

Municipal Services Commission
Monthly Meeting
May 31, 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, Manager, Electric Department; Jay Guyer, Manager, Water Department

Minutes – A motion was made and seconded to approve the minutes of the 4/19/18 monthly meeting. The motion was approved.

A motion was made and seconded to approve the executive session minutes for the 4/19/18 meeting. The motion was approved.

Treasurer's Report – Treasurer Stubbs' reporting

Treasurer Stubbs reported a total operating cash balance of \$2,129,843.73. PNC escrow and meter deposit total in the amount of \$869,101.31. Total cash balance is \$2,998,945.04. Total investments are \$1,090,111.67. Assistant Water Supervisor Ryan Jaeger reviewed the bank statements for the month. Treasurer Stubbs addressed Mr. Jaeger'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.

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

(See attached report.)

Financial Report (For the period ending 4/30/18)

(See attached report.)

Ms. French reported total assets of \$16,511,643. Cash increased from the previous month about \$157,000, due largely to new project purchases being made in March as opposed to April.

Schedule for Revenue and Expenses by Department – Ms. French reported a net surplus of \$56,089; \$1,886 contributed to the water and \$54,203 contributed to electric.

Secretary Patone explained that the GAAP format is being used for the financial reporting. There are some entries that would not be up to date on a regular basis, noting we do not do actuary pensions each month. Ms. French's staff continually updates pension data and depreciation is done on a monthly basis. Monthly journal entries are done each month. Secretary Patone said they believe that all invoices have been received and that Depreciation has been reconciled. Auditors are expected on Monday, 6/4/18.

Electric Department Report – Mr. Blomquist reporting

(See attached report.)

Delaware Street Underground Electric Project – Mr. Blomquist said it is the City's desire to move electric wiring (including phone and cable) underground from Sixth Street to the Wharf. City Council asked for

costs and estimates for the electric work. Mr. Blomquist suggested the City should have AECOM (City's engineering firm) give them an estimated engineering cost of the overall project. It is estimated to take one year to plan the project and there may be some overlap with the VanDyke Village Project. Secretary Patone said the VanDyke Village Project could conflict with the City utilizing MSC crews providing the labor for the City. She said there are some ideas about breaking down the Delaware Street project; beginning work closer to the Wharf while planning is done for the rest of the project. City officials are thinking of a 3-5 year timeframe to begin the Delaware Street project. Secretary Patone said when more information is gathered it will be presented to Commissioners for consideration. Mr. Blomquist stated that part of the challenge with the project is that it involves some of our major circuits. Additionally, there is more design work than what we are accustomed to. Mr. Blomquist said with the downtown area we need to look far into the future to see what the whole system will look like to avoid duplicating work.

Secretary Patone commented on the need to get the water project back on schedule and finishing the Delaware Street relining. Mr. Guyer is gathering information now. If we cannot get Verizon to work with us in putting the utilities underground Secretary Patone questioned if the project is worth doing or determine a path forward.

Secretary Patone said it is uncertain if the City is saving money by doing the project all at once or piece meal. The City is focusing on getting curbing and paving finished. The Delaware Street project is a massive project. The engineering portion needs to be done to understand all the challenges involved.

Mr. Guyer believes the City is more inclined to go forward with a phased-in approach with the first phase being the Wharf up to Third Street and the second phase to be from Third Street to Sixth Street. The City still needs to address storm water issues and sanitary work on Delaware Street by New Castle County.

VanDyke Village (170 single-family homes) – Secretary Patone informed that City Council has approved paying for the electric for the street lights for VanDyke Village. President Sippel asked about design of the lights. Secretary Patone said the design of the lights is part of the budget that Commissioners approved. She is not aware of any designs being discussed by City Council. She suggested revisiting the lighting later while moving forward with the project. Concerning the design and whether LED lights are used still needs to be discussed. Secretary Patone wants to see if we can take advantage of the Efficiency Smart program, specifically, savings from rebates from the purchase of LED lighting. Secretary Patone said that information about LED lighting is being gathered to determine a policy for replacement with LED lighting (more cost effective). Secretary Patone said that placement of the lights and that spacing will be consistent (standard spacing, alternating sides) with what we do throughout the City. She has reviewed all of this with City Council President Linda Ratchford. We have a design selected and we plan on continuing with that design.

