

Municipal Services Commission
Monthly Meeting
April 19, 2018 -- 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
Dr. Allen Hansen, Commissioner
Pamela A. Patone, Secretary

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

Guest in Attendance: Joan Appleby, spouse of Robert S. Appleby

Mr. Sippel commented they thought it was appropriate to honor Robert Appleby. He served for 27 years as a commissioner with the MSC and served on the Board of DEMEC, and was part of the construction of the substation. The community appreciates all of his service. Secretary Patone said Mr. Appleby was a gentleman who taught her a lot.

Secretary Patone read a resolution into the minutes honoring former Commissioner Robert S. Appleby. A resolution of the Municipal Services Commission on the departure of Robert S. Appleby.

WHEREAS Mr. Robert S. Appleby, Commissioner of the Municipal Services Commission of the City of New Castle, has passed after a lifetime of dedicated service to the City of New Castle and 27 years to the Municipal Services Commission, formerly the Board of Water and Light; and

WHEREAS Mr. Robert S. Appleby has diligently and faithfully served the Commission as Commissioner, appointed by the Trustees of the New Castle Common from April 1, 1988 through March 31, 2015, serving as president from April 1, 1990 through March 31, 2015.

AND WHEREAS during his tenure on the Commission, Mr. Robert S. Appleby has provided leadership to the Commission and invaluable advice and service to the Commission through his engineering, financial and business knowledge in addition to the experience in municipal government and the public power industry he gained with the Commission;

NOW THEREFORE, be it resolved by the Municipal Services Commission of the City of New Castle; that the Commissioners extend to the family of Robert S. Appleby their best wishes to them together with their most sincere appreciation for Mr. Appleby's dedicated service to the Commission during his tenure; and

BE IT FURTHER RESOLVED that this resolute be spread upon the minutes of the Commission and testimony thereof and that a copy hereof be furnished to the family of Mr. Appleby as a token of the respect and affection with which he is regarded.

The resolution was signed by Dr. Roy J. Sippel, President, and Pamela A. Patone, Secretary.

Municipal Services Commission Meeting Minutes
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Minutes – A motion was made and seconded to approve the minutes of the 2/27/18 monthly meeting. The motion was approved.

A motion was made and seconded to approve the executive session minutes for the 2/27/18 meeting. The motion was approved.

A motion was made and seconded to approve the minutes of the 3/22/18 monthly meeting as distributed. The motion was approved.

A motion was made and seconded to approve the executive session minutes for the 3/22/18 meeting. The motion was approved.

Appointments and Elections – Secretary Patone informed there are numerous appointments and elections since this is the first month of the new fiscal year. The appointments are for various boards that MSC participates in as well as the reelection of Commission president and appointment of secretary and treasurer. They are listed on the agenda as follows:

- Reelection of Commission President Roy Sippel, Reappointment of Pamela A. Patone as Commission Secretary; and Mary Jane Stubbs as Commission Treasurer.
- Reappointment of Pamela A. Patone as DEMEC Board member; Dr. Roy Sippel as the DEMEC Alternate Member.
- Reappointment of Jay Guyer as Delaware Rural Water Voting Delegate and Ryan Jaeger as Alternate.
- Reappointment of Jay Guyer as Delaware Water/Wastewater Agency Resource Network Delegate and Ryan Jaeger as Alternate.
- Reappointment of Pamela A. Patone as Water Supply Coordinating Council Voting Delegate and Jay Guyer as Alternate.
- Reappointment of Pamela A. Patone as Delaware River and Basin Commission Voting Delegate and Jay Guyer as Alternate.

A motion was made and seconded to approve all appointments as stated. The motion was approved.

Resolution – 457 Plan (retirement plan for the MSC) – This is an employee contribution plan similar to a 401k plan in the for profit world. There is a loan provision available as a benefit to the employee allowing them to take loans against the plan; there is no cost to the employer. In order to adopt the loan provision a resolution is required from Commissioners allowing Secretary Patone to act as administrator of the plan. The resolution reads:

Approving the adoption of plan loan procedures for the employer-sponsored 457 Nationwide Retirement Plan.

