

Municipal Services Commission
Monthly Meeting
February 28, 2019 – 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; Arthur Granger, Assistant Electrical Manager, Electric Department; Jay Guyer, Manager, Water Department

Michael Johnson, Utility Financial Solutions (via telephone)

Rate Classification Presentation

Michael Johnson with Utility Financial Solutions presented the Commissioners and Management team with a presentation.

Electric and Water Projections – The assumptions are a 2.5% increase in expenses excluding Power Supply and depreciation. The growth for both utilities is a 1/2%. Mike stated for the year 2022 consider issuing a bond for the AMI implementation. The bond would be split with 65% for electric, and 35% for water due to electric taking a larger portion of the infrastructure costs.

Capital Improvement Plan for Water – For the year 2020 the projection is \$560,000 for water and \$480,000 for electric. In the year 2021 that projection is \$400,000 for water and \$580,000 for electric. In 2022 the projection goes up considerably due to the AMI implementation, and for each utility going to be three quarter increase. In the year 2023 the project is \$270,000 for water and \$539,000 for electric. Secretary Patone stated the MSC does not budget for capitalized labor which is included in the operating budget. UFS wants to tie into the audited financial statements, and make sure there is a history therefore, they have estimated a figure for capitalizable labor.

Electric – Without rate adjustments the electric cash balance will begin to exceed the recommended electric cash balances. With the recommended rate reduction the cash will remain within the minimum and maximum recommended electric cash balances. The operating income target needs to break even, right now electric's projected net operating income is exceeding the target amount. In the year 2023 there will be a reduction in the operating budget for the amount paid to DEMEC related to the Dobbinsville substation.

Minimum Cash – The MSC needs to make sure to have enough cash to pay the bills, money to recognize a catastrophic event, and also money for construction projects for the next five years. For Operations and Purchase Power Supply need to have a minimum of 45 days of cash available. There could be a catastrophic event such as an ice storm, and the MSC needs the cash to start the process of repairs and for the funding of construction projects. In the year 2020 the minimum cash reserve level is 1.9 million dollars, and rises to 2.3 million in the year 2023.

Water Utility – The water utility is being supported by the electric due to previous years of negative income and cash. Without a rate adjustment cash is depleting on an annual basis due to investments in capital projects

Projected Adjustments – The recommended rate track is attempting to achieve a positive net income, and have cash move in the right direction. The recommendation would be a 12% rate increase for water, and a 2% rate reduction for electric.

Cash for Water – The projected cash reserve for water reflects a (\$2,600,000) by 2023 if a rate increase is not implemented

Cost of Service – The cost of service reflects a need to increase water rates. The domestic service charge and private fire charge are recommended to be increased with the public fire charge remaining the same. The increase is to get the total water revenue to increase by 12%.

Secretary Patone states the electric utility has supported water in the past. Therefore, there is negative cash for water, and excess cash in electric. In addition, large commercial accounts support the residential in the electric, and the Commission has been working toward the cost of service model for electric. Also the rates need to cover the fixed cost by increasing the customer charges. The recommendation would be for large commercial accounts to have a 3% decrease, and the residential to have a 1% decrease with an overall decrease in electric revenues by 2%

Mr. Johnson concluded his presentation and left the meeting.

President Sippel began the regular monthly meeting and inquired of any questions related to the minutes. There being no questions a request for approval was made.

A motion was made and seconded to approve the minutes for 1/24/2019 monthly and executive meeting session.

Treasurer's Report – Ms. Stubbs reported the following totals: Operating cash \$2,641,294.92, Escrow/Meter Deposit/Petty Cash \$734,324.13, Total cash \$3,375,619.05 and Investments \$1,108,247.61.

Ms. Stubbs had Electric Manager Scott Blomquist review the bank statements. The MSC received a check from the City of New Castle that was split for maintenance on the backhoe. Tyrex was for training, Anixter was for two transformers purchased and were put in inventory.

Human Resources – W2's were sent out to all employees by the due date. All the employees had sexual harassment training on 2/13/2019. The MSC is under fifty employees not and required to

have the training, but felt that it would be best for the company. The training was done by our attorney's office.

