrator Bill Barthel to see if the City would consider supporting street lights if this project is approved, especially since the electric usage will be borne by the City. The capital outlay would be part of the MSC budget. This is a similar approach as the one taken at Booker Circle.

Mr. Blomquist reported the design is similar to other projects. They try to loop-feed underground. It is easier to bring customers back up if there is a problem. He added that they install conduit that saves future cost and time to replace wiring that goes bad.

Mr. Blomquist informed they have not talked to any of the customers in VanDyke Village. He would look for approval from Commissioners that this is a viable project and then seek permission to talk to the public about the project to get their feedback. A final plan would be presented to Commissioners for approval thereafter. He anticipates the process up to install to be over an approximate three-year period. The timeframe would depend on labor availability and time to install noting the Electric Department's responsibility to maintain current duties in addition to other projects. All labor will be done in-house and is not included in the budget. It is difficult to estimate actual true length of time to install.

Mr. Blomquist and Assistant Electric Supervisor Artie Granger spoke to Secretary Patone explaining their position that no engineered plans would be needed for this project. Mr. Blomquist said the way we would design the project in-house would be similar to how we would have an engineer design it. This will save time and money. There is nothing in the electric requirements that would require engineered plans.

Mr. Knox asked if we engineer a major water line replacement. Mr. Guyer said it depends on if it is new or a replace in kind. If it is new it has to be engineered. The Office of Drinking Water requires engineered plans. If it is replacement of an existing line, signed and sealed plans are not required.

Mr. Sippel asked what negatives are involved with projects with an unknown timeframe. What advantage is there with using a temporary arrangement with a contractor that does the work in a more timely fashion? Is there an advantage to having a more secure timeframe considering labor costs? Mr. Blomquist responded that to have a contractor build a project for us they may or may not use whatever design we have to prepare a bid. Typically engineered plans would be required for the contractor to provide a bid. As a result there would be engineering costs and contractual costs, and labor and/or labor and materials that the contractor provides. These costs could be estimated from our labor expectations.

Mr. Blomquist acknowledged there may be some advantages to getting the project done quicker, but we know our customers. Mr. Knox likes the idea of doing the work in-house. If we had multiple capital projects he would suggest going with a contractor. Secretary Patone added the cash savings is significant. Our staff is very aware of customer service. Further, Mr. Blomquist said if we install in-house we would work through a small piece at a time, including restoration, then move on to another piece.

Capital Equipment Purchase – Mr. Blomquist talked about the purchase of a trailer vacuum excavator to be used on the VanDyke project. We have a responsibility to locate utilities and we cannot use a hydraulic-powered machine to locate them. He has experience with this equipment and said it speeds up the work and does not damage utilities. Both the Electric and Water Departments would use this equipment.

Traction Mats – Twelve traction mats were purchased a few years ago. They will be used during the VanDyke project, but we also use them on a daily basis throughout the City. One truck uses six mats and to move forward we take the mat the furthest from the back and move it to the front to continually move forward. We do not have enough mats to move two trucks continually. The Water Department uses the mats, but not as much as the Electric Department.

1999 Dodge 2500 Trucks (T5 Electric & T11 Water) – Mr. Blomquist said repairs and maintenance expenses are rising for both vehicles. Overall condition is decreasing and they are becoming harder to get through inspection.

Plow – Mr. Blomquist said that one Electric Department truck has a plow on it. We assist the City during snow removal operations and also maintain our own sites. A second plow makes sense. He and Mr. Guyer agreed the plow, if approved, would be put on a Water Department vehicle.

Commissioners are in agreement with the direction Mr. Blomquist is taking concerning the VanDyke project.

