

Municipal Services Commission
Monthly Meeting
October 18, 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: 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 for 9/27/2018 monthly and executive session meeting. The motion was approved.

Treasurer's Report—Treasurer Mary Jane Stubbs reporting

Ms. Stubbs reported a total operating cash balance of \$2,436,784.51. PNC Escrow and meter deposit total in the amount of \$733,792.69. Total cash balance is \$3,170,577.20. Total investments are \$1,094,601.26. Water Supervisor Jaeger reviewed the bank statements for the month. Ms. Stubbs addressed his questions satisfactorily. The checkbook register is attached to Ms. Stubbs' report.

Human Resources—Ms. Stubbs pointed out the State of Delaware Department of Human Resources Financial Services is who we pay our health insurance to now. State Wide Benefits is no longer handling the payments. Also, we have a new vendor for electric supplies, Choctaw-Kaul, listed on the monthly disbursements.

Accounting and Customer Service Report- Accounting/Customer Service Manager Tara French Reporting:

- Display table at the River Town Festival for Public Power Week
- Prepared accounts for electric meter installation for Building A of The Garrison Apartments
- Water classifications for monthly and annual reporting purposes
- Preparing New Castle County Sewer report
- Testing out work order module
- Reconciling completed phases of the Garrison Apt Complex for both water and electric
- Prepared Quarterly Capital Budget to actual as of 9-30-2018. (See attached report)
- Operating Budget to actual will be presented quarterly. Will prepare to have next meeting.
- The Accountant position has been filled, the new hire will start November 19, 2018

New Castle Care Funds

Balance as of 9/30/2018 was \$7,254.91. It only showed two customers have taken advantage of the assistance in the last six months.

Financial Report (for period ending 9/30/2018)

The financial report was distributed to Commissioners. Ms. French reported total assets of \$19,299,656. Cash decreased by 10% from the previous month.

Schedule of Revenue and Expenses- Ms. French reported a \$463,127 Surplus in net assets; \$16,391 attributed to water and \$446,736 attributed to electric.

Electric Department Report-Mr. Scott Blomquist reporting:

(See attached report)

CenterPoint parking lot – A cut in card was received, connections were made and the electric meter was installed. Mr. Blomquist indicated he would be working with accounting to reconcile the costs of the project.

Riverwalk Apartments project- Electric meters have been installed in Building A and one meter in Building D. SB Conrad, the General Contractor, paid the electrical contractors instead of providing the MSC with invoices to go through our normal billing process therefore we had to get a lien release from the contractor. Accounting is currently working together with Mr. Blomquist and will provide a future update on the progress. The developer has requested a release of the Escrow funds.

Van Dyke project- Mr. Blomquist reported the paving for the electric conduit installation in the road on Baldt Ave is complete so we would not hold up the City's paving contractor.

Utility Building project- We are currently working to complete the paving and grading of the MSC utility building parking lot before the asphalt company closes for the winter season.

Outages

Mr. Blomquist reported there was one unplanned outage at the cell tower which was caused by a raccoon. Also, not mentioned in the report to Commissioners, during the monthly inspections Wilmington Road Substation had an outage occur due to a bird which tripped the circuit which lasted about 5 minutes.

City Comprehensive Plan

Mr. Blomquist has prepared and submitted his report for the electric portion to Secretary Patone to review and will be discussed at a future date.

Safety-Daily tailgate talks continue.

Water Report- Mr. Jay Guyer reporting

(See attached report)

Riverbend- Mr. Guyer reported the 12 inch water main installation in CenterPoint is now complete. Mr. Guyer will be working the Ms. French to reconcile the project. Mr. Guyer stated he received an email from GM Patone in reference to a phone conversation she had with Mr. James Winfield of JWM Investments in reference to Cecil Bank. They will be delaying any further work at Riverbend until next year. Mr. Winfield will follow up with Cecil Bank next year and update the group of the banks future plans.

