

Municipal Services Commission
Monthly Meeting
March 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: Accounting/Customer Service Manager Tara French, Scott Blomquist, Manager, Electric Department; Jay Guyer, Manager, Water Department

Treasurer's Report – Secretary Patone reported the following totals: Operating cash \$2,493,240.84, Escrow/Meter Deposit/Petty Cash \$735,478.22, Total cash \$3,228,719.06 and Investments \$1,112,680.90.

Ms. Stubbs worked with Mr. Jaeger to review the bank statements. There are a list of checks and disbursements, and a few to note. There was a check to Ms. Stubbs for \$870. With the approval by Secretary Patone Ms. Stubbs purchased human resources materials, books and software. This was for Ms. Stubbs to learn and to keep up to date on rules and regulations. A small reimbursement check was made out to Mr. Jaeger for a parking fee he was charge at an ESRI training class. Commissioner Knox had questioned an ESCHEAT payment. Secretary Patone explained that the customer service and billing department tracks any check that are not cleared, and any balances that are due to the customers. After five years of not being able to locate the individual the money is sent to the state.

A motion was made, seconded and approved for payments.

Customer Service Department Report –Ms. French trained Secretary Patone and Ms. Stubbs on the phone notifications process in the event of an emergency during afterhours. There is a calendar schedule in place for who is responsible. Ms. French attended a DEMEC training on 3/12/2019 with Secretary Patone, Mr. Blomquist and Commissioner Hansen. The training was for cost of service and rate planning. The customer service department has been gathering information for the electric department for filing the EIA 861 report. Prepared monthly billing for customers.

Accounting Report – Ms. French has been working with the accountant on work orders. On 4/1/2019 the work order module will be implemented. Also, Ms. French worked with the accountant to complete the February 2019 work orders and financials. The accounting department had an inventory planning meeting with Operations to prepare the year end counting and observation process. Ms. French has attended CPE classes for her licensing requirements.

Ms. French had reviewed the capital budget report to show the over/under on completed projects, and tried to accomplish a total that will carry over to the next fiscal year.

Financial Report– The executive summary for the financials are: Total Assets \$19,279,208. The accounts receivables went up, but that is typical for the month of February comparing to the last two years. As previously reported miscellaneous income went up due to the Garrison Project resulting in more inspection fees, and reporting our labor and fees for a pole repair. The electric plant materials and supplies showed a negative number because we are tracking a materials used to repair a pole that was hit on W 7th St. The equipment less than \$5,000 contains items that were approved on the capital budget, but will not be capitalized due to being under the \$5,000 expense threshold. On February 28, 2019 there is a surplus on net assets of \$599,062 of which \$12,996 is attributed to water, and \$586,066 was attributed to electric.

After reconciling the consultant's figures to the operating budget, Secretary Patone spoke with the consultants about the adjusted operating income they reported for the electric department with the 2% electric reduction. The consultant's figure was approximately \$500,000 larger than Secretary Patone's figures. It was determined the consultants purchase power estimate for next year did not match. The consultant adjusted their estimate and the adjusted operating incomes are much closer at this point in addition, the projected cash balances were reduced due to this adjustment.

Electric Department Report – The capital project work has not begun for Van Dyke. He is going over inventory, and the project will start this new fiscal year.

Capital Purchases – Mr. Blomquist is waiting on the CB radio for T5.

Outages - There were no outages to report.

Substations – Wilmington Road and Dobbinsville were both performed. Secretary Patone and Mr. Blomquist implemented a reliability tracker system five years ago. Secretary Patone found that some groups do not track this information on a regular basis, and Mr. Blomquist's department was awarded a certificate of Excellence in Reliability.

System – Mr. Blomquist stated locates are in, and the plan is to replace several poles in the next week.

Safety – Daily tailgate sessions and safety meetings are continuing.

Training – Mr. Blomquist participated in the cost of service class on 3/12/2019.

City Comprehensive Plan – Mr. Blomquist sent an updated draft to Secretary Patone for review.

Delaware Street – Mr. Blomquist met with the city engineer on 3/12/2019. The engineer will be providing updated plans for MSC to review.