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

School Lane Interconnection – Mr. Guyer reported the interconnection sits in an exposed environment with a lot of condensation. The pipe and fittings have corroded severely at some of the joints where the mechanical connection is made between the flange fittings and the pipe. Corrosion is causing significant loss of wall thickness. Mr. Guyer reminded the Commissioners of the failure two years ago on a section

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of 12-inch pipe where it cracked at a joint which MSC Operators were able to repair. The corrosion is to the point that if we do not act we could have a failure resulting in buying water from Artesian Water through the interconnection in Riveredge while repairs are made again.

Fire alarm system at 100 Municipal Boulevard – Mr. Guyer informed there is no fire system at this location. The alarm system is tied into the police station, which activates our system when the police station has an alarm or does testing. It can be problematic, but it is not frequent. Mr. Guyer spoke to technicians to see what it would take to eliminate or separate our system and install a fire system. If we take care of the wiring conduits and assist their team in installing all the devices we would be able to separate our systems and not have any limitations on our system imposed by the police station. A true fire system would be installed in our building. Mr. Guyer said that activities have grown over the years; we do more maintenance in this particular building and we need some type of fire system to be present.

Secretary Patone stated that quotes have been secured for equipment on the budget and we have estimates from outside vendors and estimates from supervisors for the projects. We anticipate repaving the parking lot at this location and Municipal Boulevard and will do the work in-house. We have the paving equipment; we will need to rent a roller.

SCADA Servers – Mr. Guyer reported that options were discussed to upgrade one server at a time. With two servers the option to upgrade one at a time is not feasible because of discrepancies in software. Current servers were purchased in 2009. The version of Windows Server currently running on the servers is becoming outdated and some of the software packages cannot be updated anymore or will not work with Windows 7. The upgrade would use Windows 10 and would update the SCADA packs, SCADA server, software, and communications software to the latest version. If approved this would give 2 to 2-1/2 years of maturity on the software. Life expectancy for server software is 8-10 years and phase out.

Well Ordinance – Mr. Guyer has looked over the data provided by the Department of Natural Resources and Environmental Control and with the help of staff member Jay Jones they found the five wells (number 14) drilled in VanDyke that we abandoned and a well drilled by Artesian Well Drilling that Mr. Guyer has no information on. Data showed observation wells drilled; no private or drinking wells came up in the database. Secretary Patone wants to revisit this issue and make a recommendation on how to approach with the ordinance change and discuss with the City further. She hopes to have this done by next meeting.

Mr. Sippel announced there will be a memorial service for Mr. Rowland at St. Andrews School on Saturday, 12/2/17. A van is being provided for those interested in traveling together.

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

Financial Report Executive Summary – Secretary Patone reporting  
*(For the period ending 10/31/17)*

Secretary Patone reviewed the financial reports. Total assets are \$16,691,160. The comparison shown on the balance sheet is year to year rather than month to month. Compared to last year we are down \$504,000 in cash; this is because of the approximate \$1 million in capital projects. Property Plant and Equipment increased \$1.2 million over last year. Assets/Grant Receivables are at \$50,000 at the end of October. This represents the grant we received in cash this month relating to the Dobbinsville Relining

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Program. Revenue and Expenses shows a surplus of net assets of \$304,000 the end of October. Our net surplus is about the same as last year. User charges are about 3.5% over budget.

Correction – In last month's minutes Secretary Patone reported that street lights were over budget. She said it should read that Lines and Poles were over budget. Lines and Poles were over budget because of the transformers at Techmer. We will make sure nothing needs to be capitalized; it was an expense that was not expected.

Secretary's Report – Secretary Patone reporting

DEMEC – The next meeting is Tuesday, 11/21/17.

Municipal Electric Utilities Renewable Portfolio Standard Compliance Report -- Secretary Patone discussed our requirements and solar carve outs in the September meeting. We are exceeding compliance. She asked that Commissioners submit any questions to her. Secretary Patone will inform DEMEC that the report was presented to Commissioners. Secretary Patone provided a rate comparison with the report.

Old Business

Non-Profit Services Update – Secretary Patone spoke with Dan McCollum about presenting a lease to the Trustees of the New Castle Common similar to the agreement with the City. He agreed and she is putting together a draft for his review.