Customer Service Department Report – Ms. French has been reviewing Electric Consumption reports for DEMEC filing. Ms. French prepared and reviewed reports for the Electric and Water Departments annual billing audit. Ms. French reviewed the electric accounts for annual classification changes to be in compliance with the MSC Tariff. Also, a phone notification test will be planned in the next month for the entire customer base. Ms. French attended a follow up presentation with PNC for upgrading online bill pay.

Accounting Report – Ms. French is working with the accountant to reconcile completed jobs, and prepare yearend tax forms. She reviewed the year to date ending 1/31/2019 Capital Budget vs Actual Budget. One area that needed to be noted was the Van Dyke Village open orders were included in the Actual Budget as of 1/31/2019. Ms. French worked with the accountant to get the January 2019 work papers and financial statements completed. Planning has begun for the annual audit for fiscal year end 3/31/19. The inventory observation is scheduled for 4/3/2019. Ms. French attended CPE for new accounting requirements for leases under GASB 87.

Financial Report– The executive summary for the financials are: Total Assets \$19,245,493. There is nothing new to report for Revenue and Expenses. As of 1/31/19 \$551,771 surplus in Net Assets with \$26,622 for Water and \$524,495 for Electric.

Electric Department Report – Mr. Granger stated the new T-5 utility truck had been delivered. There were no outages to report. The testing at Dobbinsville for the NERC Under Frequency Load Shedding requirements has been completed. DEMEC asked for the test data for the control circuits, when the test reports are received they will be sent to DEMEC to meet the compliance requirements. For the School Lane solar system the only way we can monitor is to go to the site and look at the inverter. The electric department used to have an online portal through the inverter manufacture but it was a beta program that was discontinued.

Water Report– Riverbend flushing was done on 1/29/2019 and 2/20/2019 to maintain chlorine residual.

Meter readings were done on 1/14/2019, and some defective meters were replaced.

The Garrison Apartments had a pipe failure in the pump house on the 6" domestic service that was mentioned last month. There has been no request for the meters to be installed. There were issues with a sanitary line that was never inspected, and the County had that dug up and inspected.

Mr. Guyer and Mr. Jaeger had a preliminary meeting with Suez about the Delaware Street cleaning and relining project. Suez uses an epoxy based spray in place coating. Mr. Jaeger completed paperwork, and outlined a scope of what the MSC is looking for. A follow up meeting has been scheduled to review the proposal. Mr. Guyer met with J Fletcher Cramer on 1/25/2019. He had received an updated quote with what the MSC was asking for, but needed to be updated due to some items that were missing. Mr. Guyer, Mr. Jaeger, and Ms. Patone is meeting with a

local contractor to go over the project, and have that company bid on the work. The price that quoted was \$71,000 to rebuild the intersection. Originally this project was to start before Separation Day, but will be starting after that date. Mr. Guyer will be working with Del Dot on the 6th Street traffic pattern change. This project will be shutting down the only way into town. With this street closure all traffic will be on South Street and Chestnut Street. Del Dot wants to have a meeting about the railroad project on Delaware Street at Ferry Cut-Off. Delaware Street will be closed, and Del Dot wants to coordinate both projects to be done at the same. Mr. Guyer does not think closing 6th Street and Delaware Street is the best decision. There will be no place to go in or out of the City of New Castle. There is a group at University of Delaware called TSquared L Tap. This group helps and assists with designing traffic detours. Mr. Guyer reached out to Matt Connor who is in charge of that team. Mr. Guyer wants a meeting with Brandywine Construction, who is the other contractor, if they will be needing road closures.

Forty Horse Pump VFD at School Lane – The water department received training on the functions and operations of the new drive unit from United Electric. One item that will need to be adjusted is the location of the injection point for the sodium-hexametaphosphate which is added for corrosion control. An additional injection point will need to be added for the piping for the 40 HP pump to be used to pump to our distribution point.