School Lane Solar – Mr. Granger is working on installing the solar monitoring system.

Maintenance – The maintenance repairs on T10 were completed.

Water Department Report– Riverbend flushing was done on 3/6/2019.

Meter readings were done on 3/12/2019, and followed up on check reads as needed.

The Garrison Apartments had paid all outstanding water and electric bills. The water department started installing 31 water meters in building 800. They are going to be getting a CO for building 500.

Mr. Guyer met with J Fletcher back in January, and received a quote for the lining process. They are in the final stages of signing a new agreement with the company that does the lining process. Also, Mr. Guyer had a meeting with Brandywine Construction, and received their proposal for sections on 4th, 5th, 6th and Delaware Streets to rebuild those sections. Met with Del Dot on 3/25/2019 to discuss the project. They requested if we close Delaware Street at 6th Street that the work should be done over a weekend. They will also design a traffic detour pattern. Mr. Guyer and Mr. Jaeger did review the proposals, and under the capital budget there is a number that needs to be approved to move forward with the project.

Security System Upgrade– Mr. Guyer received the revised proposal and reviewed. He is in the process of having a meeting with the contractor, and going to start installing the wiring in the next week.

The Delmarva Gas main project is progressing on Route 273.

Three new homes are being developed on Brylgon Avenue. Mr. Guyer talked with the contractor on the requirements needed for the brand new water service. A new home is also being built on 1003 Wilmington Road, and there is an existing service.

Mr. Guyer received information on the West 3rd Street parking lot proposal. Mr. Guyer reviewed the proposal, and found there are some conflicts. There will have to be a hydrant relocation. Secretary Patone is trying to get a meeting with the Trustees to find out the exact plans of the project.

Del Dot Railroad and Safety Improvements – Mr. Guyer received the plans for the project. He stated there is going to be a lot of work done in a short amount of time. There are three water mains under the railroad which will cause a conflict. The project is going out to bid in January of 2020, and the project will start in July of 2020.

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

Mr. Guyer updated the comprehensive plan and submitted to Secretary Patone. Also worked on updating the DRBC Annual Water Report.

System Repairs and Maintenance – The 3/12/2019 the carbon filter media was changed due to the PFAS Contamination breakthrough on the lead vessel.

Budget and Grants – The Water Infrastructure Advisory Council was originally on 2/20/2019, but was cancelled due to the weather. Mr. Guyer had talked with Greg Pope about the money that was made available for the Asset Management grants. The paperwork was submitted to Heather Warren. Mr. Guyer completed the capital budget, and submitted a draft for approval. The change was due to the Delaware Street Lining Project. The proposed budget is \$586,000. One of the things that are unknown is the traffic control. Commissioner Hansen wanted to know if 4th Street was included in the proposal, and Mr. Guyer had included it in the draft. Mr. Guyer's main concern is doing all the 12inch water mains in the historic district. If the main were to have a failure this could be catastrophic. Parts and materials came in at \$66,826. J Fletcher's proposal for Delaware Street was \$218,286, and the 4th Street proposal was \$136,986. J Fletcher originally proposed \$71,000 just to rebuild 6th and Delaware Street. Brandywine Construction proposed \$67,300 to rebuild all three intersections. Secretary Patone stated she wanted to get approval tonight. Commissioner Hansen wanted to know a target start date for the project, and this will start on 6/10/2019.

The update on T11 is still pending. The sales representative is working on the snow plow.

Training – The water operators have been attending their continuing education at Delaware Tech Georgetown Campus. All employees attended fire extinguisher training on 3/20/2019.

Mr. Guyer is assisting Secretary Patone with Union negotiations.

On 3/7/2019 Mr. Guyer attended a Water Advisory Council meeting.

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

Secretary's Report – Secretary Patone and President Sippel attended the monthly DEMEC meeting on 3/19/2019. President McCullar presented the February 2019 financial report and also presented the annual report for 2018. The auditors will be presenting at the April 2019 meeting. The board wanted the annual report completed earlier due to the rating agencies were going to be evaluating DEMEC's rating. The audit committee had a phone conversation with the auditors to review the financial statements. The Committee will also review the RFPs received from prospective auditors and will make a recommendation to the Board.