Well Ordinance – Addressed earlier in the meeting.

Police Building – Chief Jamie Rogers was informed there was approval to move forward with funding through Green Energy for lighting. Their quote increased about \$4,000 making the new quote \$12,864 (quote provided to Commissioners). Secretary Patone reported our balance will be at about \$12,000 once we get our November payment included. She believes within another month we would have enough funds to cover the cost. Secretary Patone thinks it is a good project adding that we will get the police department reimbursed once they pay and install the lighting.

**A motion was made and seconded to approve the expenditure of \$12,864 in Green Energy funds for the purpose of lighting at the police building. Motion was approved.**

New Business

DEMEC Energy Efficiency Program – Secretary Patone reported the Town of Lewes has changed their vote and is no longer interested in pursuing the program. Several other groups have not yet signed on for the program. It has been about a year since we last spoke about the program. Mr. Sippel said the program is not popular and he is interested in knowing why Lewes changed their vote. He suggested revisiting why we joined and asked if there is more information now.

Secretary Patone said initially we chose to get involved because DEMEC indicated the Energy Efficiency Council with the State of Delaware was eager for and requiring through the Public Service Commission groups to have an energy efficiency program. Delmarva Power and others were required to do so. DEMEC was guiding us saying it would be in our best interest to have some type of program. The first program was costly with no goals. We pushed back and got costs reduced to what the Co-op is putting into their program. There were specific goals per community so we could ensure that New Castle would get the benefit from some of those energy-efficient programs. She has been working with Mr. Blomquist on large commercial accounts; demand response is not something they can take advantage of and they are looking at ways to be more efficient. We felt it might be a good way to keep the three commercial parks we have in New Castle occupied. The Co-op is mainly residential. Secretary Patone's

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goal was to concentrate more on commercial accounts. She said we did well with Techmer this year getting them to address their power factor. We did not need to give them any financial incentives. Techmer was made aware they could be penalized if they did not have a specific power factor in accordance with our tariff. Other groups are already pursuing other energy efficiency items. DEMEC wants to be the one leading the way to show they are partnering with us. She is receptive to no longer pursuing or pursuing the program based on the Commissioners' direction.

Secretary Patone believes if the Commission is not going to move forward we should join the Town of Lewes by informing DEMEC that the Commissioners of New Castle also do not see the benefits of the program and want to know what will happen to the funding. She anticipates this subject to be discussed at the next meeting. At that time a better feel from other municipalities should be known.

Mr. Sippel questioned some of the financial aspects of the program as presented, but he had no reason to argue with it based on the receptiveness from other groups. We need to ask questions at the next meeting to better gauge where we are. Commissioners want more information before making a decision whether to drop from the program.

Capital Budget – Addressed earlier in the meeting.

**A motion was made and seconded to enter executive session at 5:34 p.m.**

Commissioners returned to general session at 5:56 p.m.

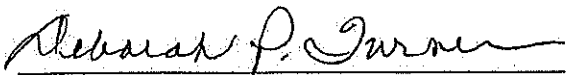
**A motion was made and seconded to approve the employee recognition list as proposed. Motion approved.**

Next Meeting


Commissioners set the next monthly Board meeting to be 12/21/17, 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 5:58 p.m.**



Deborah P. Turner, Stenographer

Approved: 

(Minutes transcribed from recording.)

# 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

November 16, 2017

Prepared By: Jay Guyer on November 9, 2017

### 1. Projects

#### A. Riverbend Subdivision

1. The water system in Riverbend was flushed on October 10<sup>th</sup> and 27<sup>th</sup> to maintain the required 0.3 ppm of Chlorine Residual. Flushing on the 27<sup>th</sup> was part of the Fall Hydrant Flushing program.

#### B. Water Metering

1. Meter reading will be completed on November 13<sup>th</sup> and Water Operators will follow up on water check reads as needed.

