

Municipal Services Commission
Monthly Meeting
November 29, 2018 – 4:00 P.M.
216 Chestnut Street
New Castle, Delaware

The meeting was called to order at 4:00 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 Jaue 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 11/29/2018 monthly and executive meeting session.

Secretary Patone informed of two agenda item changes. Executive Session needs to be after Department Reports due to wanting Mr. Blomquist and Mr. Guyer to attend. Cyber Security needed to be under new business.

Treasurer's Report – Ms. Stubbs reported the following totals: Cash paid \$1,225,840.82, Operating cash \$2,457,875.46, Escrow/Meter Deposit/Petty Cash \$726,542.69, Total cash \$3,184,418.15 and Investments \$1,085,406.88. For controls, Electric Supervisor Arthur Granger reviewed, and had questions which Ms. Stubbs was able to answer. Riverwalk was returned their Escrow Funds in Water and Electric. Ms. French added that PNC received a check for \$5,626.36 which was a double payment being made on the Visa bill this is being addressed.

Human Resources – The managers and supervisors attended an Emotional Intelligence class for further education on November 16, 2018. On November 1st and 2nd Ms. Stubbs went to a SHRM conference in Dover for Human Resources.

Customer Service Department Report – Ms. French and Customer Service Representative Paula McHugh met with Chrystal Kirby from Salvation Army's New Castle Cares. The Customer Service Department needed better understanding on their procedures. Chrystal Kirby informed Ms. French and Ms. McHugh that the policies and procedures put in place on our end led to New Castle Cares not getting as many calls. Ms. French stated that the Customer Service Department has not had that many cuts in electric and water service. If customers are in need of assistance we do have them contact Chrystal Kirby directly. Chrystal Kirby did state that she does screen the phone calls to see if our customer needs to contact DeLaWarr State Service Center. If the customer has State assistance they would need to contact DeLaWarr State Service Center before New Castle Cares can assist.

All managers met to compile a Customer Action Plan for the key accounts program to complete certification.

Ms. French worked with Incode to create a report to send for the annual New Castle County Sewer Report, and the report has been submitted to the County.

Ms. French was also working with Incode on Phone Notifications to send out citywide. Ms. French tried sending out notifications for the Fall Hydrant Flushing, but the notification failed. Ms. French contacted Incode to understand the reason for the notification to fail, and found out it was due to a data entry by the Customer Service Department. The issue has since been fixed, and a phone notification went out on November 29, 2018. Secretary Patone received a request from the Chief of Police to utilize the Tyler notification system regarding a gas leak in the community; however Secretary Patone informed him that the notifications system was not fully tested and could not be utilized.

The goal is to have SCADA integrated in our system for emergencies for Electric and Water to have messages automatically sent.

Secretary Patone stated we have phone numbers for 97% of our customers.

Secretary Patone, Ms. French and Ms. Stubbs will be meeting with PNC on December 13, 2018 about the improved PNC on line bill payment service (PNC Payer Express) utilized by MSC customers.

Accounting Report – Ms. French is testing out the Work Order Module.

Ms. French prepared the October 2018 Month End work papers and journal entries and monthly balance sheets and financial statements. For the Operating Budget to Actual for the six months ending September 30, 2018, the overall projection for the budget is positive due to higher revenues, and expenses are on target.

Financial Report for the period ending 10/31/2018 – Total assets are \$19,207,623. Compared to previous month total, Ms. French stated accounts receivables are down 38% due to winter rate change. It is in line with the same time period ending October 2017.

Other Receivables are up due to additional inspection fees that are owed to MSC mainly from the Garrison projects.

Prepaid expenses are also up due to \$50,000 payment to Railroad Management and paying annual insurance premiums.

Phase II of the Garrison project has been reconciled, and Escrow funds have been returned resulting in a decrease in the Developer Deposit account. Revenue and Expense Totals noted miscellaneous income increased due to Garrison Project resulting in more inspection fees.

Salaries and Related Payroll Expenses were in the same proportion in comparison to last year. That left a surplus in the assets of \$493,658 of which \$1,479 was Water and \$492,179 attributed to Electric.