Secretary Patone plans on having a meeting with the community the week of 6/11/18 to discuss the Gray Street/Ninth Street Water Project and VanDyke Village Project. We will discuss project plans, timeline, specifics, address questions residents may have, and collect email information to keep them up to date on project progress. She said a second meeting would be held for the electric project to provide more specifics and information. The water project is smaller and will not require an additional community meeting.

Water Report – Mr. Guyer reporting

(See attached report.)

Delaware Street Paving Project – Preliminary work was done to get numbers for Fourth Street to Sixth Street. They talked to the contractor who did the work on Delaware Street to get his input on what would be the best approach for Fourth Street to Sixth Street including the side streets. Another challenge is the 3M Scotchkote 2400 lining previously used is no longer being manufactured. Mr. Guyer has learned of a pilot case using an epoxy coating with the same characteristics as the Scotchkote 2400 in New Jersey. He has been in contact with the contractor who will provide results of the pilot case to Mr. Guyer.

Dr. Hansen asked what lining projects are planned after this project. Secretary Patone said we did Ecologics acoustic testing on a portion of our aging infrastructure to determine where our exposure was and what areas need attention. We have a 5-year plan on what we are replacing, but with our funding we pushed off this year because we wanted to get started with the Vandyke Village Project. Moving forward, if we are going to actively reline and/or replace water mains we may need to look at other funding sources such as grants rather than depreciation amounts in our capital budget. Secretary Patone said we did a lot of research on the 3M Scotchkote 2400 lining and when it was taken off the market we were surprised.

President Sippel asked why the 3M product was dropped from being manufactured. The 3M representative told Mr. Guyer they spent a large amount of money to get the product to the market. The product did not “take off” as expected. There is nothing wrong with the product. The product may be brought back into the market in the future if they think it would be received better.

Senate Bill 189 concerning an act to amend the Title 26 of the Delaware Code relating to the Underground and Safety Act – The amendment was in response to Delaware being in danger of losing federal funding for streets and roads due to the lack of enforcement penalties imposed when utilities are damaged by excavators. Messrs. Blomquist and Guyer looked at the wording and returned our concerns to Lou Vitola at DEMEC. The bill was tabled.

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

Secretary's Report – Secretary Patone reporting

Secretary Patone attended the Public Power Manager's Certification Program in Denver, Colorado, funded mostly through DEMEC.

DEMEC – President Sippel attended the 5/18/18 Board meeting. President Sippel reported on a presentation by Denise Christiansen about a Junior Achievement Program called Job Shadow that DEMEC participates in with success. The goal of the program is to get children interested in jobs that are more trade-related. He thinks the program could possibly be implemented in New Castle and could be tailored to what we would want to focus on. He brought a handout of the program for the Commission. Secretary Patone said that in the past they have contemplated pairing with students from William Penn High School. When we did the ecologics testing part of a grant we received we needed to involve students in the STEM program. She reached out to schools to get teachers and students involved.

President Sippel reported the Audit Committee will be sending out an RFP for their auditor. Baker Tilly is the current auditor. Secretary Patone said that Baker Tilly was brought in for three years. The committee is very pleased with Baker Tilly but feel it is important to go through the RFP process after

Municipal Services Commission Meeting Minutes

May 31, 2018

three years. Also, Secretary Patone said the position of Audit Committee Chair alternates each year. Therefore, she will step down in September and a new chair will be announced.

Beasley -- President Sippel said that Beasley is fully prepared for the summer maintenance.

Fremont -- President Sippel noted we had a new arrangement; 80% of that power is online.

Legislative -- President Sippel reported that meetings were good. He referenced the participation of Messrs. Blomquist and Guyer via email concerning Senate Bill 189.