Security System Upgrade – Mr. Guyer received a revised proposal for the monitoring and install of the system. This will be reviewed with Mr. Blomquist and Mr. Granger. The MSC will do the conduit work and pull the wires. The revised 2019 proposal reflected only a \$400.00 increase over the original 2017 proposal. The cost for the afterhours monitoring will be \$63.95 per month.

Mr. Guyer was made aware of a Delmarva Gas project. There will be 12in high gas pressure main that will run from the other side of Route 13 down to Family Foundation School. Mr. Guyer, Mr. Blomquist, and Ms. Patone attended a pre-construction meeting, and walked the field with the contractor. There were deficiencies found in their plans. Mr. Guyer sent a copy of the water mains in the area from our mapping system to Delmarva's engineer, and there will be another meeting scheduled.

Outages – There were no planned or unplanned water outages for the month of January.

PFAS Contamination – As a follow up to the need for additional information related to the contamination levels in our system, sample collection and PFAS testing of our 4 water supply wells was performed. Results showed that since 2014, the levels of contamination in CRW Well, FTR Well, and SL Well have increased slightly, while BR Well levels have almost doubled. Sampling performed in December was duplicated, the carbon filtration system backwashed, then the duplicate sampling was completed again to confirm the original results and to see if the backwashing had any effect on the carbon filtration system performance. The results collected pre backwash were nearly identical to the results from December while the results from the post backwashing of the carbon filters illustrated that it elevated the levels in the test results. Total Organic Carbon (TOC) testing was performed on the raw water from MSC's 4 wells, post aeration, and on our finished water. All 6 samples collected had Non-Detect levels of TOC. Mr. Guyer and Mr. Jaeger discussed the January test results with our Calgon Carbon Corporation (CCC) representative who forwarded them on to their technical group for review. CCC's

Technical Development Engineer followed up with his thoughts on the carbon life and options for possibly getting better performance out of the system. Operationally, he felt the increasing levels in the BR Well blending with the SL well and alternating the wells on a monthly basis was causing spikes that could lead to early breakthrough. He recommended that we consider using the full 40,000 pound capacity of the vessels during the next exchange which should be better able to handle the spikes every other month. Mr. Guyer and Mr. Jaeger discussed with Ms. Patone the CCC recommendation and scheduled a carbon change out for Vessel 2 with plans to refill it with 40,000lbs of Filtasorb 400 virgin carbon. Mr. Guyer requested CCC quote the cost of the carbon change out with the increased amount. CCC quoted the cost of the carbon change out at \$1.45 per pound / \$58,000.00. CCC is scheduling the change out and will advise when they have a date. Mr. Guyer, Mr. Jaeger, and Ms. Patone participated in the February 14th Webinar where the US EPA Acting Administrator presented the EPA's Per- and Polyfluoroalkyl Substances (PFAS) Action Plan. Mr. Guyer has started reviewing the Action Plan. Mr. Guyer, Mr. Jaeger, and Ms. Patone met with the STRIDE group several times and reviewed our PFAS data. STRIDE completed and submitted an MSC FOIA Request for our PFAS sampling information. The requested sampling results and information have been provided and they are in the process of reviewing it. Mr. Guyer, Mr. Jaeger, and Ms. Patone received e-mail notification informing MSC the Centers for Disease Control and Prevention (CDC) and the Agency for Toxic Substances and Disease Registry (ATSDR) announced they had identified communities to be part of exposure assessments to examine human exposure to per and polyfluoroalkyl substances (PFAS). New Castle County near the Air National Guard was included in the identified communities. CDC and ATSDR completed a FOIA request in November 2018 requesting information related to the PFAS contamination. Mr. Guyer contacted Virginia Eisenbrey of Artesian Water Company, Water Quality Control to discuss the experiences they are having with the PFAS compounds. They have been experiencing many of the same issues and frustrations MSC has with testing, guidance, and regulatory actions as well as changing levels of contamination in their water supply and shortened carbon media life. Mr. Guyer, Mr. Jaeger, and Ms. Patone contacted Stephanie Gordon of DMREC in reference to their investigation at the NC County Airport and Delaware Air National Guard Base. Per Ms. Gordon, they have completed Phase I of their investigation and starting to develop Phase II. The Phase I investigation is being reviewed by the EPA.

