

Municipal Services Commission  
Monthly Meeting  
July 25, 2018  
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: Accounting/Customer Service Manager Tara French; Scott Blomquist, Manager, Electric Department; Jay Guyer, Manager, Water Department

Changes to Agenda – Secretary Patone informed about the need to reschedule the auditor’s presentation of financial statements. She wants to look at the effects that GASB 62 will have on this year’s financial statements as opposed to waiting until implementation next year. Final financial statements will be provided at a later date.

Additions to New Business – 1) Commissioners’ consideration of Wilmington Road Substation Capital Repairs. Electric Utility Manager Blomquist will discuss further in the meeting.  
2) Revisit the Van Dyke Village budget to address citizen concerns about transformers.

**Minutes – A motion was made and seconded to approve the minutes of the 6/21/18 monthly meeting. The motion was approved.**

President Sippel asked where the topic of Safety appears on the agenda and who will present the report. Secretary Patone said that both the Electric and Water Departments would include safety updates in their regular reports. Human Resources Manager Mary Jane Stubbs could report on actual numbers.

Resolution for President’s Signature -- At the July meeting the Commission approved moving forward with an Asset Management Plan and applying for the Water Infrastructure Advisory Council’s grant contingent upon receiving the grant and using the services of RK&K Engineering to implement the plan. Secretary Patone said the application requires a resolution. She read the resolution aloud for Commissioners.

**A motion was made that the resolution be approved. The motion was seconded and approved.**

**Treasurer’s Report – Secretary Patone reporting**

Secretary Patone reported a total operating cash balance of \$2,277,353.15. PNC escrow and meter deposit total in the amount of \$730,448.87. Total cash balance is \$3,007,802.02. Total investments are \$1,089,866.70. The checkbook register is attached to Treasurer Stubbs’ report.

Expenditures of note:

- Annual contract to Tyco Integrated Services for the alarm system.
- Installation of an additional emergency button at the front desk.
- Purchase of the Ditch Witch.

Municipal Services Commission Meeting Minutes  
July 25, 2018

- Reimbursement for work clothing purchased by an employee.
- Payment to an employee's spouse for services associated with the bi-annual MSC newsletter.

Dr. Hansen noted the slow performance of our investments over the last quarter. He thinks they should have increased. Secretary Patone will look at the plan and get an analysis on the first quarter soon and report back. Our investment advisor, Joe Bonasera, plans on coming out for a site visit soon (August/September). He will do an investment analysis at that time.

Human Resources – Secretary Patone reported a workplace safety inspector conducted a surprise visit. The report showed no violations; some suggestions were made. We have not yet received a letter informing what percentage discount we will receive for workers compensation.

**A motion was made to approve the Treasurer's Report. The motion was seconded and approved.**

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

*(See attached report.)*

Dr. Hansen asked if we are going to be under budget on spending on our capital budget this year. Secretary Patone is unaware of any projects that they would anticipate to come in under budget. But we may want to revisit the capacitor banks. She said we have not purchased them because we are actively working with our key accounts so they will address their own power issues. Additionally, we will be adding items based on discussion in today's meeting, including the railroad lease.

Financial Report (For the period ending 6/30/18)

The quarterly financial statements were distributed to Commissioners. Ms. French reported total assets of \$16,556,586.00. Receivables were up about 8% due to the warm weather. Cash increased 4% from June 2017 to June 2018.

Schedule for Revenue and Expenses – Ms. French reported a deficit of \$82,870 in net assets; \$11,376 attributed to water and \$71,494 attributed to electric.

Secretary Patone informed cash and investments balances combined are approximately \$3.2M. The cash and investment balances are the figures the Commission has tracked to confirm the organization was within the minimum cash balance target. The financial statement presentation changed last year to segregate the Net Position into two line items: Net Investments in Capital Assets and Unrestricted Net Position. She stated the unrestricted net position is a line item which will be utilized in addition to the cash/investment balances to gauge whether the targets are being maintained.