WHEREAS the Municipal Services Commission of New Castle has an employer-sponsored governmental 457B retirement plan administered by Nationwide Retirement Solutions and;

WHEREAS the employees of the MSC may make employee contributions to the Plan and would benefit from the ability to take loans from their account and;

WHEREAS Nationwide Retirement Solutions offers procedures to issue loans through the Plan at no cost to the MSC and the administrative responsibilities would be minimal for the MSC staff;

NOW THEREFORE BE IT RESOLVED that Commissioners of the MSC hereby adopt the Nationwide Retirement Solutions Government 457B Plan loan procedures and instructs Nationwide Retirement Solutions to administer loans made to Plan participants in accordance with the terms set forth in the procedures document.

Secretary Patone provided a document for the Commissioner's review. She and Treasurer Stubbs have reviewed the document with the administrator through Nationwide. Nationwide recommends that we not allow home loans and gave a number of reasons for this. Secretary Patone agreed not to allow this as an option. Our previous plan did not allow for loans. MSC would provide information about the provision to employees. Nationwide would help educate employees on the program. Dr. Hansen asked about fees that Nationwide assesses for the program. Secretary Patone said there is a \$200 fee, paid by the employee, to set up a loan.

A motion was made and seconded to adopt a loan provision as part of the Nationwide Retirement Solutions Government 457B Plan. The motion was approved.

Treasurer's Report – Treasurer Stubbs' reporting

Treasurer Stubbs reported a total operating cash balance of \$1,972,338.55. PNC escrow and meter deposit total in the amount of \$865,353.02. Total cash balance is \$2,837,691.57. Total investments are \$1,096,489.24. Electric Supervisor Scott Blomquist reviewed the bank statements for the month. Treasurer Stubbs addressed Mr. Blomquist's questions satisfactorily. 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.

Employee Handbook/Job Description Update – Treasurer Stubbs is also the MSC Human Resources Manager. She informed Commissioners what was updated in the handbook. There were no new laws or regulations that needed to be updated. Commissioners previously discussed updating the Training and Development section of the handbook as it relates to tuition to the maximum allowed under Section 127 of the IRS tax code -- \$5,250. Treasurer Stubbs also made grammatical corrections as needed.

Job Descriptions – After reviewing job descriptions with managers, the position of Water Utility Service III will change to remove the limitations of only allowing one staff person to become a Level III to allowing any Water Operator to reach a Level III. In addition, as directed by Secretary Patone, in order to mirror the organizational chart it is desired to have Artie Granger and Ryan Jaeger supervising employees. This will result in a title and description change that was reviewed by supervisors, assistant supervisors and our attorney. Titles would change to managers and supervisors. Our attorney has reviewed these title changes and job descriptions and determined that the noted positions are exempt in accordance with Department of Labor guidelines.

Accounting and Customer Service Report – Accounting/Customer Service Manager Tara French reporting
(See attached report.)

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Automatic Withdrawal – Dr. Sippel asked when the automatic billing is done versus when the paper report is sent out. Paper bills detail how a bill is computed. He noted that if you look online you often get different figures. He wonders if there a problem with timing. Ms. French said the level of PNC Payer Express we subscribe to does not give the detail of the bill online and is not updated on a daily basis. Figures can be different as a result. Secretary Patone informed we can pay to have a better version of PNC Express and have our database uploaded daily, but we chose not to do this because of cost and we thought we may want to implement something with our software. Secretary Patone and Ms. French have talked about how to handle online payments and will be looking at a path forward. We download payments daily and are able to import to our billing software. She said that what is in our billing software is always updated; what is in PNC Express is not always updated. We are not able to stop sending paper bills at this time because the PNC Payer Express bill is only a summary and we must provide the customer with a detailed bill showing their consumption. We will be looking into the better version and explore Tyler Technologies' online bill paying.

Dr. Sippel asked what background checks are done on new personnel. Ms. French said a criminal background check is required within two weeks of employment.

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

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

(Messrs. Blomquist and Guyer, Ms. Stubbs and Ms. French were thanked and excused from the meeting.)

Financial Report Executive Summary – Secretary Patone reporting
(For the period ending 3/31/18)

Secretary Patone reported she does not have a balance sheet and income statement for year end. She is working on getting the current year as accurate as possible for yearend so a comparison of the total budget versus total activity for last year will be accurate.