The DNREC and Chemical Report have been completed.

Mr. Guyer is starting to work on the Delaware River Basin Commission Water Report which needs to be finished and submitted by the 3/31/2019 deadline.

System Repairs and Maintenance – Due to the frigid weather there were several frozen water services that were identified. The department replaced a couple of frozen or cracked meters that were damaged from the cold.

Budget and Grants – Mr. Guyer has been in contact with the Water Infrastructure Advisory Council in reference to the Asset Management Grants. Their meeting that was scheduled on

2/20/2019 was cancelled due to the weather. Mr. Guyer was advised the AMP grants are on the agenda for the meeting when it is rescheduled.

Mr. Guyer is finalizing the Capital Budget.

Mr. Guyer stated the new T-5 Truck was delivered. Truck T11 was sent back due to the wrong snow plow being installed.

Training – Fire extinguisher training is scheduled for all the MSC employees on 3/20/2019. This is a mandatory training by OSHA.

Key Accounts Customer Action Plan – Mr. Guyer has been given a reprieve until June to have completed.

Delaware Rural Water Association (DRWA)– Some of the new members of DRWA were questioning the MSC facilities, and Mr. Jaeger gave a tour on 1/25/2019.

Mr. Guyer is assisting Secretary Patone with Union negotiations and attending the meetings.

Safety – The water department continues daily morning talks.

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

Secretary's Report – Secretary Patone and President Sippel attended the monthly DEMEC meeting on February 19, 2019. President McCullar presented the financial reports. Advised the cash reserve is about \$21,000,000 and the goal is to increase the reserve to \$30,000,000. President McCullar gave information on an engineering group based out of Pennsylvania called Tangible. Downs and Associates, a local engineering firm, are no longer going to be in existence. There has been a concern amongst the Municipalities about engineering groups therefore, DEMEC was requested to explore options. Tangible has experience with substations, generation and experience with transmission.

Energize Delaware and Franklin Energy put on a presentation for the DEMEC board. The two groups are starting a pilot program with the City of Milford. They provided an Energy Efficiency education presentation for local community groups and provided tools to help save energy and money in residential homes. Two resolutions were presented to the Board. The first one was related to the renewable portfolio standards. DEMEC has been going by the standards of the 25% renewables by 2025. The suggestion was should DEMEC be going at a more aggressive pace than required. DEMEC believes there may be an increase in the near future. The Board decided to stay with the status quo until more information is provided. The other resolution will be discussed in Executive session. The Audit Committee reported four different proposals were received from accounting firms. The committee will be rating and scoring the firms, and making a recommendation to the Board. The field work for the current audit is being done by Baker Tilley. The Board has a follow up meeting on 3/31/2019 to be updated on the current audit. The staff has been putting together a travel policy. There was a desire to make sure there is a policy

in place for expenditures related to travel. The policy was reviewed by the Audit Committee and it was recommended to the Board for adoption.

Legislative Report – Kimberly Schlichting indicated there would be talking points for the Net metering and RPS requirements at the next DEMEC meeting. Secretary Patone asked to have that information due to having a meeting with Senator Nicole Poore that same afternoon.

The utility best practices report reflected the MSC fairing very well with line of losses, controllable costs and the customer survey. The next phase of the report is giving suggestions on improvements.

AMI Update – The City of Seaford has about 82 electric meters left to install until completed. The City of Milford has 120 water meters and net meters to install. Once completed Secretary Patone is planning for the management team to visit those sites to meet with their management teams and ask questions.

Training – The City of Newark has had some issues keeping Lineman employed. There have been questions about DEMEC possibly having training. The DEMEC staff is looking into possibly having a field or yard they can utilized to provide training.

Secretary Patone, Commissioner Hansen, Manager Blomquist and Ms. French will be attending a cost of service and rate design class on 3/12/2019.