Electrical outage – Dr. Hansen spoke of a recent power outage that occurred at the end of the business day (4:30pm) and subsequent issues with residents not being able to leave messages when reporting the outage. Mr. Blomquist explained that normal protocol is people call into our system and leave a message on our on-call phone. The on-call personnel would call the crews in to restore power and then return the calls to the customers to advise crews were dispatched. Because Ms. Stubbs was still in the office Mr. Blomquist requested she take the phones off the on-call service and answer the phones herself, this prevented the customers from being able to leave a message. Secretary Patone explained that she began to receive e-mails complaining customers could not leave phone messages or get through which prompted her to have Ms. Stubbs stop answering phones and resume the normal process. She went on to explain when a large outage occurs the volume of phone calls can overwhelm

the system as the voice message service is limited to 100. Mr. Hansen was interested in the system's ability to automatically communicate the outage or provide information. Secretary Patone indicated the staff is working toward installing Smart meters, it has been on the five year capital plan. Staff has been evaluating when and how to get to the Smart meters and when to approach the Commission to make the change.

Mr. Blomquist said the billing software is up and running. Smart meters allow for a number of different features. He invited Dr. Hansen to look at our SCADA system (designed for water) and explore improvements and marrying it with other systems. It is a basic system and a network is needed to communicate with infrastructure. Smart metering can tie into a network. Mr. Guyer added that our SCADA system is designed as the control system for electric and water. It has no communications with meters or any other outside data bases. Secretary Patone said the two big areas needing improvement are communication and information technology and we want to continue working towards improvements.

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

VanDyke Village Project Community Meeting -- Mr. Blomquist reported that landscaping costs to hide transformers is estimated to be \$15,000 (22 locations @ \$700/ea.). Pole light options – we budgeted \$146,000 for pole lighting throughout VanDyke Village. If we use LED lighting the cost increases about \$170,000 (\$26,000 increase). The suggestion would be to transition to LED fixtures over HPS fixtures when replacement is needed. Secretary Patone said the City is paying the electric for street lights using DEMEC rates. According to Mr. Blomquist changing to LED lights doubles the cost per fixture, but consumption is reduced about two-three times. LED lighting provides up to twenty years in longevity, or four times greater than HPS fixtures.

Inventory of field lighting has been reduced to the point where Mr. Blomquist is looking for direction for future purchases -- HPS or LED lighting.

If the Commission approves what is being proposed a revised budget will be provided to Commissioners at next month's meeting.

Delaware Street – City Council has approached the Commission to see if it is viable to put electric underground before they start doing curb work and paving on Delaware Street. Secretary Patone met with Messrs. Blomquist, Guyer and City Building Inspector Jeff Bergstrom and City Administrator Bill Barthel to discuss the project. The City was looking to get engineering done first. The timeline is very tight for paving. Secretary Patone discussed the Verizon issue and whether other utilities could be put underground. Additionally, water utility work needs to be done prior to paving. We wanted to take advantage of MSC crews doing the work to keep costs down for the City. That may not be possible because of the Van Dyke Village project and engineering that needs to be done in advance. We have not identified this area as an area to put utilities underground at this time. Secretary Patone has spoken with Verizon who has indicated there is no reason to put their service underground in the City unless costs are borne by the Commission or the City. Verizon infrastructure in Van Dyke Village is fairly new and it is not feasible to change to underground. Secretary Patone thinks the City needs to continue to talk with Verizon to put infrastructure underground at some point in the future. The City has received funding for paving and needs to move forward with getting the paving done. City Council President Linda Ratchford and City Administrator Barthel have been part of the discussions and the discussion has been tabled for now. Secretary Patone informed Council President Ratchford that some communities

Municipal Services Commission Meeting Minutes  
July 25, 2018

have received beautification grants to assist with paying for Verizon to put their service underground. Phil Farga will make some recommendations to Secretary Patone. She will keep Commissioners updated on efforts to get this accomplished long term.

Request for approval to replace our 210, 220 and 230 circuits at the Wilmington Road Substation within the next 60 days to prevent future failure -- This is a result of a failure on the riser cable on the 220 circuit on 6/28/18. Estimated cost to replace all three risers is \$40,000. The Wilmington Road Substation was built in 1986; wiring dates to 1979. The cable dates to the 1970's. It is more economical to replace all three circuits knowing the remaining two are undersized. Everything but one day of testing will be done in house.