#### C. 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. Construction at the site continues with erection of the cinder block walls and structural steel for all of the buildings. Framing has started on the walls and floor of building 1. The contractor is scheduled to install the electric conduits across 7<sup>th</sup> Street on November 10<sup>th</sup> and complete the permanent roadway restoration on November 13<sup>th</sup>.

#### F. Cleaning and Lining Projects

1. GM Patone and Supervisor Guyer will follow up in reference to the planting of 8 trees in Dobbinsville to replace the 4 trees that were removed for the project.

#### H. AMI Metering System

1. Supervisor Guyer and Assistant Supervisor Jaeger met with our Badger Meter and Itron Representatives to discuss their AMI Metering Option Open Way and Riva. We also discussed the option of using Riva modules going forward to position MSC for the eventual upgrade to AMI. Per our representatives, Itron will support our current AMR Hardware and Software until 2021.

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### **2. Operations**

#### **A. Planned and Unplanned Outages**

1. There were 2 planned and 1 unplanned outages for the month of October. The outage report is attached for review.

#### **B. System Repairs and Maintenance**

1. The Carbon exchange was completed on Monday, November 6<sup>th</sup> without incident. After the old Carbon was unloaded from Vessel #1, it was opened, washed out, and the interior and nozzles inspected. No issues were noted. The Vessel was disinfected and sealed. The new F400 Carbon was loaded, the vessel backwashed, flushed, and will be put back in service as the lag Vessel on November 13<sup>th</sup>.
2. The Fall Fire Hydrant Flushing program began on Monday October 23<sup>rd</sup> and was completed on Wednesday, November 1<sup>st</sup>. A total of 1,902,985 gallons of water was used to flush the system. No complaints were received and no hydrants were broken. Several deficiencies such as leaking bonnets and difficult operation were noted on the 8 remaining Corey / Rensselaer hydrants that range in age from 1950 to 1970. These Hydrants should be considered for replacement over the next several years.
3. Water Operators installed a 2" blow off at the end of the 6" water main on Casimir Court to allow for proper flushing of the dead end main.
4. On October 25<sup>th</sup>, Water Operators mobilized and repaired a 6" water main break at 14 Lincoln Avenue. It is believed the break was caused by the poor bedding material the main was placed upon. 4 customers were without water during the repair which took approximately 4 hours to complete.
5. Water Operators completed roadway restoration and paving for the excavations on Casimir Court, Van Dyke Drive, 14<sup>th</sup> Street, and Lincoln Street on November 3<sup>rd</sup>.
6. At the request of Artesian Water, MSC Operators met with Artesian Operators on November 9<sup>th</sup> and flushed the interconnection so they could grab a sample for bacteria testing. This activity was part of our agreement to test and maintain the interconnection in a state of readiness should it be need to supply water to or from either utility.



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7. Assistant Supervisor Jaeger is receiving the Connection Control device certifications from our customers and updating the XC2 Software database. The second mailing will be scheduled for the end of November.

### C. O & M Budget, Capital Budget, and Grants

1. 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.
2. Supervisor Guyer completed collecting the water system information and updated the UFS Survey for our Cost of Service Study. The completed information was forwarded to GM Patone on November 2<sup>nd</sup>.
3. Supervisors Blomquist and Guyer are working with GM Patone researching costs and preparing information to update the Capital Budget for the next 5 years and the O & M Budget for FY 2019. Following are 2 water projects being proposed for FY 2018/19 Capital Budget:
  - a. 12" Water Main Install on Gray Street – this project was designed and engineered in 2006 as part of the original 9<sup>th</sup> Street Rehabilitation Project were MSC replaced the 100 year old 8" main with a 12" main to improve flow to the southern end of town. Installing this final section of 12" main will eliminate the 6" main supplying the new 12" main and with the recent work on RT 9 toward Dobbinsville will position MSC to have 12" looped system through Centerpoint Business Park improving water quality and flow on the entire southern end of our distribution system.
  - b. 12" Main Extension on Delaware Street up to 10<sup>th</sup> Street – this project was designed and engineered in 2013 as part of the Trial development. The will be the second phase of this installation which will add approximately 200 ft. of 12" main and tie into the existing 6" main on 10<sup>th</sup> Street. Installing this second section of 12" main and completing the tie in to 10<sup>th</sup> Street will eliminate the dead end 6" main on 10<sup>th</sup> Street, improve overall water quality and flow characteristics in the entire Shaw Town area.