Old Business – Secretary Patone, Ms. French, Ms. Stubbs and Customer Service Representative Paula McHugh attended a presentation by Tyler Technologies regarding on-line bill payment services. Staff's evaluation is that Tyler Technologies offers a better product than PNC, and it would be integrated into the current billing software. PNC Bank still has not provided price quotes. Secretary Patone states PNC is not marketing their product and does not appear to be making improvements. Tyler's online software provides customers the option to request of service orders online. Customers can see their usage in a graph format, and customers are able to update information such as phone numbers right on-line. Tyler charges \$1.25 fee for the experience. Secretary Patone is recommending the MSC absorb the Tyler Technology fee and the e-check fee. The MSC is currently absorbing similar fees through PNC Bank. The accessibility of information to customers should decrease the number of calls to the office related to "how much do I owe". The \$1.25 fee that Tyler charges can come down depending on how many customers sign up. The \$1.25 rate is for less than a 10% participation rate. Currently, 20% of MSC customers pay online so we anticipate a lower rate once implemented. Customers will have to create a new online account since this will be a brand new system. There will be a 3% charge for customers using a debit or credit through the interactive voice response which goes directly to Open Edge. This cost will be paid for by the customer.

Capital Budget – This will be discussed in next month's meeting.

Rate Design – Secretary Patone indicated costs associated with the treatment facility continue to rise and the timing of being reimbursed from the PFC contamination will be quite some time, therefore, she recommends increasing the water rates and decreasing the electric rates.

. She advised at the next monthly meeting UFS would present a rate design in addition she would run a report to reflect the overall effect of the rate changes to different rate classifications. She reminded the Commissioners that a minimum \$2,700,000 cash reserve was previously established. Secretary Patone indicated if the Commission is not comfortable with the 12% (double digit increase) then possibly they should consider 9% increase (single digit). The Commissioners agreed with the recommendation of the 12% rate change for water and 2% decrease for electric and would review the rate design at the next meeting.

New Business – Secretary Patone presented a letter for the Commissioners to review which supported the efforts of the non-profit organization STRIDE discussed in Jay Guyer's water report.

Secretary Patone went on to update the Commissioners regarding the Cohen Law Group's research related to undergrounding utilities, updating ordinances and the City's comprehensive plan. Secretary Patone and Mr. Blomquist had a follow up meeting with the attorney working on the research. He was in need of maps of the area. The high level overview right now is historic districts have more of an ability to press on undergrounding. The discussion indicated there have been instances when the telephone or cable company were required to absorb more of the cost of undergrounding. Secretary Patone will be following up in the next couple weeks.

The MSC employee picnic has been scheduled for 10/12/2019.

Secretary Patone asked for approval of the solar monitoring discussed in by Art Granger in the Electric report. The Green Energy Funds would be utilized to pay for the system.

A motion was made, seconded and approved for Solar Monitoring.

A motion was made, seconded and approved to move into Executive Session at 6:39 P.M.

Commissioners returned to general session at 7:30 P.M.

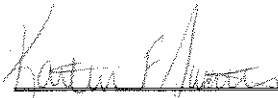
Next Meeting

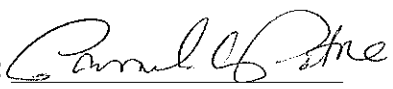
Commissioners set a Special meeting to be 3/14/2019, 4 P.M. at the office of Commission, 216 Chestnut Street, New Castle, Delaware

Commissioners set the next monthly Board meeting to be 3/28/2018, 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 7:35 P.M.


Kaitlin F. Swarter, Stenographer

Approved: 
(Minutes transcribed from recording)

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P.O. BOX 208
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ELECTRIC DEPARTMENT COMMISSION REPORT

February 28, 2019

Prepared by Scott Blomquist on February 21, 2019

1. Developer Projects:

I. Garrison Apartments:

- i. There has been no contact with the electric department over the last month.

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. T-5 was delivered on Wednesday February 13th. The truck will need lettered, the CB radio installed, ladder rack purchased and installed, and tools purchased.

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.