Safety -- Mr. Blomquist said they continue to do Tailgate talks when needed and safety meetings continue with their crews.

Water Report -- Mr. Guyer reporting

*(See attached report.)*

Riverbend -- Ryan Homes is working with Austin and Bednash regarding infrastructure to complete the subdivision. Cecil Bank has contracted with JWM Investments who is trying to make it financially viable. A meeting of all parties is scheduled for 8/9/18. Secretary Patone/Mr. Guyer will report back after the meeting.

Safety -- Mr. Guyer reported no near miss incidents for the month of June. Tailgate talks continue.

One issue that came up today --

Street Repaving -- Mr. Guyer learned about this today. The City is redoing curbs on Centerpoint Boulevard in Centerpoint Business Park. Originally they were going to do road patches. They now are going to mill the entire street and overlay it. He noted that with the Riverbend subdivision, to complete the loop we need to go out to the cul-de-sac to connect to the 12-inch main near Burris Logistics. The City plans to mill down 5 inches and put down 5 inches of blacktop along the whole road. Mr. Guyer said we have two options to consider. We could do nothing and let the City pave and when the contractor does the loop for Riverbend, disturb the newly paved street and then do a standard patch on it. Or, we could do the work in house and run the main over and out of the cul de sac giving them a point to pick up the main and invoice them for the work. The cost is roughly \$15,000 to install 150 feet of 12-inch pipe. That would get us out of the cul de sac. Mr. Guyer prefers the latter option. He wants to be proactive. Extension of service of water and electric is borne by the developer. Secretary Patone reminded that we run the risk of collecting for running the infrastructure rather than the property owner. It is a matter of ensuring we get the payment.

Secretary Patone said it is in the MSC's best interest to do the work up front. She would like to discuss the issue further before making decision. Mr. Guyer said that Austin and Bednash would complete infrastructure that Cecil Bank owns. Greggo and Ferrara owns 34 lots. Nick Ferrara of Greggo and Ferrara will be invited to the 8/9/18 meeting.

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

Secretary's Report -- Secretary Patone reporting

DEMEC -- Secretary Patone and President Sippel were not present at the monthly meeting. Secretary Patone spoke with Kimberly Schlichting, Sr. Vice President of DEMEC, prior to the meeting. No items

Municipal Services Commission Meeting Minutes  
July 25, 2018

were voted on that we were concerned about. There was presentation by ARUSI. They provide software that DEMEC has been paying for municipalities to be able to utilize. Secretary Patone stated DEMEC has determined the software is not beneficial enough for DEMEC to continue buying. Therefore, Ms. Schlichting suggested that DEMEC not use them any longer.

Secretary Patone reported there is a push by municipalities to get out front of Senator McDowell's bill and develop a bill we all can agree on. (The bill looks to increase RPS requirements with the State that our portfolio must include 50% of renewables by 2030). We were not given the opportunity to review the bill beforehand or discuss the bill. Legislators rejected the bill because of the lack of a vetting process. DEMEC legal counsel has been directed to organize meetings with pertinent parties before the next legislative session.

Efficiency Smart Program – Secretary Patone informed the program has started. One of the areas of interest is the key accounts program. MSC has 10 large accounts that Secretary Patone wants to introduce the Efficiency Smart program to. She is pleased with the conversations she has had with five of the accounts thus far.

LED Lights -- LED bulbs will be sold at the Visitor Center with proceeds of \$1/bulb going to the Visitor's Center. The bulbs will be provided to them at no cost. A press release will be issued once it is set up. Tom Coyle of Efficiency Smart will discuss with the Senior Center and potentially some churches to identify some of our more needy residents. She will follow up with Mr. Coyle and report back later.

Utility Assessment Benchmark Program (established by DEMEC) – Secretary Patone explained that this program will help municipalities to understand effectiveness and efficiencies (staffing, rates) of their operations. The DEMEC Board approved the program in the last two months. On 7/12/18 municipalities met with the consultant that DEMEC hired to perform the benchmarking study. The consultants discussed areas of interest and began gathering financial information from each municipality. Reports will be shared with Commissioners when received.

