

Municipal Services Commission
Monthly Meeting
December 13, 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 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 12/13/2018 monthly and executive meeting session.

Secretary Patone stated did not have the investment statements due to Commission meeting being early this month.

Treasurer's Report – Disbursements list large amount due to Diamond Materials for repaving. Commissioner Knox asked if the paving was done by Diamond Material, and Mr. Guyer stated the company provided materials and trucks but the MSC staff performed the paving. The final payment was made to New Castle Glass. Secretary Patone stated she did speak with the owner about concerns regarding the delay in the glass for the front desk, and she appreciated his addressing the issue after their conversation.

A motion was made and seconded to approve payments.

Human Resources – Ms. Stubbs was reminding of the Employee Recognition breakfast on 12/14/2018.

Accounting and Customer Service Report – Ms. French stated due to being a short time period from the last meeting, and also not having the investment activity that the November Financial Statement will be presented at next month's meeting. Ms. French brought up the meeting with PNC about the online bill pay upgrade, and Secretary Patone will talk about that later. Ms. French had worked with Incode on a meter reading issue on the water meters installed at the Garrison. The issue had been resolved with no problems on meter read day. Ms. French and Secretary Patone attended a Continuing Professional Education Course for the CPA license. Ms. French has been working with the new accountant to get the November 2018 work papers and financials completed.

Electric Department – Mr. Blomquist stated that there is nothing to update on Developer Projects, but did install new electric meters in Building D of the Garrison on 12/13/2018.

Capital Projects – Continuing to install conduits in VanDyke as weather permits.

Outages – One unplanned outage at the Gray Street Tank due to a squirrel. The tank lost power for 70 minutes.

Wilmington Road – The relay that was sent out for repair was received back, and was covered under warranty. ABB is scheduled to be back on January 3rd to test and install the relay.

The Electric and Water department took part in the NCCCO Crane Certification from December 4th through the 6th. Mr. Blomquist stated it will take three weeks to get the results back from the test.

The Electric Department continues working on the customer action plan for key accounts program.

The safety and tailgate meetings still continue.

Secretary Patone stated that she wanted to get approval for the Capital Budget for the fiscal year end of 3/31/2019, but wants a final report with all the items before getting approval.

Water Department – Riverbend system was flushed on 11/28/2018, and was part of the fall hydrant flushing.

MSC received all outstanding balances for the Garrison. Collected water samples from building A at the Garrison and received the results back on Monday, all were negative.

Delaware Street Lining Project – Scheduled a meeting with Suez utilities on 12/21/2018 to go over their epoxy coating and process. Mr. Guyer walked the project with Mr. Jaeger talking about breaking the project into pieces so that MSC can do some of the work. Mr. Guyer wants the contractor to focus on the cleaning and lining. There are going to be some details with traffic that will have to be worked on due to some intersections closing and diverting traffic. Mr. Guyer talked with Jeff Bergstrom about getting information on a company called T Squared that does traffic planning and controlling. Closing 4th or 5th street will create a problem for motorists getting into downtown. 6th Street will also be closing to rebuild that intersection which will require DEL DOT coordination since it is a state roadway.

40 VFD Pump – The Electric crew is scheduled to install the new MCC on January 10th and 11th. Keystone Engineering and United Electrics representative are scheduled to come out on January 15th and 16th to do the startup and move right into testing the unit functionality after that is finished.

Operations – There were no planned or unplanned outages for the month of November.

Mr. Guyer completed a draft of the Comprehensive Plan update for the Water Department, which was given to Secretary Patone for review.

System Repairs and Maintenance – The Water Department completed the fall hydrant flushing program on 11/26/2018. 1.2 million gallons of water was used for the flushing, and there were no deficiencies noted with any of the hydrants.