Riverwalk Apartments- Mr. Guyer reported an escrow estimate was created for the last phase of the project. MSC has reconciled for Phase II of the project and Pennrose has been sent an invoice for outstanding balance. The water department was scheduled to install water meters this week, but due to several leaks in the pump and meter room it will be delayed until the plumber resolves the issues.

Delaware Street Cleaning and Lining-Mr. Guyer and Mr. Jaeger have been reviewing this project. A Miss Utility Locate was called in for further observations of the intersections so Mr. Guyer can put together a more detailed approach for the project. Mr. Guyer noted he reached out to another provider of lining services who will put together information and meet with MSC at a future date. Mr. Guyer mentioned the Capital Budget for next year does include an estimated budget figure for lining and anticipates that number will be more refined over the next month or so.

VFD- Mr. Guyer reported they have received the VFD and after talking with Electrical Manager Scott Blomquist, they have decided to delay installation to finish a couple other projects that are dependent on weather. Mr. Guyer has talked with the **SCADA** integrator and they will complete the programming on their end. When we are ready, they will be on-site to assist with final wiring, software updates, start up and testing.

Security System at Utility Building- Mr. Guyer has reported he is exploring the security system upgrade at the utility building and there are concerns of how communications will be handled and what the requirements are. He had a couple discussions with City Building Official Jeff Bergstrom and is looking into options for how we would monitor the system.

Paving Project Utility Building- Mr. Guyer reported Mr. Blomquist is currently leading the project to complete grading the ground around the big garage which is about half way complete and he hopes to start paving sometime next week if weather cooperates. After the completion of this paving project at the Utility Building, Mr. Guyer and Mr. Blomquist will review the two other paving projects which included 216 Chestnut Street and The Basin Road Well. In discussions with Secretary Patone and Mr. Blomquist, because of the weather changing so quickly Mr. Guyer is trying to get a quote from a contractor for the 216 Chestnut St location and how soon job could be completed to see if it is viable for the contractor to do the work or MSC to complete the work.

Operations- Mr. Guyer reported he and Mr. Jaeger have been working with David See of ISO gathering information related to the water system and preparing to complete a dozen flow tests. Mr. Jaeger and water operator Mr. Spiess went to various locations that were selected by David See and performed hydrant flow tests at these locations. Mr. See will enter the information into his hydraulic model and generate a final report to Mr. Guyer and Mr. Jaeger for review.

Mr. Guyer stated he received a call from a commercial customer requesting water quality results. After discussing the request with Secretary Patone he requested the customer fill out a FOIA request for the information. Mr. Guyer collected the requested information, forwarded to Secretary Patone, who provided the information to the customer.

Budget and Grants-Mr. Guyer reported he submitted an application to The Water Infrastructure Advisory Council for the \$100,000 Asset Management Grant and will follow up with Greg Pope who is the Chair of the Committee.

Safety- Mr. Guyer reported the daily morning safety meetings continue. On October 5, 2018 Water Operations had a formal safety meeting and will plan to have another by months end and the Department continues to work through the AWWA Safety Talks Manual.

Mr. Guyer reported he attended The Water Supply Coordinating Council Meeting today. Topics of discussion were about water conditions in Northern New Castle County, the Weather outlook by the State Climatologists Office, and the sub-committee that is working on revising the drought indicators and how it is communicated within the state. Mr. Guyer also reported the self-sufficient certifications have been submitted by the 5 water suppliers in Northern New Castle County and will be further discussed in depth in their January 24, 2019 meeting.

Secretary's Report-Secretary Pam Patone

Capital Budget Plan-Secretary Patone in review of the 5 year plan indicates she is not looking for any votes tonight. The staff is still receiving quotes for year 1 budget, anticipates having 3 quotes for each major project and good numbers for materials being used for the Commissioners to review. She will ask for approval for the one year budget at the next meeting.

Electric Projects for year ending 3-31-2020

- Project carry-over for Van Dyke-some materials still need to be purchased to be completed.
- Upgrade current camera systems at Wilmington Road Substation and replace some cameras
- \$55,000 to replace fence including replacing the chain link.