Cyber Security Update – APPA has received federal funding for public power to ensure communities are aware of cyber security and are taking precautions. Penetration testing and vulnerability assessment was performed at the MSC in the last 3-4 years. As a result staff developed an Information Technology (IT) handbook. MSC's IT representative attended the meeting with Secretary Patone at DEMEC. She asked them to begin the process of completing the cyber security scorecard. Secretary Patone will meet them to learn the results of that scorecard next week. She will also be meeting with City Administrator Barthel next week to discuss IT areas shared with the City. Cyber security is important to MSC and the City recognizes its importance.

#### Old Business

Fiber Tech Pole Attach Agreement – Secretary Patone said we have a pole attachment agreements with other utilities which are included in the franchise/right of way agreements with the entities. Because of anti-trust rules we will not discuss funds, but generally the agreements to attach to MSC poles were not very detailed. City Council hired Cohen Law, who specialize with pole attachments and municipality right of way agreements. The law firm, along with Bill Barthel and Secretary Patone developed two agreements, a Right of Way agreement to be approved by City Council and a Pole Attachment agreement to be approved by the Commission. The MSC's staff, insurance broker and attorney reviewed the agreements and offered suggestions. Secretary Patone indicated she is very pleased with the resulting pole attachment agreement. She pushed to include 'underground' regardless what others

Municipal Services Commission Meeting Minutes  
July 25, 2018

do in the agreement; however, Secretary Patone learned we are restricted in that area. Fiber Tech does not want to be required to do anything any other utility does not have to do. Fiber Tech's client is Christiana Care. It is unclear how many attachments they will ultimately require. Dr. Hansen questioned the value in what residents will get.

**A motion was made and seconded to go into executive session at 5:57 p.m. The motion was approved.**

Commissioners returned to general session at 6:31 p.m.

**Pole attachment – A motion was made and seconded to approve the agreement contingent upon City Council approving the right-of-way agreement. The motion was approved.**

Railroad License Renewal – As a reminder, Secretary Patone said that in 2017 the bill came in for annual license fee agreement. It was much higher than in the past. (\$5,000 compared to \$500.) The fee was changed to fair market value. Our counsel, Dan McCollom, determined it was Norfolk Sothern's right to go with fair market value. We tried to get a permanent easement and pay a lump sum. They are not required, nor are they interested in doing this. We are looking to pay in advance rather than recalculate annually. We were able to negotiate a better 'per year' rate if we pay in advance. They originally requested a larger admin fee than what is in the contract, but they have since lowered the rate. Our broker reviewed the insurance clauses and said that naming 'additional insured' is common practice. Dr. Hansen said the agreement is an amendment to the original contract; therefore, there is an insurance clause in the original agreement. Secretary Patone advised the portion of the insurance clause related to primary versus secondary could be reviewed and requested to be reworded. Dr. Hansen indicated he was concerned the MSC would be exposed to future administrative fees if we try to negotiate. Secretary Patone advised in her discussions with Mr. McCollom he does not believe it exposes us and regarding the termination language he is open to suggestions to appropriate language Dr. Hansen would like to see some protection incorporated should we terminate. Right now if they terminate they keep everything. He would like to make terminations equitable. Secretary Patone said they would like to get this approved as soon as possible. We have not paid our portion of the agreement yet.

**A motion was made and seconded to authorize the General Manager with the ability to approve the contract with discretion on the two areas discussed. The motion was approved.**

New Business

Tariff change – Language in the tariff currently reads "cents per gallon". It is being changed to read "dollars per gallon". **A motion was made and seconded to change the language in the tariff to reflect "dollars per gallon". The motion was approved.**

Wilmington Road Substation Capital Repairs – A memo from Mr. Blomquist detailed his concern with the risers. After the recent large outage he assessed the risers and determined they could potentially fail. He requested adding \$40,000 to the capital budget to make all the repairs. **A motion was made and seconded to approve replacement of all three risers. The motion was approved.**

Van Dyke Village Project – Secretary Patone said there is a community meeting tomorrow. Having transformers on properties is a big concern with residents. There are 22 transformers (\$700/each) involved with the project. She said we are willing to have discussions with residents and work with them within reason. We are looking to put some landscaping in front of transformers to make the area more aesthetically pleasing. Dr. Hansen suggested possibly giving residents \$700 to plant their own landscaping. Dr. Sippel said residents would then be responsible for maintaining those plantings.