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ELECTRIC DEPARTMENT COMMISSION REPORT

February 28, 2019

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II. 02/01/2018 – 02/01/2019

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

b. **Dobbinsville Substation:**

- I. The Electric Department performed the monthly inspection at this location.
II. Cable Testing Inc. performed the testing for the breakers and associated wiring for the NERC compliance DEMEC is required to report.

6. **System:**

ELECTRIC DEPARTMENT COMMISSION REPORT

February 28, 2019

Prepared by Scott Blomquist on February 21, 2019

- I. There is nothing to update for this item.
7. **Safety:**
 - I. Daily tailgate sessions and safety meetings continue.
8. **Training:**
 - I. The Electric Department crew participated in the Sexual Harassment Training for Employees on February 13th. Managers and Supervisors participated in both the part for Employees and the part for Supervisors.
9. **City Comprehensive Plan:**
 - I. EUM Blomquist is making some changes per GM Patone's review.
10. **Delaware Street Rehabilitation City:**
 - I. EUM Blomquist reviewed the City's plans to rehab Delaware Street. The plan shows several of the existing post lights being relocated as well as some new ones to be installed. EUM Blomquist had several questions regarding the project. The plan is to meet with the City Engineer on March 13th to discuss the project and come up with a scope of work for the Electric.
11. **School Lane Solar Monitoring:**
 - I. Supervisor Granger has received estimated costs for the monitoring for the solar system. The cost is estimated for \$1756 for the equipment and first year monitoring with \$125 per year for the 4 years after. We are requesting the Commissioners to approve this cost be funded from the Green Energy Funds.
12. **Truck Maintenance:**
 - I. T-10 has rust spots showing up on the utility body. The electric department is in the process of making the repairs.
13. **Capital Budget FYE 2020:**

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ELECTRIC DEPARTMENT COMMISSION REPORT

February 28, 2019

Prepared by Scott Blomquist on February 21, 2019

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

14. Operations Budget:

- I. Adjustments on several accounts have been made and a second draft was submitted to GM Patone for review.

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Water Department Commission Meeting Report

February 28, 2019

Prepared By: Jay Guyer on February 21, 2019

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on January 29th and February 20th to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Meter reading was completed on February 12th. Water Operators followed up on water check reads as needed and replaced 2 defective meters.

C. The Garrison Apartment Complex – 7th Street

1. MSC was requested to assist with turning off the water to the Pump House when a fitting on the 6" domestic pipe failed within the Pump House at the entrance of the facility. When the MSC Water Operator arrived on-site the water had already been turned off by General Contractor SB Conrad's plumber and they were in the process of assessing the damage and contacting their contractor to complete the repair. There have been no requests for water meters in the remaining 3 apartment buildings.

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

1. On December 21st, WUM Guyer and WUS Jaeger met with SUEZ Utility Service Corporation to review their options for a spray in place epoxy lining. SUEZ agreed to provide a proposal to complete the project based on the scope that was discussed. WUM Guyer is waiting on their proposal.
2. WUM Guyer and WUS Jaeger refined the project scope of work with options for additional work if the budget permits. A meeting was held with J Fletcher Cramer (JFC) on January 25th to discuss the lining products they are now using and the revised scope of the Delaware Street project. On February 15th, JFC provided MSC with a quote to complete the project. WUM Guyer and WUS Jaeger are reviewing the quote and will contact JFC for clarification on their proposal. WUM Guyer has contacted another contractor in reference to obtaining proposals to perform the necessary work to rebuild the intersections of 4th & Delaware, 5th & Delaware, and 6th & Delaware Streets.

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Water Department Commission Meeting Report

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Prepared By: Jay Guyer on February 21, 2019

3. WUM Guyer has contacted City Building Official Jeff Bergstrom to discuss the requirements of closing the 4th, 5th and 6th Street intersections to rebuild the water mains in them. WUM Guyer has also contacted Del DOT about closing the 6th Street intersection as it is a State maintained roadway. Del DOT's traffic section suggested scheduling a meeting with all parties as there are several projects planned over the next 2 years that will affect traffic on Delaware Street between 6th and 9th Streets including the Norfolk Southern Railroad Crossing reconstruction and 6th Street traffic signal upgrade. WUM Guyer is working on scheduling the meeting.