DEMEC SCADA Upgrade -- President Sippel announced the upgrade will be scheduled in the next couple of weeks. Secretary Patone reported that DEMEC staff appreciated Mr. Blomquist's input on making the needed changes.

Public Power Billboard Program -- President Sippel informed the program will be rolled out in August.

Secretary Patone informed of a meeting with Tim Stearns from Efficiency Smart, Emily Sinclair from DEMEC, Mr. Blomquist and Secretary Patone spent a whole day visiting some of our commercial accounts (Techmer, TA Instruments, Tesla) in New Castle. Secretary Patone said it was a productive meeting and she was very complimentary of Emily's knowledge and experience. Emily is assuming Scott Lynch's former position with DEMEC.

President Sippel said that DEMEC is unhappy that Joint Council briefings have not been attended as they would have liked. They had hoped to present to mayors and City Council personnel, but they did not attend. They are rethinking how best to approach these groups.

Secretary Patone attended a special DEMEC meeting (via phone) on 5/24/18 to discuss the annual recommendation on salary increases and bonuses, and calculations for same. The June DEMEC Board meeting is canceled because the APPA annual conference takes place in June. The Board reviewed all the information provided and approved the Executive Committee's recommendations.

Trustees of the New Castle Facility Visit -- The tour for the Trustees was canceled because of the number of scheduling conflicts they had. Secretary Patone recommends waiting until the fall to reschedule the Trustees tour. She reminded that Operations is very busy this time of the year and meetings with residents of VanDyke Village to review upcoming electric and water projects in their community. She offered to reach out to the Trustees again in August to determine the level of interest for rescheduling a tour. It is important to have Messrs. Blomquist and Guyer available. We will revisit discussion on this matter in June.

VanDyke Village Project Community Meeting -- The first meeting will take place on June 12th, in the park in VanDyke Village beginning at 5 p.m.

Secretary Patone distributed the tariff and how the tariff changes with the rate design. Commissioners have already voted on the changes.

The letter to be sent to DNREC (copy sent to Commissioners) -- Secretary Patone said that in 2016 a letter from DNREC was sent to President Sippel and MSC Commissioners regarding any legislation about ordinances within our community. We spent several months drafting changes to the ordinance that were approved by City Council. The letter will be signed by President Sippel tonight.

MSC Employee Picnic -- Secretary Patone informed the employee picnic will be at Lum's Pond State Park in the early fall (September/October). Details will be provided later.

Municipal Services Commission Meeting Minutes
May 31, 2018

Railroad License Renewal– Secretary Patone and our attorney, Dan McCollom, continue with negotiations on a long-term contract at the best price. She vehemently disagrees with the administrative fee they want to add. We are trying to craft the contract so when it expires in 15 years that there are some safeguards in place about what the rate will be thereafter. We are looking at prepaying 15 years (about \$50,000) in the next month or so to get it secured. Lastly, she wants a listing of all agreements with the railroad. Some are not negotiable, but she wants to make sure everything is captured.

MSC Charter -- No update. She spoke to City Administrator Bill Barthel today. The City has some issues with other items they need to address. The deadline is 6/30/18 to make any changes. If it does not get corrected this year we need to make sure it is addressed next year.

NEW BUSINESS

Secretary Patone informed that Fiber Tech Company approached our Operations personnel several months ago about logistics involved with attaching to our poles. Comcast has a franchise agreement with the City; there is a pole attachment agreement within the agreement and we follow that agreement. We have met with Fiber Tech Company to review technical specifications and referred them to the City to establish what the agreement is with the City before attaching to our poles, and having our pole attachment portion within that agreement. The City has hired a law firm with experience in these types of agreements, in addition to the pole attachment portion. Secretary Patone has worked with City Solicitor Dan Losco and City Administrator Barthel and the law firm as to what should be in the pole attachment portion and negotiating rates. The agreement and pole attachment agreement are now on hold. Verizon has addressed some concerns with the agreement with the City. She is unclear how or if it relates to Fiber Tech. Fiber Tech is a competitor with cell phone companies. Secretary Patone is pleased with most of the language in the agreement and had Mr. Blomquist review it as well. The City must sign off on their agreement before MSC can sign off on the pole attachment agreement. She may call for a special meeting to review the agreement and sign off on it should there be any resolution.