Generation Status Report – Delmarva Power was doing relay testing, and DEMEC took on Smyrna's electric load for the day.

Legislative Report – Kimberly Schlichting provided Secretary Patone with written talking points when speaking with Senator Poore regarding net metering and RPS requirements.

The board had DEMEC review the travel expense policy which was approved. One change was the board wanted board members to be included in the new policy.

The utility best practices report was presented after the board meeting.

The crews from Milford and Smyrna will be leaving on 4/13/2019 for the Light up Navajo project.

Secretary Patone mentioned to the commissioners the annual APPA meeting is in June if they wanted to attend.

Efficiency Smart – The Efficiency Smart group came this month, and met with Parkway Gravel of 4048 Associates. Secretary Patone also took Emily from DEMEC, and Tim from Efficiency Smart on a tour at Standard Distributing. Both meetings went very well. Standard is exploring more efficient lighting options.

Old Business – The online bill pay will be included with the operating budget. Secretary Patone states Tyler Technologies is the system which will be implemented.

Capital Budget – The total capital budget for the fiscal year is \$1,180,209.52

A motion was made, seconded and approved for Capital Budget.

Secretary Patone informed the Commissioners on the Tariff update with the new rate design.

A motion was made, seconded and approved for Tariff update.

Secretary Patone stated the operating budget will be discussed in next month's meeting.

New Business – Secretary Patone stated the meeting with Senator Poore went well. There is no action plan as of yet. She will update the Commission at April's meeting as she works with the attorney who was assigned to assist with the Charter correction.

A motion was made, seconded and approved to move into Executive Session at 5:07 P.M.

Commissioners returned to general session at 5:29 P.M.

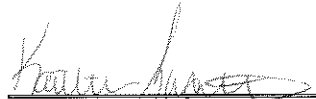
A motion was made, seconded and approved for Option 2 from Union proposal.

Next Meeting

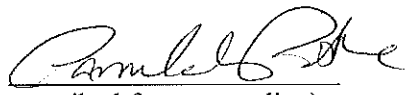
Commissioners set the next monthly Board meeting to be 4/25/2019, 4 P.M. at the office of Commission, 216 Chestnut Street, New Castle, Delaware

Adjournment

A motion was made and seconded to adjourn the meeting. The motion was approved. The meeting was adjourned at 5:33 P.M.



Kaitlin F. Swarter, Stenographer

Approved: 
(Minutes transcribed from recording)

ELECTRIC DEPARTMENT COMMISSION REPORT

March 28, 2019

Prepared by Scott Blomquist on March 18, 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. The last item for T-5 is the purchase of the CB Radio. With our low band frequency over the last few years the options have been limited as far as the availability of a CB Radio. Currently we are waiting for our supplier to find a Radio that will work with our system.

II. We are waiting for the delivery of T-11. There was an issue with the plow that was installed and it had to be sent back to the plow and body supplier to get it corrected.

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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II. 03/01/2018 – 03/01/2019

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.

6. **System:**

I. The electric department called in locates and will be replacing several poles over the next week.

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7. Safety:

- I. Daily tailgate sessions and safety meetings continue.

8. Training:

- I. EUM Blomquist participated in the Cost of Service class at DEMEC on March 12th.

9. City Comprehensive Plan:

- I. An updated draft was sent to GM Patone for review.

10. Delaware Street Rehabilitation City:

- I. The meeting with the City Engineer was rescheduled for March 20th. There is nothing to update at this time.

11. School Lane Solar Monitoring:

- I. Supervisor Granger is working on getting this item completed.

12. Truck Maintenance:

- I. Repairs were completed on T-10.

13. 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

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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

March 28, 2019

Prepared By: Jay Guyer on March 20, 2019

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on March 6th and 19th to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Meter reading was completed on March 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 has not been requested to install water meters in the remaining 3 apartment buildings. WUM Guyer worked with ACSM French on communicating to the developer and contractor their outstanding water and electric bills for the complex need to be paid or service will be terminated. City Building Official Jeff Bergstrom is withholding issuing permanent Certificate of Occupancy for the project until MSC bills are paid.

