

Municipal Services Commission  
Monthly Meeting  
January 24, 2019 – 4 P.M.  
216 Chestnut Street  
New Castle, Delaware

The meeting was called to order at 4 p.m. with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President  
Daniel F. Knox, Commissioner  
Dr. Allen Hansen, Commissioner  
Pamela A. Patone, Secretary

Staff in Attendance: Treasurer Mary Jane Stubbs; Accounting/Customer Service Manager Tara French; Scott Blomquist, Manager, Electric Department; Jay Guyer, Manager, Water Department

Minutes—A motion was made and seconded to approve the minutes for 12/13/2018 monthly meeting. The motion was approved.

Treasurer's Report

Ms. Stubbs reported for November 2018 total operating cash balance of \$2,468,573.37. PNC Escrow and meter deposit total in the amount of \$728,721.83. Total cash balance is \$3,197,295.20. Total investments are \$1,085,223.28. Ms. French reviewed the bank statements for the month. For the month of December 2018 the operating cash balance of \$2,477,760.99. Escrow and meter deposit total in the amount of \$735,506.30. Total investments are \$1,090,285.21. Total cash balance is \$3,213,267.29. Mr. Guyer reviewed the bank statements for the month. Ms. Patone mentioned only December was attached and that November was approved at last meeting. The checkbook register is attached to Ms. Stubbs' report.

Ms. Stubbs pointed out some costs to Sunbelt Reality for a roller for \$2,829.00 and to Anxiter for transformers in the amount of \$20,000.00. Also included is the City Appropriation costs.

A motion was made and seconded to approve payments.

Human Resources: Ms. Stubbs is currently working on W-2's and everyone should have them soon.

Accounting and Customer Service Report:

Ms. French reported the Billing and Customer Service area made Account Class changes in billing software for water reports to reflect changes in Tariff that were approved November 28, 2018. The electric consumption for top ten customers were completed and submitted to DEMEC for calendar year end. Electric and water reports were completed for MSC's annual billing audits and the electric accounts will be reviewed for annual classification changes to be in compliance with the MSC Tariff. She is completing webinars for continued professional education requirements and has been working with the new

Accountant to reconcile completed jobs. She went on to report the period ending December 31<sup>st</sup>, 2018 Capital Budget vs actual and worked and December work papers and financials were completed. In addition, the quarter ending December 31<sup>st</sup>, 2018 operating budget vs actual report has been completed. Ms. French mentioned that 5 projects have been completed and reconciled. Most of the projects came under budget except the front desk safety and she will work with Ms. Stubbs to confirm the overage will provide and update at next meeting.

Financial Reporting for period ending 12-31-2018: Total assets are \$19,100,551. Compared to last month Accounts Receivable is down 12%, and down 20% compared to same time period ending December 31, 2017.

Construction in progress is down as we have completed jobs that have been reconciled and capitalized.

Revenues and expenses as previously noted and miscellaneous income has increased due to the Garrison Project resulting in more inspection fees and recording labor and fees for repairing a pole that was hit on W 7<sup>th</sup> Street.

Electric plant material and supplies are in the negative on the operating expense statement due to tracking materials used to repair pole. This will be reimbursed through the insurance company.

New Line Item is any equipment that costs less than \$5,000.00. Ms. French noted that it contains items that were approved from the Capital Budget but will not be capitalized, such as mats and capacitor bank materials.

Ms. French reported there is \$568,183 in Surplus net assets, of which \$37,861 is attributed to Water and \$530,322 is attributed to Electric.

#### Electric Department Report

(See attached report)

#### Developer Projects:

Electric meters were installed on Building D of the Garrison Apartments.

Riverbend: No new updates at this time.

Capital Projects: Van Dyke Village-On hold due to weather and the holidays.

Capital Purchases: T-11 and T-5 should be delivered by the end of February.

Capacitors: No update at this time.

Outages: No outages in the past month.

Repairs and Maintenance: Wilmington Road Substation. ABB was on site January 3<sup>rd</sup> and installed the repaired relay. The relay was tested and placed back into service. Monthly inspections were performed at Wilmington Road and Dobbinsville Substations.

System: Mr. Blomquist said there were no updates at this time.