Water Projects for year ending 3-31-2020

- Cleaning and lining of Delaware Street from 4th Street to 6th Street. Mr. Guyer and Mr. Jaeger had discussions with a Representative from J Fletcher Creamer who did our previous lining project on what his approach to this project would be, Mr. Guyer and Mr. Jaeger have decided to break the project up by eliminating cleaning and lining the intersections and rebuilding 4th, 5th, and 6th Street intersections and tie into the 12" main utilizing in house service and staff which will help reduce the cost significantly. Mr. Guyer did mention that one of their challenges is the lining that was used on the other project 3M Scotch Coat 2400 is no longer available so we are looking at different options and have contacted another provider of service. Suez also does Epoxy lining and will meet with Mr. Guyer and Mr. Jaeger to go through the project costs. We will also get a second bidder once we meet with Suez. \$75,000 estimated amount needed to rebuild the intersections.
- System Spec and Drawings-About 2 years ago \$8,000 was spent on updating drawings that were over 25 years old having them re done in AutoCAD. The Water Department needs about 18-20 more drawings completed to get them incorporated into our Water Technical Specifications. When a contractor performs work on a project for a developer or MSC, the water department has standards that can be provided to them for guidance.
- Asset Management Project-\$50,000 anticipated over a 2 year period to develop an Asset Management Program in an accelerated manner. Moving forward will depend upon MSC receiving the grant.
- Facilities-A/C unit at 100 Municipal Blvd. Unit is original and it's on its last leg.
- Truck and Large Equipment: Purchase a new Dump Truck to add to the fleet, a compact excavator, and a large utility truck with more than one project going on that we really need the equipment.

Administrative: Secretary Patone is recommending another \$50,000 infusion to the Pension Defined Benefit Plan to work towards being 80-85% funded.

- Online Payment upgrade: Due to MSC customers not being able to get more up to date information online, we are exploring options through Tyler Tech and PNC. Estimated amount \$6,000.00. Commissioner Dr. Sippel pointed out that our online participation by customers has increased to 20% up from 10% in prior years.
- Phone System Upgrade: Due to our phone system no longer being supported in another year, Secretary Patone and City Administrator Bill Barthel are looking at options to either upgrade current phone system or go with another provider. The City of New Castle and the MSC operate on the same phone system, therefore, upgrades need to be considered together.
- Accounting Policy and Procedure Manual: Secretary Patone and Ms. French have been discussing engaging an accounting firm to assist in the preparation of an accounting policy and procedure manual. Staff will work on getting quotes to see if this is a viable option.

Operations:

- Wood Chipper: Mr. Blomquist stated we have been borrowing the City's wood chipper which is 22 years old. For the amount that MSC has to trim trees, we have reached out to 3 Commercial companies to gain quotes for the 12' and 15' capacity.

- Painting of the Water Tanks: Mr. Guyer stated that the Gray Street and Million Gallon Water tanks will need a high pressure washing and overcoat. Mr. Guyer also indicated that DNREC has new policies in place for rules and regulations on painting water tanks and periodic updates that MSC will follow.

Commissioner Hansen had concerns about one of the future plans in the 5 year budget, an additional building at the utility building. Commissioner Hansen asked whether it would be feasible to build now rather than later. He felt it would be beneficial to the MSC. Mr. Guyer indicated the building would house the new equipment coming and store additional equipment in addition to the wire reels that are currently outside exposed to the weather. Mr. Blomquist added they are prepping now towards that goal to be included in the future budget plan. Secretary Patone suggested this plan be revisited in the spring for the next fiscal year budget and to get a more updated status on where MSC is with the current projects and the status of where Mr. Guyer and Mr. Blomquist stand for the preparation of the additional building. Secretary Patone added she is looking for input to the Capital Budget plan from the Commissioners and at next meeting will ask for approval for the for Capital Budget fiscal year ending 3/31/2020.