Municipal Services Commission Meeting Minutes  
July 25, 2018

Secretary Patone wants to present the subject of landscaping at the meeting and is seeking support from Commissioners. She will inform we are looking at potentially putting in landscaping around transformers in response to their concerns about the transformers.

City Council has inquired about a number of topics. Secretary Patone wants to respond to their bullet points and questions and how we will address citizens tomorrow night.

LED lighting – Secretary Patone noted staff's recommendation is to start with the transition to LED lighting.

Design of light posts – Secretary Patone said that street light posts are standard throughout the community. Colonial style is consistent with Penn Valley and Boothurst. She added that City has approved this design. Electric being used for the street lights (closer to the road) is being provided by the City. We will take into consideration the placement of yard lights that are near street lights and will be as appropriate as possible. Yard lights are typically closer to the residence. We will not be taking out yard lights, which are the responsibility of residents.

**A motion was made and seconded giving Secretary Patone the authority to move forward with the landscaping plan with transformers at Van Dyke Village, that all lights in Van Dyke Village will be LED, and all future replacements of lights in the City be LED lights. The motion was approved.**

Next Meeting

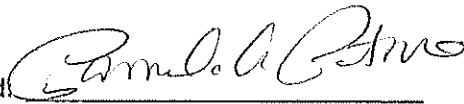
Commissioners set the next monthly Board meeting to be 8/23/18, 4 p.m. at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

Adjournment

**A motion was made and seconded to adjourn the meeting. The motion was approved. The meeting was adjourned at 7:07p.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

July 25, 2018

Prepared By: Jay Guyer on July 12, 2018

### 1. Projects

#### A. Riverbend Subdivision

1. The water system in Riverbend was flushed on July 10<sup>th</sup> to maintain the required 0.3 ppm of Chlorine Residual.
2. MSC received a Miss Utility Request for an on-site meeting to review subdivision locating instructions. Manager Guyer and Supervisor Granger attended the meeting and learned that Cecil Bank is working with contractor Austin & Bednash Construction to develop a cost for finishing the infrastructure in the subdivision. Manager Guyer recommended to Cecil Bank, JWM Investments, and Austin & Bednash that a meeting with all parties with an interest in the subdivision be planned and scheduled. Manager Guyer updated GM Patone who is working to schedule the meeting.

#### B. Water Metering

1. Meter reading was scheduled to be completed on July 12<sup>th</sup> however hardware issues delayed the reading process until a loaner reading device was received on July 13<sup>th</sup>. Water Operators will follow up on water check reads as needed.

#### C. Cross Roads Well – Penn Farm

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

#### D. Riverwalk Apartments – 7<sup>th</sup> Street

1. Construction at the site continues on the 4 buildings. The contractor completed installation of the remaining 4" and 6" water mains. Filling, hydrostatic, and bacteria testing of the new mains needs to be scheduled by the contractor. All work inspected by MSC is in compliance with MSC Water Technical Specifications.

#### E. 2 New Homes by Cirillo Brothers – 10<sup>th</sup> Street

1. Construction of the 2 new homes on 10<sup>th</sup> Street in Washington Park is complete. MSC completed bacteria testing and water meter installation on July 9<sup>th</sup>. Final billing for the project will be completed and forwarded to the main office.



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### F. School Lane Walking and Biking Trail

1. The Final Draft of the School Lane Trail Feasibility Study was received from City Administrator Barthel. The City will review and decide how they plan move forward.

### G. Main Office – Front Desk Security Upgrades

1. GM Patone is working with the Glass contractor to resolve an issue with them installing the Level 3 safety glass as opposed to the Level 1 safety glass they ordered wrong.

### H. City Paving Project – Delaware Street 3<sup>rd</sup> to 6<sup>th</sup> Street

1. Manager Guyer has not received any additional communication from the City in reference to the Delaware Street Paving Project between 3<sup>rd</sup> and 6<sup>th</sup> Street.
2. Manager Guyer is working with Andy Tores of J. Fletcher Creamer & Son to schedule a time to observe the epoxy coating application they are doing as a pilot program for NJ American and when he would be available to come down and walk the Delaware Street project with us to better define the scope of the work for bidding purposes.