Mr. Guyer was looking into another grant, and met with Bill Blasico from Duffield and Associates last month. The meeting was about doing an ARC flash study which involves operating the electrical equipment at the wells, facilities and substations. Bill Blasico thinks MSC can get a grant to cover the cost to do such a study. A meeting is scheduled for 1/17/2019 with the Water Infrastructure Advisory Council (WIAC) drinking water subcommittee. Mr. Guyer and Mr. Blasico will be making a presentation on ARC Flash Studies to try to get the funding in the form of grants.

Safety – The Water Department continues their morning talks and also reviewed the AWWA safety manual.

The Water Supply Coordinating Council subcommittee had a meeting scheduled for 11/30/2018, which was postponed to give the State Climatologist and Delaware Geological Survey time to review and update the water conditions reporting index.

Mr. Guyer had a Water Operator Advisory Council meeting on 12/6/2018. In the meeting items reviewed and discussed included operator applications, draft regulations, training courses, operating licensing, endorsements and council member terms. Council members are appointed by the Governor, and several members terms are expiring. Mr. Guyer would like to request a Commission's support to continue serving on that council since his term is ending. The next meeting will be on 3/7/2019.

A motion was made and seconded to approve Mr. Guyer's request.

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

Secretary's Report – Reporting on the DEMEC meeting on 12/4/2018. In December DEMEC typically has a lot of presentations. The University of Delaware Fellowship presentation took place. The presentation updated on the wind power studies being done in Rhode Island. The study was the public perception of the wind, and did surveys prior to the wind being installed. Several surveys were done during the process and afterwards. The study showed a slight improvement in the perception of wind after it was built. The board inquired where the best spots are to build wind turbines. The Professor that does most of the work with the University of Delaware explained the best areas are places with high electric rates, shallow water due to being less expensive to build, consider the wind speeds and the market prices. The North East is the most conducive to have the wind turbines off shore.

CPower also reported at the meeting, and is the group that handles demand response. This group has been doing this for six years for DEMEC. All the members vote each year in April to affirm they will be the only demand response provider. They reported similar to last year that a lot of school districts, some companies in the community are participating. It was reported that everyone was able to drop the load when they have the test. There has not been an actual event called in the last five years. They are making money on the test they have been doing. The payout has gone down from last year which has been fairly significant. The expectation is for the amount of load required to increase and the payout to decrease. Secretary Patone would eventually like to consider whether the MSC water pumps could be placed on the demand response program. The MSC would have to aggregate the meters to be put on the demand response.

The next presentation was put on by Max Walton the attorney for DEMEC. Mr. Walton discussed the FOIA requirements. All governmental agencies are subject to FOIA and the Sunshine Laws. At one point there was a discussion on whether DEMEC was subject, and had the lawyer do research. It was previously determined that DEMEC is subject to FOIA and the Sunshine Laws but can discuss numerous items under the Executive Session exceptions.

Generation Report – Freemont and Beasley have been winterized, and everyone is ready for the winter.

Legislative Report – Kimberly reported that some of the solar groups are in support of the DEMEC net metering changes. They have not put together the white paper the Board requested in order to have talking points.

The Community Charitable Contribution policy was presented in advance. The summary was the contributions will be industry related, and would not exceed \$3,000 individually unless they were brought to the board as a whole. The President has discretion on the programs awarded any contributions. Of course this was wrapped up with the Navajo Utility initiative that has been put out by the APPA. This met the description we came up with for the Charitable Contribution meaning it was trade related. There was an interest by the communities to participate. The Town of Milford has two individuals willing to participate. The Town of Smyrna may have two other individuals willing to participate for a week. This policy was approved so the President has direction to handle those requests.

The DEMEC Operating Budget was presented and approved as a whole. There was an increase of about \$15,000 in that Charitable Contribution.

The Boards iPads have been around for five or six years, and are ready to be replaced. We have the opportunity to purchase the iPads we are currently using for \$55 because they will be turned in to Apple for a trade in value. DEMEC would get \$55 for returning the iPads. Secretary Patone suggests the MSC pay for the iPad for Commissioner Sippel, the Commissioners agreed.

The DEMEC Board is putting together a customer service program. There is an interest in the other communities to have a certification, and present the four courses. The MSC has an interest in getting Ms. French, Ms. McHugh and Secretary Patone the certification.