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

Secretary's Report-Secretary Patone reporting (continued)

Secretary Patone and President Sippel attended the DEMEC monthly meeting on October 16, 2018. A resolution was adopted in the meeting and approved. The resolution expanded on fuel contracts and the authorization of staff, President, VP, and Director of Operations, in addition to adding ACES (third party contractor) as an authorized agent to transact for the physical fuel contracts to make sure someone is always available. President Sippel had inquired about possibly a gas tank underground in the future. Secretary Patone said today she received a report that analyzes cost and includes analysis of determinants. Secretary Patone said she needed time to review the report.

Executive Committee: Secretary Patone reported they have been reviewing the DEMEC By-laws, job descriptions and strategic planning, etc. The Committee feels it would be in DEMEC's best interest to hire a consultant to participate in updating those documents since it had been many years since they were developed. Secretary Patone noted that she requested to see a scope of what the consultant would do and it will be provided to the board when all information is gathered due to needing to include it in the next year's budget plan. Secretary Patone mentioned that President Pat McCullar discussed the Freemont generation facility had some under billings which affected DEMEC. This was due to new contracts being put in place and not being included into the calculations. Therefore, DEMEC should start seeing those additional billings and should be fully corrected by November 2018. There was an inquiry in regards to Laurel Wind farm from one of the board members about maintenance and production costs for the turbines. President McCullar reassured everyone the PPA is with Duke Energy and if the turbines are not producing then Duke is required to purchase power and provide it to DEMEC.

Staff is currently working on the charitable contributions policy that has been talked about in the past couple months. Secretary Patone mentioned The Utility Best Practices report needed to have all surveys in before the report can be finalized. That should start at the end of October 2018 and flow into November 2018.

Reserve Fund Recommendation: Secretary Patone reported DEMEC has \$20,000,000 in reserve funds now and the recommendation is to have some funds invested to improve investment earnings. Upon recommendation, \$15,000,000 will stay in treasury due to some contract requirements and the need for immediate cash flow. \$3,000,000 will be invested in a higher yielding Money Market Fund, and lastly, \$2,000,000 in an Ultra Short Bond term fund (not to exceed a 12 month period). DEMEC will follow the State of Delaware's policy on investing. The vote was to approve the recommendation and review the performance of the investments quarterly.

The Energy Efficiency program funding recommendations were tabled due to a board member not in attendance and will be discussed at a future meeting.

Efficiency Smart August 2018 report is included in the packet for the Commissioners. September 2018's report was not yet available. Secretary Patone indicated the report is not showing the megawatt hours being saved but anticipates over the next couple months that will start showing. MSC is still showing projects in the making and 3 commercial projects are being considered at this time.

AMI Meters will be discussed at future monthly meetings.

Old Business:

There is no old business to discuss.

New Business: Broadband feasibility: Secretary Patone attended the September Council meeting and has reached out to the individual who brought up the broadband. Also, Secretary Patone has reached out to Councilman, Michael Quaranta to find out what their needs are for the community. Once Secretary Patone receives a response she will be able to provide an update.

Summit Financial Recommendations: Secretary Patone received from Joe Bonasera a letter of recommendation to change the funding within the pension plan. His recommendations include investing 25% in short term fixed funds, by selling a portion of the intermediate term and all the long term bond funds. This keeps 35% in fixed income and 65% in stocks. The numbers were confirmed with his matrix. The recommendations are a result of the Federal Reserve increasing interest rates. Secretary Patone was comfortable with the recommendations. Dr. Hansen asked about the 25% in fixed funds and that maybe MSC should look at the portfolio on a quarterly basis. Secretary Patone will put in the agenda for discussion the next quarter.

A motion was made, seconded and approved to adopt the Summit Financial recommendations to the portfolio.

Secretary Patone summarized The Municipal Electric Utility Renewal Portfolio Standard report DEMEC is required to report on MSC's behalf, that we are in compliance with the state mandated requirements which DEMEC has voluntarily adopted. Dr. Hansen wanted more clarification on the compliance requirements in addition to what we actually procured. Secretary Patone will confirm the report and discuss at the meeting.