Dr. Hansen brought up online billing as other business. Secretary Patone gave an update on the online billing upgrade. Secretary Patone is considering Tyler with their online service, but as of right now Tyler does not have all the functions that the MSC is in need of until spring. Secretary Patone stated that on December 13, 2018 there will be a meeting with PNC about the improved Payer Express website with Ms. French and Ms. Stubbs in attendance. A decision will not be made until late spring or summer.

Electric Department Report -- Mr. Blomquist stated that the Garrison Apartments cut in card had been received for the Pump house, and the meter was installed. S B Conrad contacted the Electric Department about the last tenant space in Building A. The cut in card has not been received. Accounting has prepared and sent an invoice to the electrical contractor for the electrical work needing to be done by the MSC. Escrow funds have been released back to the owner as they paid the electrical contractor prior. Van Dyke Village Project -- The Electric Department continues to work installing on Baldt Avenue. Comcast has been providing labor as needed.

Capital Purchases -- T5 and 11 are still due in December and we have received material for capacitors.

Mr. Blomquist stated that there was one unplanned outage last month. He mentioned this last month, but was not in his report last month. A bird tripped a wire at 100 Municipal Boulevard which affected 951 customers for five minutes.

ABB was on site to perform relay testing. The 210 relay was ultimately the one with the default testing due to no reclose function. They went back the next day with an ABB representative, and the proper program was installed. Mr. Blomquist and Mr. Granger went through all programs and verified comparing them to relay settings the Electric Department pulled in May. Mr. Blomquist states this was the same exact process as the Dobbinsville substation. After testing the load was split between the substations. Back at the Wilmington Road substation had one relay that needed to be sent out. The relay was unable to communicate it was sent out to be fixed, and was received back on November 21, 2018.

System -- Mr. Blomquist said the electric department continues to do pole change out as time allows.

Training -- Mr. Blomquist and Mr. Granger both attended the Emotional Intelligence course in Dover. The electric department continues their safety tailgate sessions.

Mr. Blomquist states the Operating Budget will continue to be worked on.

Secretary Patone asked if there were any questions for Mr. Blomquist, and Dr. Hansen asked about the Delaware Street Pole Removal. Secretary Patone stated she had a meeting with the City of New Castle, and everyone agreed that the timing was not conducive due to the paving work needing to be done. Also, Secretary Patone said Verizon will not be going underground. Due to Verizon not going underground poles will still be needed and electric being put underground was not going to work. The meeting was left with there will need to be an Engineer brought into design. Secretary Patone has been talking with the attorneys about forcing Verizon or any utility to go underground. According to Secretary Patone the attorneys will be reviewing the ordinances. Secretary Patone stated it will be a long drawn out process. Dr. Hansen is concerned the Trustees are not involved. Secretary Patone stated she will reach out to the Trustees President.

Water Report -- Riverbend flushing was done on October 22nd and November 5th of 2018.

Meter readings were done on November 12, 2018, and one ERT had to be replaced.

MSC Representatives met with our Badger representative about AMR and AMI meter reading technologies. Mr. Guyer is moving towards an AMI conversion, There will be more vendors coming in to talk about their different systems. Also, Mr. Jaeger had a meeting with Rumsey Electric and Night Hawk to review their AMI metering system. The Town of Middletown is preparing to do a pilot program using the Night Hawk AMI system with their Badger meters.

Mr. Guyer, Mr. Jaeger, Ms. Patone and Ms. French met several times to discuss customer classifications to better define the MSC customer base in Incode.

Garrison Apartments – The water department completed installing the thirty four meters. Mr. Guyer stated there were a lot of leaks that needed to be corrected. Mr. Guyer and Ms. French worked together to resolve the outstanding billing issue with Garrison Apartments. Mr. Guyer sent the owner an email outlining everything that was owed to the MSC, and stated in his email that the MSC will not go back on site until all money was paid in full including the money for Escrow. Mr. Guyer was told the MSC had checks coming in the total amount of approximately \$18,000.

Mr. Guyer had nothing to report on the Delaware Street cleaning and relining.