Further, Secretary Patone said that most of the regular journal entries are included and shows a surplus of \$112,701. We expect to end the year better than the \$74,000 deficit that was budgeted. Secretary Patone noted that invoices for March are still coming in and being processed. As we go through the audit process we may need to do some adjustments. Some of the excess is due to staffing changes causing us to operate with less than full staffing levels and we budget for our employees to have health insurance. She said that during the year one employee went on her spouse's coverage. We had some capitalization of labor that accounted for less expense versus the budget. She will have a full fiscal year financial statement, income statement and balance sheet for review at the next meeting.

Secretary's Report – Secretary Patone reporting

DEMEC – Secretary Patone and President Sippel attended the 4/17/18 Board meeting. Most of the meeting was about the financial statement presentation, specifically the results of the audit. DEMEC received an unmodified opinion, which is the best opinion that can be attained. The auditor reiterated support of the GASB 62 regulatory accounting discussed at last month's meeting that better mirrors the rate recovery and expenses associated with projects on behalf of members.

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DEMEC staff reported they are changing out their SCADA equipment; they will be working with distribution managers to get information.

Under frequency load shedding – Secretary Patone stated that PJM requires that we report what we are able to drop when it comes to load. If we make any changes to our settings we need to alert DEMEC immediately. Dr. Sippel said if a pending incident occurs they have the authority to directly have you drop the load.

DEMEC Day at Legislative Hall is 4/25/18 at 2 p.m. Municipalities will have the opportunity to meet with Governor Carney. Secretary Patone will contact City Council President Linda Ratchford to see if she is interested in attending.

Efficiency Smart presented at the DEMEC meeting. They showed the website and the different community web pages that will be on the website and offered information about efficiency, rebates, and other useful tools. They also have a loaner meter they will provide to customers to plug into an appliance to see how much energy the appliance is using. They download the information and send the meter back and Efficiency Smart sends you information about that appliance. Efficiency Smart will be sending MSC a meter to display for customers. As part of her communications with key accounts about rate changes, Secretary Patone is trying to get meetings with them to see what Efficiency Smart can do for them.

Secretary's Report

Railroad License – Secretary Patone and our attorney, Dan McCollom, are continuing negotiations on a long-term contract (15-20 years) at the best price.

Charter – No update. Mr. McCollom is working with City Solicitor Dan Losco and will keep Commissioners updated.

Delaware Street Paving Project – Council President Ratchford reached out to Secretary Patone indicating the City has an interest in the electric going underground. MSC would like to coordinate this work with the street paving. This particular project in the downtown area is not an area we experience outages. MSC anticipates gathering information, learning the scope and timing of the project from the City, and provide Commissioners with costs, including what is involved with putting the electric underground. Depending on timing, Secretary Patone noted that MSC contributes labor and materials are paid for by the City. She is unsure if this would be the same; however, because MSC has committed to work at Van Dyke Village. Work may be contracted out.

Secretary Patone explained MSC would do our work in advance and patch rather than repave, then the City work is finished and the paving would be done. She has asked Mr. Guyer to check for water issues that we may want to address now. Further, Secretary Patone said that Mr. Blomquist said he would be comfortable being the project lead if the work is contracted out, even with the Van Dyke Project taking place. Dr. Sippel would prefer using our own people citing their good work and they have our interests in mind. Secretary Patone reminded that the Van Dyke Project is broken into three phases, so we could do one phase or delay the project. She wants to wait another month to get more information and better direction from Commissioners before making a decision.

Secretary Patone said that former Mayor Don Reese had approached the Commission several years ago about installing lighting in Battery Park and along the path. She said we will ask Council President

Ratchford and City Administrator Bill Barthel if there are any lighting plans for the park being considered in the future.

Active Shooter Plan -- Secretary Patone informed that the MSC office would be closed tomorrow from 9 a.m. to 11 a.m. MSC Staff has discussed having an emergency plan. Detective Richard McCabe of the New Castle City Police has given us information about the glass we are putting in the front of the office (counter) and has offered to put together an emergency plan for us. Staff will go to the police station and meet with Detective McCabe to go over the plan and help prepare staff with information we can use to protect ourselves and our employees. Secretary Patone informed that MSC staff is very appreciative of everything Commissioners have done to support their safety. The glass is expected to be delivered in 2-3 weeks.