Efficiency Smart along with the consultant and DEMEC's Scott Lynch did a tour of St. Peter's School. The tour took two hours looking at all the locations. Secretary Patone believes there will be a good report from Efficiency Smart. They were able to identify some areas that could improve on efficiency. They also went to Greggo and Ferrara. They are not located in our service area, but 4048 Associates is the Landlord in Riveredge. They were looking at some improvements that already have been done. Greggo and Ferrara want to do LED's, and the consultant is going to reach back out to do a tour.

Secretary Patone received an invitation for the Commissioners and Management to attend the City of New Castle's Holiday Party.

The newsletters with the financial statements were presented.

Old Business – Secretary Patone, Ms. Stubbs and Ms. French had a meeting with PNC about the Online Bill payment upgrade. They presented three different possibilities. The first one is the summary statement which we are currently using. The second is a detailed presentation which gives you more details, however, does not give the exact look of our bills. The third option is to PDF file our bills into PNC. There will be another meeting in January to go over the options and pricing. Secretary Patone discussed with Tyler Technologies a month ago about their online bill pay options, and setting up another meeting to go over all the options again. Secretary Patone is anticipating making a final decision in spring or summer.

Capital Budget – There are a couple of items that we are still waiting on. A few have to deal with the Delaware Street relining program. Secretary Patone is still waiting on the quote for the phone upgrade.

Financial Projection and Rate Design – Secretary Patone has a meeting on 12/18/2018 with Utility Financial Solutions. They are going to be giving a list of everything needed to start the financial projection, and give Secretary Patone the opportunity to inquire about the steps of this process.

New Business – The MSC discussed the solar array at last month's meeting. Secretary Patone requested Mr. Granger put together cost associated with the work done on the system since inception, and an analysis on the consumption it is producing.

Secretary Patone wanted to add to new business the Cohen Law Group engagement in the underground utility placement services. Secretary Patone has been speaking with the Cohen Law Group over the past year regarding a pole attachment agreement. While putting together that contract Secretary Patone was pushing to have wording in the contract that would require the utility to go underground. This prompted discussions of the lack of our ability to do some of what we want to do in the future. Cohen Law states we bring up good points, and there might be some ways to put together some ordinances to force this moving forward. The estimate for the legal research is 31 hours at a blended rate of \$250 an hour which is \$7,750.

A motion was made, seconded and approved to move into executive session at 4:40 P.M.

Commissioners returned to general session at 4:53 P.M.

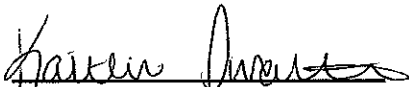
The DEMEC January monthly meeting will be on 1/15/2019.


Next Meeting

Commissioners set the next monthly Board meeting to be 1/24/2018, 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 4:55 P.M.


Kaitlin F. Swarter, Stenographer

Approved: 
(Minutes transcribed from recording)

ELECTRIC DEPARTMENT COMMISSION REPORT

December 13, 2018

Prepared by Scott Blomquist on December 10, 2018

1. Developer Projects:

I. Riverwalk Apartments:

i. There is nothing to update for this project.

II. Riverbend Subdivision:

i. There is nothing to update for this project.

2. Capital Projects:

I. Van Dyke Village:

i. The Electric Department continues to install conduit to the meter locations on Baldt as weather permits.

3. Capital Purchases:

a. T-11 and T-5 Replacement:

i. Expected delivery for these trucks is in December.

b. Capacitors:

i. There is nothing to update on this project

4. Operations:

a. Outages :

i. We had 1 unplanned outage over the last month.

i. We had a squirrel that caused an outage at Gray Street Tank. 1 customer was affected for 70 minutes.