Security System – Mr. Guyer is working on a security system upgrade for the plant, trying to split the security system from the City Police Station and MSC. He talked with City Building Official Jeff Bergstrom, and there are no requirements to have the system monitored. Mr. Guyer has been in contact with the SCADA group to see if there is a way to integrate into the system to be notified internally of a security breach.

Paving Projects – The paving projects have been completed at the Utility Building Garage and Basin Road. Mr. Guyer stated that Mr. Blomquist was in charge of the project at the Utility Building. Mr. Blomquist and the team did a good job getting the lines and grades done. Everyone is very pleased on how the paving turned out.

Security/Flooring 216 Chestnut – The permanent bullet proof glass has been installed. The rubber flooring has been temporarily installed.

Other projects – Mr. Guyer stated the drainage at the utility building has been an ongoing issue. Merit Construction was on site for three days excavating to locate the blockage. They were able to find the issue and fix it which has allowed the bio-retention pond and concrete culvert to drain.

Outages – No planned or unplanned outages to report for Water.

Mr. Guyer stated he is working on updating the City Comprehensive Plan for Water.

Mr. Guyer received an email from Keith Mensch from the Office of Drinking Water in reference to a request that he received from a division of the Environmental Protection Agency (EPA) Agency for Toxic Substance Disease Registry. This is part of the Center of Disease Control and Prevention which is a federal organization. They were requesting information for water utilities in Delaware that had experience with PFAS contamination. Mr. Mensch sent the request for information to the MSC. Secretary Patone stated the Agency wanted information specifically from organizations or utilities close to the National Guard airports. Mr. Guyer states two were selected the MSC and Artesian. The agency needed information regarding test results, well water pumped, finished water pumped, water sold, water customers received including: commercial, residential, and apartments from the year 2009 to 2013. Secretary Patone clarified all the information requested is provided to other agencies in reports. The information MSC had to provide did not have to be created just had to be re-accumulated. Dr. Hansen wanted to know if it was just this airport or around the country. Mr. Guyer states it is EPA Region III which covers from New York to West Virginia. The agency was looking for eight test cases from the data to come up with Health Effects Report. The agency is seeking information to conduct a study on customers who consumed the contaminated drinking water. Dr. Hansen asked if all the eight chosen had contamination at one point in time. Secretary Patone and Mr. Guyer both agreed that all eight had been

affected, and all water contaminated were near airports with military presence. The information was given once they submitted their FOIA Request. Mr. Guyer and Mr. Jaeger gathered the information, and Secretary Patone reviewed and submitted. The agency had some misunderstanding thinking the MSC water was still contaminated, and did not know the MSC had bought water from Artesian for only five months while a temporary filtration system was installed to treat the contamination.

Operating and Improving Maintenance – The final grass cutting and cleanup at all the well heads, well sites, cleaning up pipes and projects, curb box maintenance by checking alignment.

The Hydrant Flushing program started late this year on November 26, 2018. They were 90% completed as of November 29, 2018. There were no issues with the hydrants to be reported.

Mr. Guyer received a Miss Utility for paving on School Lane. Ten years ago Del DOT took up a lot of paving of School Lane. School Lane is where the MSC has access to the water treatment facility. Paving will be from Route 13 to where MSC stopped the paving at West University Avenue. The work will start on December 3, 2018 with the concrete curbs, gutters, and islands being redone and then move onto the paving.

Mr. Guyer talked with Mr. Pope of the Water Infrastructure Advisory Council (WIAC) about the Asset Management Grant Application. Mr. Pope informed Mr. Guyer that they are not accepting applications for this type of project at this time. Mr. Pope will keep the application on file when they start accepting in the spring.

Equipment – The MSC dump truck had clutch issues that needed to be repaired. This is one of the vehicles that is scheduled to be replaced. Total cost of the repair was approximately \$3,300.

Operators/Linemen – All the operators and linemen got together to repair the utility trailer. They fixed the rotted floor, sand blasted and painted the frame, rewired new lights, and all new decking was installed.