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## Water Department Commission Meeting Report

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Prepared By: Jay Guyer on November 9, 2017

### D. Equipment

1. No equipment issues to report.

### E. Water System Mapping

1. Assistant Supervisor Jaeger worked on the mapping system updating the location of the raw water mains and features and information for recent projects.

### F. Personnel and Training

1. No personnel issues to report.

### G. City Ordinance 512 Prohibiting Private Wells

1. GM Patone and Supervisor Guyer met with City Administrator Barthel, Building Official, Bergstrom, and Solicitor Losco to discuss several minor changes to the ordinance in reference to private wells. Supervisor Guyer received the requested information from DNREC in reference to the existing wells in New Castle and is reviewing it and a copy of the database they maintain for all wells. Information in the database is vague however did contain useful information in reference to several of the wells MSC has drilled. Sorting and filtering the data did not yield any additional information that would support the theory there are other private wells in the City of New Castle.

### H. New Castle National Pollutant Discharge Elimination System (NPDES)

1. Supervisor Guyer will follow up with City Building Official Jeff Bergstrom in reference to the requested information and reports related to the City's NPDES program. An action plan will be developed including a final list of items with proposed solutions and estimated cost for budgeting purposes.

### I. New Castle Resilient Community Partnership with DNREC

1. No update on DNREC's Delaware Coastal Program to prepare the City for the rising tides and flooding events.

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## Water Department Commission Meeting Report

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Prepared By: Jay Guyer on November 9, 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.
2. The next WSCC meeting is scheduled for January 18, 2018.

#### 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 December 14, 2017

#### D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for December 7, 2017.

### End of Report

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

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

November 16, 2017

Prepared by Scott Blomquist on November 9, 2017

**1. Projects:**

a. **Riverwalk Apartments:**

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

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

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

**2. Operations:**

a. **Outages :**

I. We have had 1 outage over the last month.

1. We had a squirrel that caused an outage on the 440 circuit on November 3<sup>rd</sup>. We found that we had a problem with the relay on the 440 which caused the circuit not to reclose. We had Cable Testing come in and check the relay and correct the problem.

2. 11/1/16 – 11/1/17

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
58	1	57	99.98

S

SAIDI - is the average outage duration for each customer served.

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**November 16, 2017**

**Prepared by Scott Blomquist on November 9, 2017**

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. Pole Inspections:**

- i. The Electric crew has been inspecting poles over the last few weeks. As we are inspecting we are installing a new wildlife guard and covering the taps down to the transformers and arrestors. The installation of the new cover should reduce the amount of outages we have from squirrels and birds.

**b. Wilmington Road Substation:**

- I. We found during our tree trimming at this location that the fence needed some repairs. We made temporary repairs to the fence and will work to get prices to make permanent repairs for the FYE 2020 Capital Budget.