Insurance Renewal: IFS received quotes for the annual insurance renewal. Workman's Compensation was not able to attract any carriers and therefore the MSC will remain in the State plan. Overall, the insurance cost are increasing 4%. In discussions with Steve Burnett of IFS, Secretary Patone was advised to expect an auto insurance increase, however auto insurance decreased by 4%, Inland Marine also decreased. Overall, there are no significant changes. Secretary Patone mentioned they are currently investigating 901 Wilmington Road Sub Station flood insurance due to it being re-classified from one zone to another. MSC is assessing the situation on whether or not it is reasonable to keep the insurance. Therefore, that is on hold temporarily until Secretary Patone receives more information from Mr. Burnett. The MSC received a 15% workplace safety discount which is applied to the worker's comp insurance. Secretary Patone inquired about the Brokers' fees versus the percentage of the policy for more clarification and was comfortable with explanation. Secretary Patone asked for approval for the insurance renewal.

A motion was made, seconded and approved to accept the Insurance quotes.

A motion was made, seconded and approved to move into executive session at 6:05p.m.

Commissioners returned to general session at 6:10 p.m.


Next Meeting

Commissioners set the next monthly Board meeting to be 11/29/2018, 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 6:15p.m.

Paula R. McHugh, Stenographer

Approved: 
(Minutes transcribed from recording)

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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

Water Department Commission Meeting Report

October 18, 2018

Prepared By: Jay Guyer on October 12, 2018

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on September 24th and October 5th to maintain the required 0.3 ppm of Chlorine Residual.
2. 12" Water Main Installation – MSC Water Operators started work on the project September 5th excavating for the tap which was completed by Brandywine Construction on September 7th. Main installation, testing, flushing, and blacktop restoration was completed on October 3rd. This project is complete for the MSC. Project Billing will be completed and forwarded to the Office for review, reconciliation, and invoicing.
3. MSC was advised by JWM Investments that Cecil Bank plans to delay any further work in Riverbend Subdivision for the last quarter of 2018. He will follow up with the Bank in January 2019.

B. Water Metering

1. Meter reading was completed on October 12th. Water Operators followed up on water check reads as needed and replaced 6 ERTS that were no longer functioning.

C. Riverwalk Apartments – 7th Street

1. WUM Guyer worked with AM French to reconcile the costs to date for Phase 2 of the project. An invoice was submitted to Penrose Company for the inspection overages requesting reimbursement. Penrose Company requested the money in escrow for the water main work that is completed be released to them as they already paid the contractor. WUM Guyer forwarded their contractor SB Conrad a "Release of Liens" form which they completed and returned. An estimate for Phase III inspection and testing of the water services was completed and submitted to Penrose Company requesting a check be submitted for the escrow account. WUM Guyer and WUS Jaeger have been working with SB Conrad and their contractors to coordinate the flushing and installation of water meters in Building A. All work inspected by MSC is in compliance with MSC Water Technical Specifications and Cross Connection Control Manual.

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D. Delaware Street Cleaning and Lining - 3rd to 7th Street

1. WUM Guyer and WUS Jaeger are reviewing the recommendations on different approaches for completing the project as well as setting up the next phases of cleaning and lining projects on the numbered streets. The approach will include a combination of MSC Water Operators completing a portion of the work and contractor completing a portion of the work. A final scope of work for the Delaware Street project will be completed and submitted to J. Fletcher Creamer & Son for a proposal. WUM Guyer will research other contractors who perform cleaning and lining projects requesting they submit a quote. The cost of this work will be included in the FY 2020 Capital Budget with an anticipated Spring 2019 start date if approved.

E. 40 HP Finish Water Pump VFD

1. The VFD Drive for the 40 HP Finish water pump was received from United Electric on September 19th. WUM Guyer is coordinating installation with EUM Blomquist, SCADA integration with Keystone Engineering, and VFD programming / start up with United Electric.

F. Utility Building Security System Upgrade

1. WUM Guyer has contacted Security Instruments in reference to starting work on separating the Utility Building alarm system from the Police Building alarm system. Several details related to the communication and monitoring requirements are being reviewed and options discussed.