### I. Gray Street Water Main Replacement – 9<sup>th</sup> to 11<sup>th</sup> Street

1. MSC Water Crew completed installation of the main, hydrostatic testing, and bacteria testing was negative. The new main was tied in to the existing main at the intersection of 10<sup>th</sup> Street on June 28<sup>th</sup>. The Water Crew has started installing and transferring the water services for the homes on the even side of Gray Street. GM Patone is e-mailing weekly updates to the customers affected by the project.

### J. 40 HP Finish Water Pump VFD

1. Manager Guyer is working with our United Electric Sales Representative to order the VFD Drive for the 40 HP Finish water pump and has advised Keystone Engineering the project is moving forward so they can start working on the SCADA Integration.

## 2. Operations

### A. Outages and Reporting

1. There was 1 planned and no unplanned water outages for the month of June 2018.

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2. The 2018 Consumer Confidence Report and Newsletter were completed and mailed to water customers on June 28<sup>th</sup>. Copies of the CCR and Newsletter were e-mailed to the Office of Drinking Water and the Public Advocate on June 29<sup>th</sup> and Certification of Delivery to our customers was e-mailed on July 2<sup>nd</sup>.
3. Senate Bill 189 – An Act to amend Title 26 of the Delaware Code relating to Underground Utility and Safety Act Amendment 2 was passed by the Senate. The amendment defined operators notify the Public Service Commission (PSC) of damaged utilities exceeding \$3,000.00 in value. The PSC may notify the Attorney General's Office of the incident. It also eliminated excluding the Cable and Phone and Communication Companies from the notification. Manager Guyer discussed the amendment with Lou Vitola of DEMEC who agreed the amended bill was a good compromise.

### B. System Repairs and Maintenance

1. While Operating the valves on Gray Street for the outage to tie in the new 12" main to the existing main a 12" valve broke in the closed position in front of the Gray Street Tank. Replacement of the 2 old valves and tee will be planned as part of the Gray Street project however the cost will be expensed as O & M of Mains and Valves.

### C. Budgets and Grants

1. WIAC Asset Management Grant - Manager Guyer and Supervisor Jaeger contacted Bruce Jones of RK & K and advised his firm was the successful candidate for assisting MSC with applying for the \$100,000.00 WIAC Asset management Grant. He will download the necessary paperwork and applications for the grant and forward copies for MSC to start completing. He will contact DNREC to confirm grant availability and start completing the sections of the application that apply to engineering.

### D. Equipment

1. No equipment issues to report.
2. Managers Guyer and Blomquist are working with our Ford Truck sales representative to finalize the details of the new T-5 and T-11 trucks and will issue PO's when ready for the purchase.

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## Water Department Commission Meeting Report

July 25, 2018

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### E. Personnel and Training

1. No personnel issues to report.
2. Jeff Schlecht passed the Chemical Feed endorsement exam on June 8<sup>th</sup>.
3. GM Patone, Managers French, Blomquist, and Guyer have a follow up meeting scheduled for August 1<sup>st</sup> to discuss MSC's approach to setting up our Key Accounts Program and completing our Customer Action Plans.

### F. Safety

1. There were no Near Miss incidents or events during the month of June.
2. MSC Water Operators and Facility Person held morning tailgate talks to discuss jobs/task to be performed that day and make sure everyone is aware of potential issues or hazards to be considered.
3. MSC Water Operators and Facility Person conduct Safety Training using the AWWA 52 Safety Talks Manual and support videos.
4. A representative of the Delaware Work Place Safety Program visited MSC on June 26<sup>th</sup> to conduct their semi-annual safety inspection of the main office and utility Building. Results from the inspection are pending.

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

1. Manager Guyer continues working with City Building Official Bergstrom on getting the drain pipe under the railroad tracks cleaned out. The City hired Merit Construction who started clearing the brush out of the work area. They attempted to use a jet truck to clear the pipe which was unsuccessful. Merit is developing an alternative plan to clear the storm water pipe. MSC is reviewing spill containment options for our 5 gallon gas and fuel cans and 100 gallon diesel fuel transfer tank.