Training: The Electric department participated in the NCCCO Digger Derick Training and all passed and received their certificates. Ms. Patone also added that the entire organization had a Cyber Security class on January 10<sup>th</sup> that was provided by the State of Delaware's IT department and will implement policy procedures to MSC's IT handbook.

Mr. Blomquist noted that he had completed the Customer Action Plan for the Certification part of the key accounts program and has been turned in for review.

Safety: Daily tailgate sessions and safety meetings continue.

Mr. Blomquist mentioned that the electric department installed the 40 Horse VFD for School Lane Treatment facility.

City Comp Plan: Mr. Blomquist noted there were no updates at this time but Ms. Patone added that she, Mr. Guyer, and Mr. Blomquist met with the City several months back and that Mr. Guyer and Mr. Blomquist have submitted their recommendations and is currently waiting on Cohen Law regarding underground utilities. Ms. Patone spoke with Debbie the planner and is currently reviewing what was submitted and should have MSC's plans by mid-March to the City.

Truck maintenance: Yearly pm and DOT inspections were completed line truck and bucket trucks.

Capital Budget Fiscal Year ending 2020: Mr. Blomquist is looking for approval by Commissioners for as follows:

- Van Dyke Electric underground project- \$265,709.52
- Camera upgrade at the substations - \$20,000.00
- Fence for Wilmington Rod Substation - \$55,000.00
- A/C unit at 100 Municipal Blvd - \$8,000.00
- Excavator - \$70,000.00
- Trailer - \$105,000.00

Operations Budget: Mr. Blomquist reported that the first draft of the Electrical Department Operations Budget has been completed and submitted to GM Patone for review.

Water Report-Mr. Jay Guyer reporting:  
(See attached report)

Mr. Guyer and Assistant Water Supervisor Ryan Jaeger have a meeting scheduled with J Fletcher Kramer tomorrow morning to go over the scope of the lining project. They have moved to doing an Epoxy coating process also and will present the product and details of it at the meeting. Mr. Guyer also indicated that he did speak with City Building Official Jeff Bergstrom in regards to the scope of the project and what intersections would need to be closed. Due to the closure of the 6<sup>th</sup> Street intersection, MSC will have to involve Del Dot to coordinate detours with Dart, the Paratransit companies and the school bus companies.

Capital Budget: Mr. Guyer indicated that once they meet with J Fletcher Kramer that will have a more refined figure on the Delaware Street cleaning and lining project and if they will be able to extend the lining further to 4<sup>th</sup> Street between Delaware and Harmony Streets depending on costs.

Pump VFD Controller: Lineman installed the VFD controller and wiring of January 7<sup>th</sup>. Keystone and United Electric were on site the week of January 15<sup>th</sup> to perform startup and integration of the new controller. All functions tested and the controller is functioning as it was designed.

Utility Building Camera Upgrade: Mr. Guyer noted that he had a conversation with a representative from Security Instruments about separating the alarm system and is awaiting for a price on a monthly monitoring cost. There are no requirements and have looked in to a couple different options for intergrading the security system with SCADA like MSC has done at the water sites and electric sites. There is unfortunately a significant cost involved and feels to get it started it would be best to have it monitored through Security Instruments if there were any alarms.

Outages: There were no planned or unplanned outages for the month of December.

City Comp Plan: As mentioned earlier, recommendations have been submitted to Ms. Patone for review.

PFAS Testing: Completed PFC testing for December. The results indicated the carbon in Vessel #2 at 75% capacity has been consumed and it may be time for a carbon change out in the vessel. Mr. Guyer is concerned about the rate of carbon being consumed in Vessel #2 given the fact the carbon in Vessel #1 lasted about 2 ½ years before it was consumed. Mr. Guyer is reviewing the test results and different factors that could be influencing the carbon consumption and has discussed with Ms. Patone. Mr. Guyer also had a follow up conversation with our Calgon Carbon representative and their engineers who recommend completing additional testing to confirm the original results and also test our raw water supply. Additional testing is being scheduled and will be completed as soon as possible. This additional

testing will put that expense category over budget. However, without the new data we are not able to make determinations on the system performance and timing to replace the carbon in vessel #2. A carbon change out will cost \$1.67 per pound today compared to the November cost of \$1.57 per pound when last changed.