Next Meeting

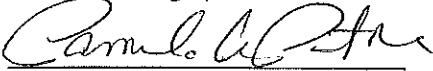
Commissioners set the next monthly Board meeting to be 6/21/18, 4 p.m. at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion was approved. The meeting was adjourned at 5:48 p.m.



Deborah P. Turner, Stenographer

Approved: 

(Minutes transcribed from recording.)

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CITY OF NEW CASTLE, DELAWARE 19720-0208

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Water Department Commission Meeting Report

May 31, 2018

Prepared By: Jay Guyer on May 23, 2018

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on April 24th as part of the Spring Hydrant flushing and on May 21st to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Meter reading was completed on May 14th and Water Operators followed up on water check reads as needed. Operators replaced 7 ERTS that were no longer functioning.

C. Cross Roads Well – Penn Farm

1. Manager 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. The contractor completed installation of the 8" fire main that serves 2 private fire hydrants started installation of the private 6" domestic and fire mains that will supply the buildings. The 8" fire main was hydrostatically tested to 150psi, flushed using de-chlorination tablets, and tested negative for bacteria. All work inspected by MSC was in compliance with MSC Water Technical Specifications.

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

1. Construction of the 2 new homes on 10th Street in Washington Park is nearly complete. Both water services have been installed into the homes, inspected by MSC, and found to be in compliance with MSC Water Technical Specifications. The builder will contact MSC to schedule water meter installation.

F. Basin Road Well – Driveway Paving

1. Paving of the driveway will be scheduled with the main office / utility building paving.

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

1. MSC completed planting 8 trees in Dobbinsville on April 27th as part of the City Arbor Day tree planting event. Watering is being completed 2-3 times weekly as needed.

H. School Lane Walking and Biking Trail

1. GM Patone and Manager Guyer received minutes of the April 13th meeting with City Administrator Barthel, Building Official Bergstrom and their engineer in reference to the School Lane Walking and Bike Trail. Manager Guyer added comments for clarification and returned. No further communications have been received for the project.

I. Main Office – Front Desk Security Upgrades

1. Operator Granger has been coordinating and performing the work on the enhanced front desk security. He has reinforced the counter, adjusted the lighting and hvac, installed counter pass through trays, and prepped the area for the security glass. Additionally, he removed the entrance railing, replaced the rusted components, painted, and reinstalled.

J. City Paving Project – Delaware Street 3rd to 6th Street

1. GM Patone and Managers Blomquist and Guyer met with City Administrator Barthel, Building Official Bergstrom to discuss the paving of Delaware Street. Several options were discussed including expanding the project to include paving from 3rd to 6th Street, relocating utilities underground from the wharf to 2nd Street, and from 3rd to 6th Street. MSC reviewed difficulties and challenges experienced during recent underground conversion projects, the costs associated with these types of projects, and our commitment to capital projects already approved. The City will better define the Delaware Street project and follow up with MSC.
2. Manager Guyer and Supervisor Jaeger reviewed the cleaning and lining project for Delaware Street from 3rd to 6th Street and the proposal from J. Fletcher Creamer & Son that was prepared for Capital planning purposes. We contacted their foremen from last year's Delaware Street Project to discuss the second phase with him and the types of lining they are using since 3M Scotchkote 2400 is no longer available. They are doing a pilot program for NJ American using an epoxy coating similar to the 3M product and he will invite us to observe the lining process. Additionally, he agreed to come down and walk the Delaware Street project with us to better define the scope of the work for

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bidding purposes. We discussed applying to WIAC for their \$50,000.00 Technology Grant for the epoxy coating to see if it would apply.