E. 40 HP Finish Water Pump VFD

1. MSC Water Personnel meet with the United Electric Motor Control Technician and reviewed the functionality of the new VFD Motor Control and how to troubleshoot potential problems.
2. A new Sodium-Hexametaphosphate feed will need to be installed to inject the corrosion control inhibitor when running the 40HP Finish Pump to supply both Artesian and MSC.

F. Utility Building Security System Upgrade

1. WUM Guyer contacted our Security Instruments representative in reference to updating their proposal to include a cost for afterhours monitoring of our building after the separation from the police building / system is completed. WUM Guyer is waiting on the revised proposal.

G. Delmarva Power Gas Main Installation

1. WUM's Guyer and Blomquist and GM Patone attended a pre-construction meeting at Delmarva Gas in Wilmington for their Line – P high Pressure Gas Main installation project on RT-273 from west of RT-13 Intersection to the Markell Trail Head on Delaware Street by New Castle Elementary (Middle) School. WUM's Guyer and Blomquist and WUS Jaeger and Granger met in the field and walked the project portion where MSC water and electric utilities are located. Water and Electric plans were forwarded to their engineer for incorporation in to their design plans to highlight the areas of potential conflict. The project has a planned start date of March 2018.

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Water Department Commission Meeting Report

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H. 108, 110, and 112 Brylgon Avenue – 3 New Homes

1. WUM's Guyer was contacted by Marty's Contracting in reference water service for the 3 new homes he is constructing 108, 110, and 112 Brylgon Avenue. He was advised of MSC requirements and will have his contractor contact MSC to coordinate the installation.

2. Operations

A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of January 2019.
2. City Comprehensive Plan Update – WUM Guyer received comments from GM Patone and is working on revisions to the MSC's Water Operations portion of the City Comprehensive Plan. A revised draft will be forwarded when completed.
3. PFAS Contamination - As a follow up to need for additional information related to the contamination levels in our system, MSC completed sample collection and PFAS testing of our 4 water supply wells. Results showed that since 2014, the levels of contamination in CRW Well, FTR Well, and SL Well have increased slightly, while BR Well levels have almost doubled.

MSC duplicated the sampling performed in December, backwashed the carbon filtration system, then duplicated the sampling again to confirm the original results and see if the backwashing had any effect on the carbon filtration system performance. The results collected pre backwash were nearly identical to the results from December while the results from the post backwashing of the carbon filters illustrated that it elevated the levels in the test results.

Total Organic Carbon (TOC) testing was performed on the raw water from MSC's 4 wells, post aeration, and our finished water. All 6 samples collected had Non-Detect levels of TOC.

WUM Guyer and WUS Jaeger discussed the January test results with our Calgon Carbon Corporation (CCC) representative who forwarded them on to their technical group for review. CCC's Technical Development Engineer followed up with his thoughts on the carbon life and options for possibly getting better performance out of the system. Operationally, he felt that the increasing levels in the BR Well blending with the SL well

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Prepared By: Jay Guyer on February 21, 2019

and alternating the wells on a monthly basis was causing spikes that could lead to early breakthrough. He recommended that we consider using the full 40,000pound capacity of the vessels during the next exchange which should be better able to handle the spikes every other month.

WUM Guyer and WUS Jaeger discussed with GM Patone the CCC recommendation and scheduled a carbon change out for Vessel 2 with plans to refill it with 40,000lbs of Filtasorb 400 virgin carbon. WUM Guyer requested CCC requote the cost of the carbon change out with the increased amount. CCC requoted the cost of the carbon change out at \$1.45 per pound / \$58,000.00. CCC is scheduling the change out and will advise when they have a date.

WUM Guyer, WUS Jaeger, and GM Patone participated in the February 14th Webinar where the US EPA Acting Administrator presented the EPA's Per- and Polyfluoroalkyl Substances (PFAS) Action Plan. WUM Guyer has started reviewing the Action Plan.