G. MSC Paving Projects

1. WUM Guyer and EUM Blomquist have discussed starting work on the 3 MSC paving projects the week of October 15th. The plan is to start preparing the lot at the Utility Building, then move to Basin Road Well, then to the Main Office. The work will be planned and coordinated with the office staff to cause the least amount of disruption to their operations.

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Water Department Commission Meeting Report

October 18, 2018

Prepared By: Jay Guyer on October 12, 2018

2. Operations

A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of September 2018.
2. WUM Guyer and WUS Jaeger have been working with Mr. David See of Insurance Services Office, Inc. (ISO) in reference to updating the information they have on file for MSC's water system. ISO is in the process of completing a community survey to confirm the public protection classification that is used by insurance companies to set property insurance rates for this area. WUM Guyer provided all information requested by Mr. See including an updated description of MSC's water system and water projects completed over the last 10 years. Mr. See will be on site October 16th to observe hydrant flow tests conducted by WUM Guyer and WUS Jaeger.
3. City Comprehensive Plan Update – WUM Guyer and WUS Jaeger are working on updating the MSC's Water Operations portion of the City Comprehensive Plan.
4. WUM Guyer received a call from Mr. Adrian Zappa, Global Compliance Manager of DoGoodOrganic located at 250 Centerpoint Boulevard. Mr. Zappa requested copies of MSC's water quality test results which they plan to include as part of the data they are required to have on file for their Certification as an Organic Food Processing facility. WUM Guyer discussed the request with GM Patone and advised Mr. Zappa he would need to complete and submit a FOIA Request for the information. The FOIA Request was received and processed. The water quality data WUM Guyer had available was forwarded to GM Patone who forwarded it onto Mr. Zappa.

B. System Repairs and Maintenance

1. Water Operators have been performing routine maintenance at the water sites including cutting the well head protected areas, using the bushhog to clear the right of ways and easements, and clearing fence lines at the sites.
2. Water Operators continue working on the curb box maintenance program, ensuring valve alignment and making corrections as needed.

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Water Department Commission Meeting Report

October 18, 2018

Prepared By: Jay Guyer on October 12, 2018

C. Budgets and Grants

1. WIAC Asset Management Grant - WUM Guyer worked on the WIAC Asset management Grant Application package to submit for the October 17th meeting. Mr. Jones of R K & K Engineering forwarded MSC a draft of the completed Scope of Work to be included with the package. WUM Guyer forwarded the completed grant application to WIAC on October 10th.
2. WUM Guyer is reviewing the Year to Date O & M and Capital Budgets for issues and possible overages that need to be addressed. Approved projects are being reviewed, planned, and scheduled for the rest of the year.
3. GM Patone, EUM Blomquist, and WUM Guyer have been working on updating the 5 Year Capital Plan including projects and equipment for presentation to the Commissioners at the October meeting for discussion.
4. WUM Guyer and WUS Jaeger, and FP Jones continue working on the Operation & Maintenance Budget for FY 2020.

D. Equipment

1. The new T-5 and T-11 trucks have been ordered from Bayshore Ford with an estimated delivery date of mid December.

E. Personnel and Training

1. No personnel issues to report.
2. GM Patone, WUM Guyer, and WUS Jaeger completed the annual employee evaluations on September 28th.
3. MSC management is scheduled for the "Developing Emotional Intelligence" training on November 16th.

F. Safety

1. MSC Water Operators and Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day and make sure everyone is aware of potential issues or hazards to be considered.

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2. MSC Water Operators and Facility Person conducted Safety Training using the AWWA 52 Safety Talks Manual, AWWA Support videos, and other supplemental materials on October 5th.

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

1. WUM Guyer continues working with City Building Official Bergstrom on getting the drain pipe under the railroad tracks cleaned out. MSC is reviewing spill containment options for our 5 gallon gas cans and 100 gallon diesel fuel transfer tank.