2. Operations

A. Outages and Reporting

1. There were no planned and 1 unplanned outages for the month of April 2018. The outage report is attached for review.
2. Manager Guyer and Supervisor Jaeger started working on the 2018 Consumer Confidence Report and Newsletter. Information was downloaded from the Office of Drinking Water Web Site and reviewed. The CCR needs to be completed and printed for distribution by July 1st.
3. DEMEC made their members aware of Senate Bill 189 – An Act to amend Title 26 of the Delaware Code relating to Underground Utility and Safety Act and requested we review and return comments. The US Department of Transportation found Delaware to be non-compliant with enforcement of underground excavation violations which jeopardizes federal funding for reason of lack of notification to state agencies and of enforcement when damage is known. The amendment ensures proper notification to Miss Utility and gives the Attorney General or the Public Service Commission responsibility for enforcement proceedings and penalties as appropriate for the circumstances of the violation. SB – 189 was tabled due to numerous comments and a request from DEMEC for individuals to participate in a group meeting to develop amended language was issued. Manager Guyer volunteered to participate on the Municipal Team with DEMEC. The first meeting will be scheduled in early June.

B. System Repairs and Maintenance

1. 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 was started on April 23rd and completed on May 4. Several of the 1960's vintage Rensselaar hydrants need to be replaced due to leaking bonnets and foot valves.

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3. Water Operators started a Hydrant Painting program on Delaware Street at the Wharf and are working their way out of town. The goal is to paint approximately 40 to 50 hydrants this Spring.
4. Water Operators continue working on the curb box maintenance program, ensuring valve alignment and making corrections as needed.
5. On April 23rd, MSC Water Crew assisted by the Electric Crew mobilized to repair the 6" water main on Gray Street at 9th Street. The main experienced a complete longitudinal failure and blow out that required 8 linear feet be replaced. Water was off to 21 customers on Gray Street from 9th to 11th Street for 5 hours and 15 minutes.
6. Water Operators completed quarterly Facility Inspections and issues that were identified have been corrected.

C. Budgets and Grants

1. Manager Guyer and Supervisor Jaeger are reviewing the proposals from engineering firms for assisting MSC with applying for the WIAC Asset Management Grant available for 2018. We are contacting several companies about the different software package options being proposed for developing our asset management program.
2. Manager Guyer reviewed the 2017 Private Developer Contributions assigning costs associated with the assets that developers constructed and turned over ownership of to the MSC. These contributions will become MSC Assets.
3. Managers Blomquist and Guyer requested updated pricing from Ford and GM for the replacement trucks T-5 and T-11. Pricing may increase due to the trucks being 2019 model year chassis but it is anticipated to be with the approved budget amount.
4. Jesco Equipment, LLC was contacted in reference to the Ditch-Witch Soft Dig Unit and they agreed to honor their original quoted price. They have a unit available for delivery in the Baltimore Branch.

D. Equipment

1. No equipment issues to report.

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Water Department Commission Meeting Report

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E. Personnel and Training

1. No personnel issues to report.
2. Jeff Schlecht completed the Chemical Feed Course and will take the exam on June 8th.
3. All MSC office staff and Utility Building Managers / Supervisors attended Active Shooter training at the New Castle Police Station on April 20th.
4. Manager Guyer and Supervisor Jaeger attended the annual National Association of Water Companies meeting in Dover where DNREC presented their draft Regulations for Dry Blasting of Water Tanks. The regulations being proposed are related to the potential of lead based coating to become airborne during the blasting process and the new requirements for protecting the public. The draft regulations were reviewed and comments returned to DNREC. Manager Guyer contacted MSC's tank consulting firm MBA to discuss the draft regulations and concerns for future tank projects. MSC does not have any lead coatings remaining on our tanks.
5. Manager Guyer and Supervisor Jaeger attended the 2018 Drinking Water State Revolving Fund Borrowers Conference on May 8th. Revolving loans and grant money is available for projects. We will evaluate our projects for option of loans and grants.
6. GM Patone, Managers French, Blomquist, and Guyer had a follow up meeting on May 23rd to discuss MSC's approach to setting up our Key Accounts Program and completing our Customer Action Plans. Manager Blomquist has installed load profiling metering on the accounts each of us will be using.