Mr. Jaeger took the Fire Chief from Good Will Fire Company on a tour of all our Electric and Water facilities. This is required by the New Castle County Local Emergency Planning Commission. This gives the local fire department an opportunity to see the facilities, and what kind of incidents could occur.

(Ms. Stubbs and Ms. French were excused from the meeting)

A motion was made, seconded and approved to move into executive session at 4:45 P.M.

Commissioners returned to general session at 6:08 P.M.

Secretary Patone presented the employee recognition from previous year.

A motion was made, seconded and approved employee recognition in the amount of \$20,500 to be distributed as noted.

Secretary's Report – Secretary Patone and President Sippel attended the monthly DEMEC meeting on November 20, 2018. The Executive Committee requested \$20,000 be added to the Operation Budget for a consultant to review compensation, the President's employment contract, organization By-laws, committees and succession models. The Board approved the recommendation.

Audit Committee Report – The audit committee members met on November 14, 2018. There were discussions regarding a travel policy, and by the next DEMEC Audit committee meeting a travel policy will be able to be reviewed. The committee reviewed the 3rd Quarter Financial Statements. Lou Vitola explained how he was going to be presenting the investments on the balance sheet. DEMEC will be issuing a RFP for auditing services due to Baker Tilly are at the end of their contract. In January letters will be sent out, and interviews with firms will start. After the meeting the committee met with the auditors since they were on-site doing preliminary fieldwork. The committee talked with the auditors about the testing procedures, and gave them input on areas of concern.

Legislative Report – Kimberly Schlichting and the attorney are working toward addressing the net metering issues. A request was made for staff to put together a white paper for all the communities in order to discuss with legislative groups.

DEMEC staff is also working on a charitable contribution policy per the Board's request.

Secretary Patone reported that at the DEMEC annual meeting a presentation was done about the Navajo Tribal Utility (NTU), which is where the Navajo Nation is located in Utah, Arizona and New Mexico. The population, which is about 55,000, 27% of the population do not have electric in their homes. President Sippel stated those customers have been without electric for many years. Those residents have to get water twice a week due to not having electric and they do not have potable water. There are limited grants and money from the federal government. The States do not pay due to it not being State property. The utility is having its challenges because of the cost associated with getting the lines out to those residents, and the citizens would not be able to afford the electric costs. APPA has started an initiative to provide mutual aid, but the utilities volunteering would not be reimbursed for any monies spent. The NTU is receiving assistance with equipment and materials and is looking for other utilities to send crews to work for one week next spring. One of Milford's council people donated a portion of money. DEMEC would like to contribute some finances toward this initiative. Secretary Patone questioned whether this should fall under the charitable contribution policy. The DEMEC board agreed and requested the policy be drafted before a decision is made to support the initiative. The direction was the contributions would be industry related and at the direction of the President. There would also be restrictions on the dollar amount. The towns of Milford and Smyrna will be sending two people from their electric departments if DEMEC provides financial support. Secretary Patone stated Mr. Blomquist will be talking with his electric department to see if there is any interest in anyone going to help.

Utility Best Practice Update – The surveys have been completed, and are being summarized. We have been sent preliminary information to look at for financial statement purposes.

Reserve Fund – Pat McCullar is indicating a 3.69% reduction in our electric rates. The budget for 2019 has not been completed, and will be presented at the DEMEC meeting in December. The budget reflects rate a stabilization reserve target of \$30,000,000. Secretary Patone was approached by other board members to discuss whether \$30,000,000 was an appropriate figure. Secretary Patone is interested in the reserve being based on a formula or calculation. As was reported at the last DEMEC meeting the reserve fund is currently at \$20,000,000. The Board was advised that 45% of our power supply comes from our own generation and that staff has engaged with ACES to determine if it would make sense to purchase more generation from Fremont Facility due to concern of prices increasing.

DEMBC Report – The Energy Efficiency Program discussion from a month ago regarding Pat McCullar's recommendation to use Freemont generation funds to pay for the energy efficiency program instead of member fees was brought to the Board for approval. This was to address the Town of Lewes' concern with paying for a program when they did not want to participate. The Board approved the recommendation since the Town of Lewes was satisfied with the solution.