WUM Guyer, WUS Jaeger, and GM Patone have met with the STRIDE group several times and review our PFAS data. STRIDE completed and submitted an MSC FOIA Request for our PFAS sampling information. The requested sampling results and information have been provided and they are in the process of reviewing it.

WUM Guyer, WUS Jaeger, and GM Patone received an e-mail notification informing MSC that the Centers for Disease Control and Prevention (CDC) and the Agency for Toxic Substances and Disease Registry (ATSDR) announced today (<https://www.atsdr.cdc.gov/news/displaynews.asp?PRid=2664>) they had identified communities to be part of exposure assessments to examine human exposure to per and polyfluoroalkyl substances (PFAS). New Castle County near the Air National Guard was included in the identified communities. CDC and ATSDR completed a FOIA request in November 2018 requesting information related to the PFAS contamination.

WUM Guyer contacted Virginia Eisenbrey of Artesian Water Company, Quality Control to discuss the experiences they are having with the PFAS compounds. They have been experiencing many of the same issues and frustrations MSC has with testing, guidance, and regulatory actions as well as changing levels of contamination in their water supply and shortened carbon media life.

4. WUM Guyer and WUS Jaeger have completed and submitted the DNREC Annual Water Use Report for 2018.

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5. WUM Guyer and WUS Jaeger have completed and submitted the DNREC Tier II Hazardous Chemical Report for 2018.
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. Water Operators have addressed several frozen services over the last month and replaced several cracked/damaged water meters due to freezing.
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 (WIAC) Grants – The WIAC meeting scheduled for February 20th was cancelled due to the inclement weather and will be rescheduled. WUM Guyer will contact Chairman Greg Pope in reference to the Asset Management Grant and Pilot Grant for Arc Flash Studies.
2. WUM Guyer, WUS Jaeger, and FP Jones reviewed the Operation and Maintenance Budget for FY 2020. A revised draft O & M Budget was submitted to GM Patone on February 20th.
3. WUM Guyer and WUS Jaeger continue working on the Capital Budget for FY 2020. The last item to be addressed is the Delaware Street Cleaning and Lining project which revised costs are being worked on.

D. Equipment

1. The new T-5 truck has been delivered. The electric department is in the process of having it lettered, purchasing the radio, ordering the ladder rack, and putting tools on it.
2. The new T-11 was scheduled for delivery however the supplier installed the wrong snow plow. The unit was being returned to have to correct plow installed. When received, the truck will have the radio installed, tools installed, and put into service.

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3. MSC staff have disassembled the Batwing Lawnmower Deck used to cut MSC's wellhead protection areas. The mower deck was stripped, primed and painted. All bearings greased, blades sharpened, and the reassembly started.

E. Personnel and Training

1. No personnel issues to report.
2. Water Operator Jeff Schlecht passed his Filtration Endorsement Exam and now has all endorsements required to be a fully licensed Water Operator for the MSC's water system. On February 21st, Operator Schlecht was recognized as a Water utility Service Person – II. Congratulations Jeff on this accomplishment!
3. On February 13th, all MSC Staff attended a 1 hour training course on Sexual Harassment to raise awareness. Managers and Supervisors received 1 additional hour of training related to Sexual Harassment and how to properly handle these types of incidents.
4. As required by OSHA, the City Administration extended the offer to MSC to participate in their annual Fire Extinguisher Training. All MSC Employees are scheduled to attend the training on March 20th.
5. WUM Guyer continues working on our Key Accounts Customer Action Plan for Nixon Uniform and Apparel Company for submission to GM Patone for Review.
6. On January 25th, WUS Jaeger gave 3 members of the Delaware Rural Water Association a tour of our water facilities. He reviewed our SCADA System, water system operation, and the new Carbon Filtration system.
7. WUM Guyer attended the February 19th Union CBA negotiation meeting with GM Patone, EUM Blomquist, and BM Stubbs.

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.

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2. MSC Water Operators and Facility Person continue with Safety Training utilizing 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.
2. The next WSCC meeting is scheduled for April 18, 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: January 2019 Water Works Report
 January 2019 Water Outage Tracking Sheet