Facilities Tour -- Secretary Patone would like to offer a facilities tour to the Trustees of the New Castle Common in the next quarter. She suggested possibly extending the tour to some of our key accounts. Tours would be conducted 3-4 times a year.

Old Business and Operating Budget

Secretary Patone spent time with our consultant to help her identify differences between the consultant's projected operating income and our budgeted operating income. The differences relate to Capitalized Labor and the Repairs and Maintenance budget for the Water Department. The operating budget reflects a total surplus of \$221,937.50 of which \$443,597 is surplus from Electric and a deficit in Water of (\$221,659.50).

Secretary Patone asked Commissioners whether or not there are any questions on specific line items in the Water budget because you see activity comparisons to budget are higher than what we have incurred. We have talked about a valve exercising program where we actively have our staff exercise water valves and when that happens it is good for the valves to be used and identify issues, but some will break. The budget reflects those things. It is the same with the hydrants, but we don't have as many failures as with the valves since we do periodic hydrant flushing. Secretary Patone reminded that we have a \$5,000 threshold for capital items so there are more expenses in the operating budget, then in the past specifically the Water Department's expenses.

Secretary Patone said that Assumptions provided to Commissioners previously remain the same. They were reviewed by line item at last month's meeting.

A motion was made and seconded to approve the 2018-2019 budget. The motion was approved.

New Business

Employee Handbook/Job Description Update -- Secretary Patone said the handbook contains an increase in employee benefits because of the tuition increase. Management has made changes to the job descriptions and this has not required Commissioners' approval; however, Secretary Patone wanted to give a general overview of the changes. She pointed out that last year we had all of our job descriptions reviewed by our attorney and the exempt and non-exempt classifications evaluated. Our Assistant Supervisors will now be called Supervisors and our Supervisors will be called Managers, which better reflects the description of what they are doing. She and Dr. Sippel always intended job descriptions to mirror the organizational chart. The organizational chart shows that the assistants are over the crew. It will help give direction to our Assistant Supervisors. She said they have all worked together to define roles. The Assistant Supervisor positions will go back to being exempt.

A motion was made and seconded to approve the changes to the Employee Handbook. The motion was approved.

DEMEC/CPower – Secretary Patone reviewed Demand Response saying it came out several years ago and PJM was willing to pay to have groups be able to drop load when called upon. Several Demand Response groups solicited businesses saying as long as they could commit to dropping load they could get a payment according to their payment schedule. DEMEC was at the forefront looking at what was best for customers. MSC had a Demand Response group come in to work with Zenith. Our understanding was that some Demand Response groups were saying they did not need to drop the load and that they did not need to commit. Secretary Patone said CPower did not operate that way; they work closely with PJM and DEMEC. DEMEC members decided they wanted to have one reputable group they could use throughout their communities and that their customers could rely on for Demand Response programs. The communities took to their committees, councils and made the decisions to make CPower their exclusive provider within their communities. At the time we had Zenith with a different provider so we said with the exception of grandfathering this one group in, CPower would be for any new groups. Zenith is no longer with that group. We have brought CPower in to Zenith to see if they can provide the same type of programming. They have not been able to work anything out. Part of the challenge is because Zenith has trouble dropping the load when called upon.

Each year DEMEC and CPower ask communities whether they will reaffirm they would be the exclusive provider within a community. She is asking Commissioners if they want to reaffirm MSC's relationship with CPower or not.

Further, Secretary Patone stated that currently no one in New Castle is participating. We have been trying to aggregate some of our facilities with the City's facilities so we could potentially take advantage of it. DEMEC also pays out for Demand Response. We have introduced CPower to a couple of large commercial accounts. She has not been approached by any Demand Response groups asking to be able to provide services within our community.

Dr. Hansen asked about the procedure used to participate with CPower. Secretary Patone said they would be contacted via email to voluntarily drop load. As the distribution group MSC is copied on those emails. Tests are done 2-3 times per year and they have to prove they can drop the load. Participating with CPower can be a source of income if you can drop a load when called upon for tests. We felt it was something to look into; however, because of our well sites we do not have as much of a load. A certain amount of load is needed to qualify. She sees no reason not to continue our relationship with CPower.