Work has begun on updating the Annual DNREC Water use reports, the 2018 DNREC Tier II Hazardous Chemical Report, and the DRBC 2018 Annual Water Report. All reports will be filed by their required deadlines.

Mr. Guyer indicated that there were several issues with the Chlorinator at the School Lane this past month. Operators replaced the control board and scale and did some general maintenance on the unit. One of the water level transducers in the clear well went bad and operators were able to move one from the GAC Wet Well which has 2 devices. Will send the defective one back for troubleshooting and if not repairable will have to purchase a new one. Also, had some issues with our check valves that control flow in the facilities. Operators disassembled one and figured out what the issue is and will do general maintenance on the remaining 6 which are having the same types of issues as the one that was disassembled and repaired.

Budgets and Grants Water Infrastructure Advisory Council (WIAC) - Mr. Guyer, Mr. Blomquist, Mr. Jaeger and Mr. Grainger met with Bill Balascio of Duffield Associates about conducting an Arc Flash Study for MSC's water and electric facilities. We inquired to see if there is any grant funding available. Mr. Balascio was able to make a presentation to WIAC council to see if grant funding was available. Mr. Greg Pope who sits on the WIAC sub-committee and Heather Warren will go back to Council and propose creating a pilot program for the study which was well received by other Municipalities in attendance. Mr. Guyer also questioned Mr. Pope about our Asset Management program application, a grant that MSC has submitted. He anticipated that around April 2019 funding would be available. Mr. Pope was also asked about the accelerated time frame if 2 years instead of 5 years, which he felt the WIAC Council would support.

T-5 and T-11 truck is expected delivery by the end of February.

Mr. Guyer indicated that there were issues with the backhoe which had a hydraulic leak which a linemen and operator repaired by rebuilding a valve body.

On December 3<sup>rd</sup>, 2018 Operators and Management attended OSHA training. All passed the practical part of the test and 4 need to be scheduled to take the written part of the exam.

Customer Action Plan: Ms. Patone has the first draft for review.

Safety: Daily morning tailgate meetings to discuss job tasks that day. Safety training started using the 2019 AWWA safety training manual.

Mr. Guyer attended the Water Supply Coordinating Council Meeting this morning. The sub-committee that is reviewing the water conditions index report will be scheduling a meeting for the middle of February to discuss updating the index components. Today's meeting included updates from the Delaware Geological Group, the State climatologist, and the water utilities. The self-sufficiency reports that were submitted were discussed however since one water provider had not submitted yet, council voted to delay any final decisions and recommendations until all of the reports were received. Council discussed reducing the number of annual meetings from 4 planned to 3 planned however council is empowered to meet as needed when issues arise. A new group called STRIDE representing the community perspective attended the meeting today to discuss PFAS contamination. Their organization is made up of retired or unemployed DuPont Scientists who are familiar with the PFAS compounds and contamination. They are looking to be a resource for the utilities that have encountered the contaminants and are interested in opening a laboratory to assist with testing and treatment. The next meeting is scheduled for April 18, 2019.

The next Water Operator Advisory Council Meeting is scheduled for March 7, 2019.

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

Secretary's Report-Secretary Pam Patone reporting:

Secretary Patone and Dr. Sippel attended a DEMEC meeting on January 15<sup>th</sup>, 2019. The Executive committee indicated they were requesting staff to investigate engineer groups in Delaware due to being made aware of Downes & Associates were ceasing their operation. Secretary Patone added the MSC utilizes the engineering services of James J Havrilla and Norm Baron of Utility Engineers.

Audit Committee: Reported that RFP went out for audit services and we have been receiving inquiries and questions from different firms.

Staff reported under Generation, that natural gas has been available this winter as opposed to in the past we have struggled with obtaining natural gas. DEMEC staff was able to sign an agreement to make natural gas more accessible.

Utility Best Practices: Ms. Patone reported the preliminary report was distributed at the meeting on the 15<sup>th</sup>, and a follow up telephone meeting took place with all the finance leads of the Municipalities to review the preliminary results. The results gave information on surveys that were done with Municipal customers, line losses and a financial analysis to understand controllable costs which consists of payroll fees, fees paid to consultants, and repairs and maintenance expenses. Secretary Patone said that she will be meeting with the consultants next Wednesday to go over New Castle's results.