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

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ELECTRIC DEPARTMENT COMMISSION REPORT

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II. 12/1/17 – 12/1/18

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
42.73	1.4	30.2	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 relay that was sent out for repair was received back and ABB has been scheduled to come and test the relay. ABB is scheduled for January 3rd 2019.
- II. The Electric Department performed the monthly inspection at this location.

b. Dobbinsville Substation:

- I. The Electric Department performed the monthly inspection at this location.

6. System:

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

7. Training:

- I. The Electric and Water Departments both took part in the NCCCO Digger Derrick Certification program December 4th through 6th.

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- 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

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

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11. 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

December 13, 2018

Prepared By: Jay Guyer on December 6, 2018

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on November 28th as part of the Fall Fire Hydrant Flushing Program to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Meter reading will be completed on December 12th. Water Operators will follow up on water check reads as needed and replace defective equipment.

C. The Garrison Apartment Complex – 7th Street

1. MSC received reimbursement for all expenses owed by SB Conrad and Pennrose Company. Pennrose Company submitted money to replenish the Escrow account for water inspections for Phase III. WUS Jaeger is working on scheduling the necessary bacteria testing of the individual water services in Building A. 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.

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 to develop a final scope of work for submission to the contractors. 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. WUM Guyer is coordinating installation with EUM Blomquist, SCADA integration with Keystone Engineering, and VFD programming / start up with United Electric. Linemen have started reviewing the project and planning the necessary steps for the installation.

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Water Department Commission Meeting Report

December 13, 2018

Prepared By: Jay Guyer on December 6, 2018

F. Utility Building Security System Upgrade

1. WUM Guyer 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 communication and monitoring requirements are being reviewed and options discussed. WUM Guyer contacted our SCADA Integrator Keystone Engineering Group to discuss the feasibility of integrating the security system into the SCADA Control System.

2. Operations

A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of November 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.

B. System Repairs and Maintenance

1. Water Operators started the Fall Fire Hydrant Flushing Program on Monday, November 26th and completed on Monday, December 3rd. 1,225,615 gallons of water was used to flush the distribution system. No deficiencies were noted with the fire hydrants and water loss was recorded.
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 Planning Grant – Managers Blomquist and Guyer and Supervisors Grainger and Jaeger met with Mr. Bill Blassico of Duffield Associates, Inc. about conducting an Arc Flash Study at MSC water and Electric facilities to determine the level of protection our employees would need to operate electrical equipment in the facilities. Mr. Blassico is exploring the option of obtaining a Planning Grant through the Water Infrastructure Council to cover the cost of the water facility surveys. A meeting with the Drinking Water Sub Committee is being scheduled for January 2019.

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Water Department Commission Meeting Report

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Prepared By: Jay Guyer on December 6, 2018

2. 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.
3. 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 an estimated delivery date of mid-December.

E. Personnel and Training

1. No personnel issues to report.
2. MSC Water Operators, Linemen, and Facility Person attended OSHA Crane Training the week of December 3rd. Participants completed 4 days of training including classroom work, a written exam, and skills test using the Digger Derrick Truck. Results of the testing are pending.
3. WUM Guyer continues working on our Customer Action Plans for our Key Accounts for submission to GM Patone for Review. When completed they will be submitted as the final component for achieving Key Accounts Certification.

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 continue with Safety Training using the AWWA 52 Safety Talks Manual, AWWA Support videos, and other supplemental materials.

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Water Department Commission Meeting Report

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Prepared By: Jay Guyer on December 6, 2018

3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. The meeting of the WSCC sub-committee evaluating the Northern Delaware Drought Operating Guidelines scheduled for November 30th was postponed to give the State Climatologist and Delaware Geologic Survey an opportunity to update the water reporting conditions index which the Drought Operating Guidelines are based on. The next meeting will be scheduled for early 2019.
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.

D. Water Operator Advisory Council Meeting

1. The December 6th meeting went well, items reviewed / discussed / approved included operator applications, draft regulations, training courses, operator license formatting, discussed operator endorsements, and council member terms.
NOTE: My term on the council is expiring and I would like to request Commission support to serve another 3 year term.
2. The next meeting is scheduled for March 7, 2019.

End of Report

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