Efficiency Smart will be coming out on December 10, 2018 to visit more schools and key accounts.

LED lights are available at The New Castle Historical Society.

Old Business - Secretary Patone stated the online bill payment service upgrade had already been covered. The capital budget will be presented next month due to the need to accumulate more information. Dr. Hansen brought up the extra space for additional solar arrays at the Penn Farm and inquired whether this should be on the capital budget. Secretary Patone explained the first array was paid for with the Green Energy Funds, and as of right now the fund is fairly depleted. It was agreed that management would put together a report on the return of investments for the solar array.

Tariff Changes -- Account classifications in our billing system are different than the Tariff. The Tariff classifications were modeled after Artesian and Delmarva. They have separate utilities, and did not have the same challenges as the MSC that has both water and electric. The electric classifications are as follows; Residential, Small Commercial, Medium Commercial and Large Commercial. The residential electric classification is not contingent upon the amount of usage a customer uses. This is not the same for water. The water classification is based on the size of service. One example of the discrepancy between water and electric classifications is Dominos, this customer has a 5/8 meter water service which is classified as residential, but is a small commercial account on the electric classification. In the Tariff for water we are recommending eliminating the terms residential and commercial, and basing the cost on the size of service (except for Agriculture which is based on the zoning/use of the property). This is consistent with the charges and does not change anyone's bills.

A motion was made, seconded and approved to change the water rate classifications in the Tariff.

Financial Projection and Rate Design – Secretary Patone has signed the engagement letter with the consultant. The price projection of rate design is \$12,000 for both water and electric.

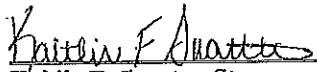
New Business – Cyber Security – Secretary Patone has been working with the Department of Technology with the State of Delaware. Four years ago a penetration test was done on our computer system, and identified areas that our employees needed to work on. We had put together an IT Handbook. Secretary Patone continues to attend courses with Ron Carbine, and found out we can receive training for all our employees. She noted 30% of cyber security issues come from employees inadvertently opening a phishing email or plugging a device in the computer with a virus. The State is funding grants to provide free training. After the training we will also be provided free webinars. Secretary Patone has stated the courses she has attended have been very helpful. We did the APPA cyber security score card and met with the SCADA group to give us information to be better educate Mr. Carbine. The free training will be on 1/10/2019 at the Police Station, and also at this time Secretary Patone will go over policy changes.

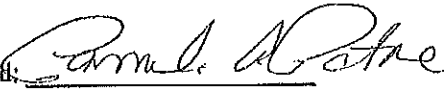
Next Meeting

Commissioners set the next monthly Board meeting to be 12/13/2018, 4 P.M. at the office of 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 6:40 P.M.


Kaitlin F. Swarter, Stenographer

Approved: 
(Minutes transcribed from recording)

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ELECTRIC DEPARTMENT COMMISSION REPORT

November 29, 2018

Prepared by Scott Blomquist on November 20, 2018

1. Developer Projects:

I. Riverwalk Apartments:

- i. The cut in card for the pump house was received and the meter was installed.
- ii. SB Conrad contacted us about the meter for the last tenet space in Building A; we have not received a cut in card for this service yet.
- iii. Accounting has prepared and sent an invoice to the Electrical Contractor for the work they hired us to do.
- iv. Escrow funds have been released back to the Owner as they paid the Electrical Contractor prior.

II. Riverbend Subdivision:

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

2. Capital Projects:

I. Van Dyke Village:

- i. Work continues to get conduit to the meter locations on Baldt as weather permits.
- ii. Comcast has provided labor to install the Comcast conduits

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.

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ELECTRIC DEPARTMENT COMMISSION REPORT

November 29, 2018

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4. Operations:

a. Outages :

- I. We had 1 unplanned outage over the last month.
 - i. We had a bird cause an outage at 1 Municipal Blvd. The relay tripped and didn't reclose due to a default program being uploaded into the relay. 951 customers were affected for 5 minutes.