3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. The next meeting of the WSCC sub-committee evaluating the Northern Delaware Drought Operating Guidelines is scheduled for November 30th at the University of Delaware DGS Annex Building.
2. The next WSCC meeting is scheduled for October 18, 2018.

B. WRA – Water Resource Agency

1. WUM 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 DEWARN meeting is scheduled for November 8, 2018.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for December 6, 2018.

End of Report

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

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ELECTRIC DEPARTMENT COMMISSION REPORT

October 18, 2018

Prepared by Scott Blomquist on October 11, 2018

I. Developer Projects:

I. McConnell Centerpoint Parking Lot:

- i. We received a cut in card for the electric service and the electric crew made connections and installed a meter for this location. This project is complete and EUM Blomquist will work with accounting to get reconciled.

II. Riverwalk Apartments:

- i. Cut in cards were received for most of the services on Building A and one of the services on Building D. The contractor requested that meters be installed on the services that we had cut in cards for. The Electric department energized one transformer and installed meters.
- ii. The billing for this project didn't go through our normal process as the GC paid the Electrical Contractor for the work they performed that will be the MSC's Infrastructure. The MSC requested and received a lien release from the Electrical Contractor. The Owner has requested the funds in escrow be released back to them. EUM Blomquist worked with Accounting and Customer Service Manager French to reconcile the project.
- iii. During the project the electrical contractor hired us to help them pull wire for this project and they chose to perform work we needed to inspect on a Saturday. An invoice was prepared for the work to perform the wire pulls and the difference between the straight time and over time for the inspection work. The invoice was mailed to the contractor

III. Riverbend Subdivision:

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

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ELECTRIC DEPARTMENT COMMISSION REPORT

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2. Capital Projects:

1. Van Dyke Village:

- i. The work on Baldt to get out of the road has been completed except some paving. If weather holds this will be completed on October 11th.
- ii. The Electric Department will continue to work to install conduit to the service locations as long as we will not be in the way of the City's paving contractor.
- iii. A majority of the materials needed to start the project have been received.

3. Capital Purchases:

a. T-11 and T-5 Replacement:

- I. Expected delivery for these trucks is in December.

b. Capacitors:

- I. Materials for the capacitor banks have been received.

4. Operations:

a. Outages :

- I. We had 1 unplanned outage over the last month.
 - i. At 100 Municipal Blvd we had a raccoon blow the fuse for the cell towers. 4 customers were out of power for a little over 6 hours. We didn't receive any calls but we heard the generator running for the cell tower, went back to investigate, and found the problem.

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II. 10/1/17 – 10/1/18

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
42.63	1.09	38.8	99.99

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. ABB was onsite starting on October 8th. Testing on this substation took longer than ABB had anticipated. The relay for the 240 circuit which was out of service as it had been previously sent back to the manufacture for repairs, was shipped back to us and installed but was waiting to be programmed and tested has a problem. ABB was unable to communicate with the relay via the user input keys or connecting to it via computer.
- III. After testing was complete at this location load was transferred over from Dobbinsville Substation.

ELECTRIC DEPARTMENT COMMISSION REPORT

October 18, 2018

Prepared by Scott Blomquist on October 11, 2018

b. Dobbinsville Substation:

- I. The Electric Department performed monthly inspections of the Substation.
- II. Load was moved to Wilmington Rd Substation and ABB started testing relays at this location.

6. System:

- I. As we have been working on Baldt to get out of the way of the City's paving contractor there is nothing to update on this location.

7. Training:

- I. There has been no training courses over the last month

8. Safety:

- I. Daily tailgate sessions and safety meetings continue

9. City Comprehensive Plan:

- I. EUM Blomquist prepared and submitted his thoughts for the electric portion of the City Comprehensive Plan update

10. Capital Budget:

- I. Secretary Patone, WUM Guyer, EUM Blomquist have been working on updating the 5 year capital plan.

11. Operations Budget:

- I. EUM Blomquist and Supervisor Granger have started working on the Operating Budget for FYE2020