**c. Dobbinsville Substation:**

- I. Cable Testing was onsite and made corrections to the 440 relay. All other relays were checked to make sure we didn't have a reclose problem with them and the spare relays were programmed with a standard program to make them useful in an emergency.
- II. Supervisor Blomquist received an email from Southern States concerning the circuit switcher at Dobbinsville Substation. The manufacture reduced the fault current interrupting rating of the switcher due to 3<sup>rd</sup> party testing. The new rating reduced us below the interrupting rating needed to interrupt a fault at the 138 KV side of our transformer. Supervisor Blomquist has been in contact with our engineers and with the manufacture to find out what is needed to get us covered properly. The manufacture believes they will have a solution for us by mid-2018. After conversations with Utility Engineers, Supervisor Blomquist was comfortable that we didn't need to take load off the

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Substation and that the worst case scenario was the Circuit Switcher would fail and we wouldn't be able to re-energize the substation. At this time we would bring that half of the load back up on Wilmington Rd Substation.

**4. Capital Budget:**

**I. Vandyke Village:**

- i. This project was based on Outages and System Reliability. Over the past 5 years we have tracked our outages and Vandyke has had the highest number of outages. We have had 78 outages total and 20 were in Vandyke. Supervisor Blomquist believes that a majority of these outages could have been prevented if the build were a front property underground verses a rear property aerial build. Vandyke Village was constructed in the mid 1960's through the 1970's. As the infrastructure in this area has aged, homeowners have installed fences, sheds, pools, additions to homes, and trees have matured, it has become more and more difficult to maintain the infrastructure. In many locations there is no access to the poles and wires without removing aged fences which we are then responsible to repair or replace. Many of the trees have matured to a height that it is impossible to trim with the equipment the MSC currently owns. With the narrow rear property right of ways even trimming these trees has little effect on reducing the outages we have. We are now at a point that the aged infrastructure is coming in to its replacement cycle. Average life span of a pole is around 50 years depending on the size, treatment, and condition of the installation. Over the past 3 years Supervisor Blomquist and Assistant Supervisor Granger have worked on a design that would place MSC infrastructure in the front of the property in the existing road right of way and remove it from the rear property. This may not make the rear property pole line go away as other utilities have infrastructure on these poles. In the past we were able to get Comcast onboard with converting along with us, we have not had the same success with Verizon. To date we have felt comfortable that we could design and install projects like Vandyke in house and without the help of outside engineering. Projects like this are typically straight forward and are fairly simple in design. As a practice the MSC has tried to loop feed our aerial and underground where feasible. This project was no exception. Three phase 12 KV distribution was designed to enter the subdivision and the load of the subdivision was split fairly evenly based upon number of houses, each phase being loop fed to reduce outage times in the event

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of an underground cable failure. This project was designed to incorporate conduit to reduce replacement time and cost in the future. The original design of this subdivision incorporated natural gas lighting. Over the years most of the gas lights have fallen into disrepair and no longer work. The MSC has over the years installed some pole lights where the electric infrastructure intersects roadways. Supervisor Blomquist understands that we would only install lights at the request of the City. The new design would include the installation of street lighting with the capital and future maintenance cost being born by the MSC but the consumption per light would be added to the cost the City currently pays for street lighting. This cost is relatively small but it is an ongoing cost that the City will bear. Supervisor Blomquist feels that there are several pieces that are crucial to the success of this project. First we would need preliminary approval from the Commissioners for the concept of the project. Then we would need to reach out to the community in Vandyke to discuss the concept and hear/address concerns of the citizens. Third we would need to get approval from City Council pertaining to the additional costs they will accrue annually. Next we would reach out to the other utilities to see if there is an interest in joint installation. Last we would create a final plan and get approval from the Commissioners to start the project. Our current expectation is that the project can be done in house over a 3 year period with costs of \$252,000 per year.

**5. Customers Power Factor:**

a. **Zenith:**

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

b. **Techmer:**

- I. Operations continue to provide the Load Profiling for this location. After conversations with Techmer we have decided to hold off changing the transformer until they have installed their new equipment and brought their new lines up. The expectation is for their load to continue to increase over the next 18 months.

**6. Cost of Service Study:**

- I. The Electric Department provided General Manager Patone with the information requested for the cost of service study.

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**7. Pole Attachment Request:**

- I. Fibertech is in the process of obtaining a Franchise Agreement with the City.