Training: Ms. Patone added there is a training class, Cost of Service/Rate Design on March 12<sup>th</sup>, 2019, from 8-4:30 PM and will be presented by Dawn Lund with Utility Financial Solutions.

Green Energy: (report attached) Ms. Patone reported with a summary of the DEMEC Energy Efficiency Smart Program reflects each participating municipality has had customers benefit from the program.

Old Business: Online Bill Payment Services upgrade. Ms. Patone reported Tyler Technologies will present their on-line bill payment product to staff on February 7<sup>th</sup>. Also PNC presented a demo in December and will have a follow up meeting soon with more details on their advanced Payer Express product. Ms. Patone anticipates to have a recommendation with costs available for the capital budget approval.

Cohen Law Underground Utilities Research: Timeline hopefully at the end of February to have a report, if not at the March meeting.

Capital Budget: A few administrative items have been removed from the proposed capital budget, the telephone system upgrade is a cost that will be shared by the City and since Hilyards is willing to continue to provide support for the system there is not an immediate need to move forward with the upgrade. The Accounting Policy and Procedure Manual quotes were significantly higher than anticipated, therefore, we will develop a different plan to potentially perform the work in house.

Financial Projection and Rate Design: Ms. Patone indicated the next meeting with the consultant would be February 6<sup>th</sup>, 2019.

Solar Arrays Analysis: Ms. Patone advised the 5 year Capital Budget plan does not reflect the installation of additional solar arrays because the goal is to utilize State Environment Funs/Green Energy funds to build the arrays. The funds were depleted when the construction took place for the first array. The plan was to assess the return on investment and decide on next steps. Mr. Blomquist and Mr. Grainger prepared a return on investment report. The cost to install the first array was \$77,000.00 (\$62,000.00 for materials and \$15,000.00 MSC's internal labor). The array has produced \$7,500.00 in electric savings. This figure is calculated utilizing the wholesale (DEMEC) rate multiplied by the kWhs produced over the last 34 months. The \$2,100.00 a year the MSC is saving in electrical costs results in a 30 year ROI. Green Energy Fund currently has \$4,700.00 in the account. In addition to the first solar array installation the Green Energy funds paid for the City Police Building lighting. The MSC accumulates approximately \$12,000.00 a year in Green Energy funds. Since there are not enough current funds in the Green Energy fund, the production from the array is not substantial to cover the costs and the MSC/DEMEC has sufficient solar in the renewable portfolio to meet the legislative requirements, management is not currently recommending installing any more solar at this time.

Commissioner Hansen discussed an interest for a wind mill on Penn Farm. Ms. Patone said she will reach out to Scott Lynch at DEMEC since he is familiar with the farm and gather more information for the Commissioners. Commissioner Sippel mentioned that the University of Delaware are very much involved with wind mills and would imagine they have wind patterns and asked to get some information from them as well. Secretary Patone will follow up at a later meeting.

New Business: Ms. Patone had nothing to add at this time.

A motion was made, seconded and approved to move into executive session at 5:00 pm.

Commission returned to general session at 5:57pm.

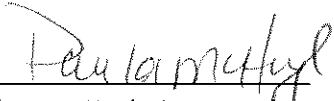
The DEMEC February meeting will be on 2/19/2019.


Next Meeting

Commissioners set the next monthly Board meeting for 2/28/2019 at 4:00 pm. at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion was approved. The meeting was adjourned at 5:59 pm.

  
\_\_\_\_\_  
Paula R. McHugh, Stenographer

Approved:   
\_\_\_\_\_  
(minutes transcribed from recording)



# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

## Water Department Commission Meeting Report

January 24, 2019

Prepared By: Jay Guyer on January 15, 2019

### 1. Projects

#### A. Riverbend Subdivision

1. The water system in Riverbend was flushed on December 18, 2018 and January 9, 2019 to maintain the required 0.3 ppm of Chlorine Residual.

#### B. Water Metering

1. Meter reading was completed on January 14<sup>th</sup>. Water Operators followed up on water check reads as needed and replace defective equipment.