### H. June PFC Carbon Filtration System Sampling

1. Manager Guyer received the supplies form Eurofins Lancaster Lab to complete our June PFC sampling to measure carbon consumption in vessel 2. Samples were collected on July 2<sup>nd</sup> and delivered to the lab. Results are pending.

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## Water Department Commission Meeting Report

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### I. Excavated Soil Sampling

1. Manager Guyer received the supplies form Eurofins Lancaster Lab to complete analysis on the excavated soils from our recent projects to ensure there are no contamination issues. Representative samples were collected on June 5<sup>th</sup> and July 5<sup>th</sup> then delivered to the lab. Results are pending

### 3. Reporting Agencies

#### A. WSCC - Water Supply Coordinating Council

1. Manager Guyer attended the first WSCC sub-committee to begin evaluating the Northern Delaware Drought Operating Guidelines and developing recommendations on refinements. Members also discussed the triggers for declaring the various stages and the duration for being in each stage once declared. The next meeting date is to be determined.
2. The next WSCC meeting is scheduled for October 18, 2018.

#### B. WRA – Water Resource Agency

1. Manager Guyer is sending weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA).

#### 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 September 6, 2018.

### End of Report

**Attachments:** June 2018 Water Works Report  
June 2018 Water Outage Tracking Sheet

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**July 12, 2018**

**Prepared for Scott Blomquist on July 10, 2018**

**1. Developer Projects:**

**a. Riverwalk Apartments:**

- I. The installation of the conduit to the first transformer location has been scheduled with SB Conrad and their contractor.
- II. MSC has inspected the conduit installation for the primary from the pole to the PMH-9 Site.
- III. MSC is working on coordinating installation of primary cabling with the electrical contractor.

**2. Capital Projects:**

**I. Van Dyke Village:**

- i. EUS Granger is getting landscaping ideas and estimates for transformer locations
- ii. EUS Granger is getting estimates for pole light options.

**II. Delaware Street Underground:**

- i. There is nothing to update on this project.

**3. Capital Purchases:**

**a. T-11 and T-5 Replacement:**

- I. Quotes were received for both trucks and WUM Guyer and EUM Blomquist chose to go with the Ford trucks as there was a savings of \$4,000.00.

**4. Operations:**

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**July 12, 2018**

**Prepared for Scott Blomquist on July 10, 2018**

a. **Outages :**

- I. We had 2 outages over the last month.
  - i. On June 9<sup>th</sup> we had an outage at 10 Edgewood Drive. A squirrel caused this outage. We replaced fuse and installed cover on the pole. 10 customers we affected for 1 hour.
  - ii. On June 28<sup>th</sup> we had a failure in the riser cable for the 220 circuit. The cause and estimated repairs are still being worked on. 389 customers were affected for 1 hour and 35 minutes.

II. 7/1/17 – 7/1/18

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
46.516	1.145	40.626	99.9911

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:**

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

<http://newcastlemsc.delaware.gov/>  
Office: 302 323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**July 12, 2018**

**Prepared for Scott Blomquist on July 10, 2018**

- I. The Electric Department performed monthly inspections of the Substation.
  - II. Supervisor Granger has issued a PO for the relay testing at this location. Currently working on scheduling with ABB.
- b. **Dobbinsville Substation:**
- I. The Electric Department performed monthly inspections of the Substation.
  - II. Supervisor Granger has issued a PO for the relay testing at this location. Currently working on scheduling with ABB.
- c. **System:**
- I. The Electric Department continues to do pole inspections as time permits.
- d. **Site Tour:**
- I. The Trustees tour of the MSC facilities was delayed due to scheduling issues. We do not have a firm date for the tour.
6. **Safety:**
- I. Each year we review our certifications and schedule required training to keep our crews certified in CPR, First Aid, AED's, Fire Extinguisher, Rigging and Signaling, Forklift Operation, Confined Space Entry, Trenching and Shoring Safety, Flagging and the OSHA 10. This year we have in our budget to add the Crane Operators Certification.
  - II. The Electric Department uses the APPA's Safety Manual, NESC, and OSHA guidelines. The Electric Department performs Safety Meetings with the Crew. Tailboards are performed to help each of the crew members understand completely the job they are performing and the dangers that are at hand.