A motion was made and seconded to reaffirm CPower as our exclusive Demand Response provider. The motion was approved.

A motion was made and seconded to enter executive session at 5:36 p.m.

Commissioners returned to general session at 5:53 p.m.

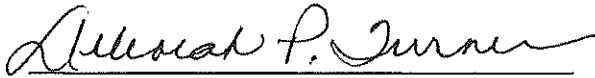
Next Meeting

Commissioners set the next monthly Board meeting to be 5/31/18, 4 p.m. at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

Municipal Services Commission Meeting Minutes
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Adjournment

A motion was made and seconded to adjourn the meeting. The motion was approved. The meeting was adjourned at 5:55 p.m.



Deborah P. Turner, Stenographer

Approved:


(Minutes transcribed from recording.)

ELECTRIC DEPARTMENT COMMISSION REPORT

April 19, 2018

Prepared by Scott Blomquist on April 12, 2018

1. Developer Projects:

a. Riverwalk Apartments:

- I. Supervisor Blomquist was contacted by H&H Electric regarding getting electric to the site. Supervisor Blomquist provided the specs for the equipment needed to get the work completed and asked for the contractors cost and estimated time to install the infrastructure that will be owned by the MSC. The contractor responded back they were not able to perform the work.
- II. Supervisor Blomquist was contacted by the developer who also asked for the specs and was looking to coordinate the work with Tusi Brothers Electric who they hired to install the electric infrastructure. An onsite meeting was called, Supervisor Blomquist and Assistant Supervisor Granger met with developer, the owner, and the electrician. We reaffirmed that the cost for the contractor to install the infrastructure and the estimated time to install needed to be provided to the MSC so an estimated time for inspections could be prepared and the total cost needed to be escrowed with the MSC. The Owner assured us that this would happen.

b. 200 and 202 W 9th St:

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

c. 2 new houses on W 10th St:

- I. Supervisor Blomquist was contacted by Cirillo Brothers Excavating regarding getting electric to the 2 new houses they are building on W 10th Street. Supervisor Blomquist and Assistant Supervisor Granger met the contractor onsite and went over what needed to be done. The Contractor asked if the MSC could provide the cost to install the wire and terminate. Supervisor Blomquist prepared an estimate which the contractor paid.

2. Capital Projects:

I. Van Dyke Village:

- i. The survey for Van Dyke Village has been completed. For the most part we have about 12 feet from back of curb to install infrastructure. We called in designer locates

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ELECTRIC DEPARTMENT COMMISSION REPORT

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for the project so we can get information back on the location of the gas lines, sanitary sewer, storm water, and any other existing infrastructure. We currently know where the water is via the mapping system.

- ii. Supervisor Blomquist received a call from Michael Platt regarding the survey marks in Van Dyke. Supervisor Blomquist explained that we were in the process of designing a plan to install the electric underground and that we don't have a start date for the project yet but we will be setting up meetings with the residents prior to starting work to address the residents questions and concerns. Michael asked if we would be installing street lighting during the process. Supervisor Blomquist explained that it was currently part of the design but as the City pays for the consumption we would be working with the City to get approval to install.

II. Delaware Street Underground:

- i. General Manager Patone received a call from Council President Ratchford regarding installing Delaware Street underground. GM Patone asked Supervisor Blomquist to prepare an estimate. Supervisor Blomquist needs more information to complete an estimate. Ultimately we would need to know the extent of Councils desired area and if this would include communications. Supervisor Blomquist researched previous projects in the downtown area. In 1986 the area between 2nd and 3rd on Delaware Street was converted to underground at a cost of \$543,257.90 as we show it on our asset list we believe this didn't include the cost to underground communications infrastructure. In 1997 the production company for the movie "Beloved" paid to have 2nd Street between Delaware and Harmony converted to underground. The cost was \$265,000.00.

3. Operations:

a. Outages :

- I. We had on outage over the last month.
 - i. The outage was on Juniper St in Washington Park April 4th. 10 customers were affected for 1 hour and 25 minutes. The cause was due to the installation of a current limiting fuse that had been over torqued and broke during the wind.