#### C. The Garrison Apartment Complex – 7<sup>th</sup> Street

1. Bacteria samples were collected and test results were negative. The contractors have submitted their paperwork demonstrating the backflow preventers have been tested and certified. MSC completed a final inspection of the water system installation and generated a punch list of items to be corrected. The punch list was forwarded to SB Conrad and Pennrose Company for action. An MSC Operator was on – site to observe and inspect the contractor as they corrected the punch list items in accordance with MSC Technical Water Standards.

#### D. Delaware Street Cleaning and Lining - 3<sup>rd</sup> to 7<sup>th</sup> Street

1. On December 21<sup>st</sup>, WUM Guyer and WUS Jaeger had a meeting with SUEZ Utility Service Corporation to review their options for a spray in place epoxy lining. SUEZ provided MSC with a project questionnaire that was completed and returned on January 7, 2019. SUEZ will provide MSC with an estimate to complete the project based on the scope that was discussed.
2. WUM Guyer and WUS Jaeger refined the project scope of work with options for additional work if the budget permits. A meeting is scheduled with J Fletcher Cramer (JFC) for January 25<sup>th</sup> to discuss what lining products they are now using and the scope of the Delaware Street project.
3. WUM Guyer has contacted City Building Official Jeff Bergstrom to discuss the requirements of closing the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Street intersections to rebuild the water mains in them. WUM Guyer will contact Del DOT about closing the 6<sup>th</sup> Street intersection as it is a State maintained roadway and will coordinate all street closings with the City.

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### E. 40 HP Finish Water Pump VFD

1. MSC Lineman installed the new VFD Motor Controller the week of January 7<sup>th</sup>. On January 15<sup>th</sup>, Keystone Engineering and United Electric were on-site to provide the SCADA integration and VFD programming / startup. Startup of the new VFD had no issues. WUS Jaeger worked with Keystone Engineering to test out and ensure all SCADA logic for the VFD Controls functioned as designed.

### 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 SI and requested a proposal for afterhours monitoring of the security system.

## 2. Operations

### A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of December 2018.
2. City Comprehensive Plan Update – On December 13<sup>th</sup>, WUM Guyer submitted a Draft of the MSC's Water Operations portion of the City Comprehensive Plan to GM Patone for her review.
3. PFAS testing results for December indicated the carbon in vessel #2 at the 75% level test port may be spent and carbon replacement in vessel #2 may need to be done earlier than anticipated. Test Results for water entering the Point of Entry into MSC Distribution System had a combined PFOS/PFOA result of 7.0 ppt and the US EPA Health Advisory level is 70.0 ppt.

WUM Guyer and WUS Jaeger discussed the test results with Calgon Carbon and agree that additional PFAS testing is required to determine if PFAS levels have risen in our Raw Water Wells and also perform repeat testing to confirm December test results are accurate. MSC plans on backwashing the carbon filters to ensure there is no channeling effect in the filter beds and also obtain water samples after backwashing to test for PFAS. This additional testing will provide data to help MSC Water Operations better

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understand and budget for future carbon change outs. It is estimated that the additional PFAS testing will put Lab Sampling Expenses over budget by \$2,700 for FY 2019. After discussing with GM Patone, WUM Guyer ordered the additional sampling supplies and the work will be planned for the week of January 21<sup>st</sup>.

4. WUM Guyer and WUS Jaeger have started updating the DNREC Annual Water Use Report for 2018. The report is due January 31, 2019.
5. WUM Guyer and WUS Jaeger have started updating the DNREC Tier II Hazardous Chemical Report for 2018. The report is due March 1, 2019.
6. WUM Guyer and WUS Jaeger will start updating the DRBC Annual Water Audit Report for 2018. The report is due March 31, 2019.

### B. System Repairs and Maintenance

1. At School Lane Treatment Facility, the Chlorinator control panel and scale were replaced and reprogrammed. Chlorinator is functioning properly. Clear Well Level Transducer was giving inaccurate water levels. A replacement level transducer was ordered and the malfunctioning transducer was sent to Endress & Hauser for a free evaluation to determine if the transducer can be recalibrated. The Fluoride pumps were experiencing an intermittent issue while running. The issue was troubleshot and determined to possibly be a faulty relay and grounding issue. WUM Guyer and Blomquist discussed the issue and further trouble shooting and testing will be completed on the 3 fluoride control panels. The 6" and 8" soft close check valves have started to experience issues opening and closing. MSC Operators have started removing them one at time to perform troubleshooting and maintenance on them.
2. Water Operators continue working on the curb box maintenance program, ensuring valve alignment and making corrections as needed.