- II. 11/1/17 – 11/1/18

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
44.27	1.4	30.6	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. ABB was onsite and performed relay testing at this location. 210 relay at the end of the testing a default relay program was accidentally uploaded causing no recloser function. We had a trip the next day and the relay operated per the program. This caused an outage. We figured out it was a default program and uploaded the proper program. We then went through all of the relays that were tested and verified program settings. The settings were then verified with Utility Engineers to assure that they were the proper programs. One

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ELECTRIC DEPARTMENT COMMISSION REPORT

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relay was unable to be communicated with. This relay was pulled and sent to the manufacture for repair under warranty.

b. Dobbinville Substation:

- I. ABB was onsite and tested the relays for this location. After testing we went through the programs and verified they were the proper programs.
- II. After completion of the testing the load was split between the 2 substations as is our normal practice.

6. System:

- I. The electric crew continues to do pole change outs and maintenance as time allows.

7. Training:

- I. EUM Blomquist and Supervisor Granger attended the Emotional Intelligence course in Dover on November 16th.
- II. EUM Blomquist is working on completing the action plan for the certification part of the Key Accounts program.

8. Safety:

- I. Daily tailgate sessions and safety meetings continue

9. City Comprehensive Plan:

- I. There is nothing to update on this item.

10. Capital Budget FYE 2020:

We are looking for the Commissioners to approve the Capital Budget FYE 2020. Items that had involvement from the electric department include the following

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ELECTRIC DEPARTMENT COMMISSION REPORT

November 29, 2018

Prepared by Scott Blomquist on November 20, 2018

I. Electric

- i. Continuation of the Vandyke Underground Project \$ 265,709.52.
- ii. Camera Upgrades at the Substations \$20,000.00
- iii. Fence for Wilmington Rd Substation \$55,000.00

II. 100 Municipal Blvd

- i. A/C Unit at 100 Municipal Blvd \$8,000.00

III. Trucks and Large Equipment

- i. Excavator \$70,000.00
- ii. Trailer \$15,000.00
- iii. Dump Truck \$105,000.00

II. Operations Budget:

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

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Water Department Commission Meeting Report

November 29, 2018

Prepared By: Jay Guyer on November 20, 2018

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on October 22nd and November 5th to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Meter reading was completed on November 12th. Water Operators followed up on water check reads as needed and replaced 1 ERT that were no longer functioning.
2. MSC met with our Badger Meter representative who made a short presentation on their AMR/AMI Meter system for MSC consideration. Badger's system is for water meters only.
3. MSC met with representatives of Rumsey Electric and Night Hawk to review their Adaptiv and Scalable AMI metering system. Night Hawk indicated Middletown was preparing to do pilot program utilizing their system for both water and electric.
4. GM Patone, CSM French, WUS Jaeger, and WUM Guyer met several times to discuss water customer classifications and how to better define them in our system. GM Patone compiled the information from the meetings and drafted proposed Tariff changes.

C. Riverwalk Apartments – 7th Street

1. Water Operators completed the installation of the first 34 water meters confirming the service serves the correct apartment. Numerous leaks were found in the plumbing during the installation which were corrected by the plumber. The fire hydrant at the entrance was raised and inspected by MSC. UM Guyer worked with AM French to reconcile the costs to date for Phase 2 of the project and an invoice was submitted to Penrose Company for the inspection overages. Money being held in escrow for the water main work was released to Pennrose Company after MSC received written release from the General Contractor SB Conrad. Money for the Phase III inspection and testing has not been received, WUM Guyer will follow up with Pennrose Company representatives. The backflow preventers located in the pump house have been tested and certified per MSC Cross Connection Control requirements. MSC has requested the contractors submit copies of their paperwork demonstrating the devices certification.

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Prepared By: Jay Guyer on November 20, 2018

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. A final scope of work for the Delaware Street project is being worked on for submission to contractors including J. Fletcher Creamer & Son for a proposal. 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. WUM Guyer contacted City Building Official Jeff Bergstrom to review the requirements for system monitoring.

G. MSC Paving Projects

1. Water and Electric crews worked on grading around the Utility Building Garage and completed paving the area with three (3) inches of base material and two and one half (2 ½") inches of top coat blacktop. Paving at Basin Road Well was completed with three (3") of top coat blacktop. The parking lot at the main office was patched in several areas, cleaned up, and new lines and arrows painted.