F. City Ordinance 512 Prohibiting Private Wells

1. GM Patone and Manager 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. Manager Guyer continues working with City Building Official Bergstrom on cleaning out the drain pipe under the railroad tracks that is blocked preventing storm water runoff that collects in the ponds and low area behind our shop from draining into the marsh. Operators cleaned out both the Police and Utility Building bio-retention ponds and

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spread new mulch provided by the City Public Works. NPDES Training for City and MSC Employees is scheduled for June 6th at 1:00pm in the City Police Building.

H. City Council and Trustees Facility Tour

1. GM Patone and Manager's Blomquist and Guyer took City Council members on a tour of our water and electric facilities on April 24th. Commission president Dr. Sippel and Commissioner Dr. Hansen were also in attendance.
2. GM Patone and Manager's Blomquist and Guyer were scheduled to tour our facilities on May 24th with the Trustees. The tour was postponed and will be rescheduled.

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 June 28, 2018.

B. WRA – Water Resource Agency

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

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. 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: April 2018 Water Works Report
April 2018 Water Outage Tracking Sheet

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ELECTRIC DEPARTMENT COMMISSION REPORT

May 31, 2018

Prepared by Scott Blomquist on May 24, 2018

1. Developer Projects:

a. Riverwalk Apartments:

- I. We are waiting for the escrow funds for the electric installation to be sent.
- II. EUM Blomquist has been working with SB Conrad to develop a schedule for the installation. During this process we found that the contractor is working off of a different set of plans than the plans we were provided. Secondary conductor sizes and amounts are different on the plans they are using. What they are planning to use won't work with the CT's we use. EUM Blomquist and Supervisor Granger are working with SB Conrad to procure a solution.

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

2. Capital Projects:

I. Van Dyke Village:

- i. During the Mayor/Council Facilities Tour we stopped in Van Dyke Village and explained the undergrounding project we have planned. We showed the lack of access to the rear property so we could maintain our infrastructure. Overall the project was well received.
- ii. EUM Blomquist contacted Comcast regarding Van Dyke Village Undergrounding. A meeting with Comcast was scheduled for May 18th at 100 Municipal Blvd to start the discussions.
- iii. As we haven't had any luck with Verizon in the past we felt we needed to approach them in a different fashion. One of the members on Council has a relationship with Verizon and the plan is to have them reach out to their contact to start discussions.

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II. 5/1/17 – 5/1/18

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.

5. **Repairs and Maintenance:**

a. **Wilmington Road Substation:**

- I. The Electric Department performed monthly inspections of the Substation.
- II. The transformer sump pit was pressure washed.
- III. Supervisor Granger is working with Utility Engineer's and ABB to develop a Scope of Work to test the relays at this location.

b. **Dobbinsville Substation:**

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- I. The Electric Department performed monthly inspections of the Substation.
- II. The transformer sump pit was pressure washed.
- III. The failed sump pump and controls have been ordered and should be received within the next week.
- IV. Supervisor Granger is working with Utility Engineer's and ABB to develop a Scope of Work to test the relays at this location.

c. System:

- I. Delmarva Power scheduled a pole change out with the MSC on May 10th. The pole change out included changing out a push pole to support the power pole. The Electric crew removed a portion of the 220 circuit in preparation. When the weather permits the conductor will be replaced and the circuit will be returned to a normal configuration.
- II. The Electric Department continues to do pole inspections as time permits.

d. Site Tour:

- I. The MSC invited the Mayor and Council to tour MSC facilities on April 24th. The tour went well and we visited both of the Substations, Million Gallon Tank, School Lane Treatment Facility, and Van Dyke Village. The members were pleased with the tour and had lots of questions.
- II. The MSC invited the Trustees to tour the MSC facilities on May 24th.

6. Developer Deposits FYE 2018:

- I. EUM Blomquist worked with Accounting and Billing Manager French to complete the Developer Deposits FYE 2018. Costs being donated to the MSC will be added to the Assets.