ELECTRIC DEPARTMENT COMMISSION REPORT

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II. 4/1/17 – 4/1/18

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
76	1.8	41	99.98

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. **Wilmington Road Substation:**

I. The Electric Department performed monthly inspections of the Substation.

b. **Dobbinsville Substation:**

I. The Electric Department performed monthly inspections of the Substation.

c. **System:**

I. The Electric Department has been tree trimming along the Norfolk Southern Rail line behind the Operations Building down to River Plaza.

ELECTRIC DEPARTMENT COMMISSION REPORT

April 19, 2018

Prepared by Scott Blomquist on April 12, 2018

d. Inventory:

- I. The Electric Department performed yearend inventory counts April 2nd through 4th. The Auditors were on site on April 4th to observe counts and ask questions. Inventory went well and we were able to answer any questions that the Auditors asked.

e. Reporting:

- I. DEMEC:
 - i. DEMEC asked for us to verify our current Under Frequency Load Shedding settings. Supervisor Blomquist provided them with the information they require.

f. Controls:

- I. Supervisor Blomquist reviewed the Bank Statements this past month and asked questions. Business Manager Stubbs was able to answer all questions and provided supporting documentation.

g. Site Tour:

- I. The MSC invited the Mayor and Council to tour MSC facilities on April 24th. We plan to bring them to our Operations locations and explain the purpose of each location.

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Water Department Commission Meeting Report

April 19, 2018

Prepared By: Jay Guyer on April 12, 2018

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on March 26th and April 5th to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Meter reading was completed on April 12th and Water Operators followed up on water check reads as needed.

C. Cross Roads Well – Penn Farm

1. Supervisor Guyer is working on the allocation permit for submission to DNREC.

D. Riverwalk Apartments – 7th Street

1. Construction at the site continues on the 4 buildings. Water meters were received on April 6th. Supervisor Guyer followed up with Pennrose Company and SB Conrad in reference to the outstanding balance due for inspection. They are processing the invoice for payment and plan to request the first Escrow withdrawal for phase 1 of the water main installation. Pennrose will submit a \$127,000.00 check for escrow for the remaining water main work on the site. MSC attended an on-site meeting on April 10th with Pennrose, SB Conrad, and sub-contractor representatives to discuss the project.

E. 2 New Homes by Cirillo Brothers – 10th Street

1. Cirillo Brothers is building 2 new homes on 10th Street in Washington Park. One water service already exists and one new service will need to be installed from the main to the house. Cirillo will contact MSC to schedule the installation inspection.

F. Basin Road Well – Driveway Paving

1. Operators started preparing the driveway for blacktop patching which revealed the subgrade was not suitable to pave over. Supervisor Guyer reviewed the budget and presented a revised cost to GM Patone for replacing the subgrade and performing a complete overlay of blacktop on the driveway. The original budget was \$360.00 for patching. The revised budget is \$1,850.00 for correcting subgrade and blacktop overlay.

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Water Department Commission Meeting Report

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Prepared By: Jay Guyer on April 12, 2018

G. US EPA UCMR4 Testing

1. MSC was scheduled to collect the first round of samples for the UCMR4 testing the week of April 2nd. Supervisor Guyer contacted the EPA and their Consulting Lab about the testing requirements. The interconnection with Artesian is for emergency purposes only which disqualifies MSC from the testing. MSC will return the supplies.

H. Tree Planting – Part of Dobbinsville Cleaning and Lining Project

1. MSC is coordinating the planting of 8 trees in Dobbinsville to replace 4 trees that were removed as part of the Cleaning and Lining Project. The planting is scheduled for April 27th as part of the City Arbor Day tree planting event.

I. School Lane Walking and Biking Trail

1. Supervisor Guyer and GM Patone are scheduled to meet on April 13th with City Representatives to discuss the School Lane Walking and Bike Trail. Del DOT has planned a paving project on School Lane from RT 13 to Valley Forge Road. MSC is requesting the paving be expanded to cover a portion of the Lane they removed several years ago and never properly restored.

2. Operations

A. Outages and Reporting

1. There were no planned and 1 unplanned outages for the month of March 2018. The outage report is attached for review.

B. System Repairs and Maintenance

1. Assistant Supervisor Jaeger is receiving the Cross Connection Control device certifications from our customers who were sent 2nd notices and updating the XC2 Software database.
2. Spring Hydrant Flushing is scheduled for the week of April 23rd. Notices have been posted at the City Admin Building, 216 Chestnut Street, and will be put in the City Crier Newsletter and in the New Castle Weekly.