H. Main Office Security and Flooring

1. The permanent security glass has been installed at the office, a small writing table built and installed in the vestibule area for customers, and installation of the rubber flooring started in the CSR work area.

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Water Department Commission Meeting Report

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Prepared By: Jay Guyer on November 20, 2018

2. Operations

A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of October 2018.
2. City Comprehensive Plan Update – WUM Guyer and WUS Jaeger are working on updating the MSC's Water Operations portion of the City Comprehensive Plan.
3. WUM Guyer received an e-mail from Mr. Keith Mensch of the Office of Drinking Water in reference to a request he received from the Agency for Toxic Substances & Disease Registry (ATSDR)/Centers for Disease Control & Prevention for information related to the PFAS contamination which occurred at the Artesian and MSC wells. They were requesting information on the systems that were affected by PFAS contamination to select 8 utilities for a toxicity study. WUM Guyer discussed this request with GM Patone deciding the appropriate course would be to have the ATSDR complete a FOIA Request for the information they were requesting and submit it to the MSC. MSC advised Mr. Mensch of the decision to have the ATSDR complete a FOIA request. Ms. Lora Siegmann Werner, MPH and Regional Director of the ATSDR completed and submitted the FOIA request for the MSC's PFAS information. WUM Guyer and WUS Jaeger gathered the information formatting where necessary and submitted to GM Patone for review and submission to the ATSDR. Ms. Werner acknowledged receipt of the information from GM Patone.

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 bush hog to clear the right of ways and easements, and clearing fence lines at the sites. Water inventory including pipe and fittings have been moved to School Lane Treatment Facility for storage.
2. Water Operators continue working on the curb box maintenance program, ensuring valve alignment and making corrections as needed.

C. Budgets and Grants

1. WIAC Asset Management Grant - WUM Guyer contacted Mr. Greg Pope in reference to the status of the Asset management Grant. Per Mr. Pope, WIAC is currently not

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soliciting bids for this type of project. He will keep our application on file and contact me when a schedule is developed for soliciting applications again for this project.

2. WUM Guyer is reviewing the Year to Date O & M and Capital Budgets for year to date expenses. Comments and explanations were returned to GM Patone for review. 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 Commission review approval.
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.
2. T-9 Dump Truck was taken in for service. The clutch assembly was replaced at a cost of approximately \$3,300.00.
3. MSC Staff rehabbed the small utility trailer with a repaired loading gate, reinforced frame, new decking, and light wiring. The entire trailer was sand blasted and repainted.

E. Personnel and Training

1. No personnel issues to report.
2. MSC management attended "Developing Emotional Intelligence" training on November 16th in Dover, DE. WUM Guyer and WUS Jaeger thank the Commission for providing this training and found it to be very beneficial.
3. GM Patone, CSM French, EUM Blomquist, and WUM Guyer held a one day work shop to organize information and start working on our Customer Action Plans for our Key Account Customers. When completed they will be submitted as the final component for achieving Key Accounts Certification.

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4. GM Patone, BM/HR Manager Stubbs, CSM French, EUM Blomquist, and WUM Guyer had two (2) planning meetings to discuss and plan for the upcoming union CBA negotiations.

F. Safety

1. MSC Water Operators and Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day, potential issues or hazards to be considered, and safety concerns.
2. MSC Water Operators and Facility Person will continue with Safety Training using the AWWA 52 Safety Talks Manual, AWWA Support videos, and other supplemental materials.
3. WUS Jaeger toured the MSC Water and Electric site with Good-Will Fire Company Deputy Fire Chief David Majewski, Jr. They reviewed the location and access to each one, as well as the activities and functions that occurs at each one. Completing this tour annually is part of the New Castle County Local Emergency Planning Commission requirements to prepare our first responders for mitigating an incident at our facilities.

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 January 24, 2019.

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 April 2019.

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D. Water Operator Advisory Council Meeting

- i. The next meeting is scheduled for December 6, 2018.

End of Report

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