### C. Budgets and Grants

1. Water infrastructure Advisory Council Grants – 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.

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Prepared By: Jay Guyer on January 15, 2019

WUM Guyer attended a meeting with the WIAC Drinking Water Sub Committee on January 17<sup>th</sup> in Milford, DE. Mr. Blassico presented the Arc Flash Study to planning sub-committee for consideration. Following a discussion with the town representatives and engineers in attendance, it was agreed the sub-committee would work to develop a Pilot Grant for the Arc Flash Study and fund it in the States FY 2020 Budget Year.

WUM Guyer spoke to Mr. Greg Pope of WIAC about the Asset Management Program (AMP) Grant that MSC submitted in October 2018 questioning if the AMP grants were going to be funded again. He advised the WIAC Council was looking at April to release the next round of grant funding for the AMP's and MSC's application is the only one they have received to date.

2. WUM Guyer and WUS Jaeger, and FP Jones continued working on the Operation & Maintenance Budget for FY 2020. A draft budget was submitted to GM Patone on January 15<sup>th</sup>.

### D. Equipment

1. The new T-5 and T-11 trucks now have an estimated delivery date of mid-February. The chassis have been delivered to the body company in Baltimore however their scheduling is backed up for getting the bodies installed on the chassis.
2. MSC Backhoe had a hydraulic leak which was corrected by MSC staff by rebuilding the hydraulic valve body.

### E. Personnel and Training

1. No personnel issues to report.
2. MSC Water Operators, Linemen, and Facility Person attended OSHA Digger Derrick Training the week of December 3<sup>rd</sup>. Participants completed 4 days of training including classroom work, a written exam, and skills test using the Digger Derrick Truck. All who attended passed the Practical Skills testing and 4 need to retake the written exam.
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.

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January 24, 2019

Prepared By: Jay Guyer on January 15, 2019

### 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 2019 AWWA 52 Safety Talks Manual, AWWA Support videos, and other supplemental materials.

### 3. Reporting Agencies

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

1. Scheduling of the next WSCC sub-committee meeting to evaluate the Northern Delaware Drought Operating Guidelines is pending 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 upon.
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 next meeting is scheduled for March 7, 2019.

### End of Report

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

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 24, 2019**

**Prepared by Scott Blomquist on January 17, 2019**

1. **Developer Projects:**

I. **Garrison Apartments:**

i. Electric meters were installed on Building D.

II. **Riverbend Subdivision:**

i. There is nothing to update for this project.

2. **Capital Projects:**

I. **Van Dyke Village:**

i. There has been no work on this project over the last month due to weather.

3. **Capital Purchases:**

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

I. Expected delivery for these trucks has been pushed until the end of February as the body manufacture has incurred some delays.

b. **Capacitors:**

I. There is nothing to update on this project

4. **Operations:**

a. **Outages :**

I. There have been no outages over the last month.

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 24, 2019**

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II. 01/01/2018 – 01/01/2019

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
38.83	1.2	32.29	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 January 3<sup>rd</sup> and the relay that had been sent back was installed, tested, and placed in service.

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:**

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 24, 2019**

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

**7. Training:**

- I. The Electric Department participated in the NCCCO Digger Derick Training and all of the Electric Department passed. All have received their certificates.
- II. EUM Blomquist completed the customer action plan for the certification part of the Key Accounts program and turned it in to GM Patone for review.

**8. Safety:**

- I. Daily tailgate sessions and safety meetings continue

**9. City Comprehensive Plan:**

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

**10. 40 HP VFD:**

- I. The Electric Department installed the VFD for the 40 HP pump at School Lane treatment Facility.

**11. Truck Maintenance:**

- I. The yearly PM, Dielectric and Dot inspections have been completed for the Electric Departments Bucket Trucks and Line Truck.

**12. 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**

**January 24, 2019**

**Prepared by Scott Blomquist on January 17, 2019**

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

13. **Operations Budget:**

- I. The first draft of the Electric Department Operations Budget has been completed and submitted to GM Patone for review.