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Water Department Commission Meeting Report

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3. Water Operators continue working on the curb box maintenance program, ensuring valve alignment and making corrections as needed.
4. On March 23rd, a Delmarva Gas crew damaged an unmarked 3/4" water service on Delaware Street. MSC water operators mobilized, shutdown the water and completed the repair. Delmarva called in the Miss Utility as required however we missed marking the service that supplied 2 The Strand. Supervisor Guyer critiqued the incident and followed up with the operators to review the incident and provide additional training for completing Miss Utility Locate requests.

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

1. In reference to Delaware receiving \$9.6 million from the Environmental Mitigation Trust Fund established through the settlements against Volkswagen and Audi, DNREC is proposing to take a 3 phase approach to administering the grant with phase 1 being utilized to replace school buses, phase 2 to replace other diesel powered vehicles and equipment, and phase 3 being utilized to support/complete phases 1 and 2. The allocation amounts for the vehicles and equipment in Phase 2 has been reduced from 100% of replacement cost to 40% of replacement cost. Supervisor's Guyer and Blomquist will review the final grant proposal and make a determination on the cost effectiveness for the MSC.

D. Equipment

1. No equipment issues to report.

E. Personnel and Training

1. No personnel issues to report.
2. Jeff Schlecht started the 6 week Chemical Feed Course on April 11th at Del-Tech.
3. Supervisor Guyer attended the Key Accounts training webinar on March 29th that was hosted by DEMEC. GM Patone, Supervisors, French, Blomquist, and Guyer had a follow up meeting on April 10th to discuss MSC approach to setting up our Key Accounts Program and completing our Customer Action Plans.
4. GM Patone and Supervisor Guyer gave Ryan Jaeger his annual performance evaluation on March 28th.

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F. City Ordinance 512 Prohibiting Private Wells

1. GM Patone and Supervisor Guyer are following up on the revised Sanitary Code for private wells and will forward DNREC copies of the Ordinance and code.

G. New Castle National Pollutant Discharge Elimination System (NPDES)

1. Supervisor Guyer coordinated with City Building Official Jeff Bergstrom and Public Works Supervisor George O'Neal the cleaning out of the 2 bio retention ponds for the Police and Utility Building. Operators cleanout both ponds and spread new filter mulch in them. Per Jeff Bergstrom, the County and State have done all of the work they plan to clear the drain pipe under the railroad tracks. Operators and Linemen worked to clear the drain pipe under the railroad tracks that is blocked preventing storm water runoff that collects in the low area behind our shop from draining to the marsh.

H. Inventory Count at Physical Year End

1. Water Operators completed the physical yearend water inventory count on April 2nd and 3rd and worked with Facility Person Jones to reconcile discrepancies. The auditors observed and verified counts on April 4th.

I. Commissioner and Council Members Facility Tour

1. GM Patone and Supervisor's Blomquist and Guyer are scheduled to tour our water and electric facilities on April 24th with Commissioner Hansen and City Council members.

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 April 19, 2018.

B. WRA – Water Resource Agency

1. Supervisor Guyer will resume sending weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA) in April 2018.

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

April 19, 2018

Prepared By: Jay Guyer on April 12, 2018

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. Supervisor Guyer attended the April 12th meeting. Items on the agenda that were discussed included the PFC Contamination the Town of Blades experienced and DEWARN's response, Chesapeake Section of AWWA Pipeline infrastructure training, updated members list with contact information, review of DNREC draft regulations for dry blasting water tanks and their presentation on April 25th which Supervisor's Guyer and Jaeger will attend, discussed the waste water pump station incident in Dover that occurred on February 28th where they did not contact DEWARN for possible assistance, and elections for the 2018 DEWARN Officers. For 2018 the officers will remain the same, Chairman - Rob Penman, Artesian Water Company, Vice Chair – Jay Guyer, MSC, and Secretary – Tom Coleman, City of Newark.
2. The next meeting date is to be determined.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for June 21, 2018.

End of Report

Attachments: March 2018 Water Works Report
March 2018 Water Outage Tracking Sheet