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

1. On March 5th, WUM Guyer and WUS Jaeger met with SUEZ Utility Service Corporation to review their proposal for a spray in place epoxy lining. Clarifications on the proposal to complete the project based on the scope were discussed. MSC has a budgetary value for SUEZ to complete the project.
2. 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 have reviewed the quote and will contact JFC for final clarifications on their proposal. WUM Guyer and WUS Jaeger met with Brandywine Construction Company, Inc. (BCCI) to discuss a proposal to perform the necessary work to rebuild the intersections of 4th & Delaware, 5th & Delaware, and 6th & Delaware Streets. On March 14th, BCCI submitted an estimate to perform this work.
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 passing through them. WUM Guyer is scheduling a meeting with City and DelDOT

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Representatives to discuss closing the 6th Street intersection at Delaware Street for the Water Main Replacement.

E. Utility Building Security System Upgrade

1. WUM Guyer received the updated proposal from our Security Instruments representative. Their proposal included a cost of \$63.95 for afterhours monitoring of our building after the separation from the police building / system is completed. WUM Guyer discussed the installation timing with EUM Blomquist and EUS Granger for coordination purposes then reviewed the proposal with GM Patone. A PO has been issued for the project to get it started.

F. Delmarva Power Gas Main Installation

1. Brandywine Construction Company, Inc. (BCCI) has begun staging equipment and material for the project adjacent to NC Farmer's Market. Installation will start at Trader's Lane and work towards Basin Road. The installation path has been surveyed and staked for identification of potential conflicts. WUM Guyer and WUS Jaeger will monitor the installation to ensure no issues are created between the new gas main installation and MSC Water infrastructure.

G. 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. The water service for 108 was previously cut at the curb for the old house.

H. 1003 Wilmington Road – New Home

1. C & K Contracting has started construction on a new home at 103 Wilmington Road. The Builder has not contact MSC about water service for the new home. The old water service from the house that was demolished still exists from the main to the curb stop. The Builder will be advised of the requirements to tie into the existing service.

I. West 3rd Street Parking Lot Proposal

1. WUM Guyer and WUS Jaeger have reviewed the proposed plans for the parking lot on West 3rd Street. WUM drafted an estimate to relocate the Fire Hydrant out of the

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proposed entrance and to install a meter pit on an existing water service that could be used for future water needs. Direction from the Trustees/City will be needed prior to MSC starting work.

J. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements

1. WUM Guyer received plans from Del DOT engineering firm Century Engineering in reference to the Delaware Street Railroad Safety Improvements being proposed at the March 18th Public Workshop. Copies of the presentation plans were forwarded to GM Patone and EUM Blomquist for review. WUM Guyer reviewed the plans noting several concerns including the stranding of a fire hydrant, the age of the water mains and 3 crossings under the tracks. WUM Guyer attended the Public Workshop and met the Engineers from both Century Engineering and Del DOT and all parties agreed to scheduling a meeting to review the plans, project time line, and MSC concerns.

2. Operations

A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of February 2019.
2. City Comprehensive Plan Update – WUM Guyer is working on updating the Water Operations portion of the City Comprehensive Plan incorporating comments from GM Patone. A revised draft will be forwarded when completed.
3. WUM Guyer and WUS Jaeger started updating the DRBC Annual Water Audit Report for 2018. WUM Guyer, WUS Jaeger, ACSM French, and GM Patone reviewed the pumping data and have a meeting scheduled for March 20th to discuss the values. The report is due March 31, 2019.

B. System Repairs and Maintenance

1. Water Operators continue working on the curb box maintenance program, ensuring valve alignment and making corrections as needed.
2. PFAS Contamination – On March 12th Calgon Carbon Corporation and MSC performed a carbon change out on Vessel 2, disposing of 20,000lbs of spent carbon into a truck to haul it to the required landfill and re-filling it with 40,000lbs of Filtasorb 400 virgin

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carbon. MSC water operators have spent six days flushing the new carbon to lower the pH to within drinking water limits.

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 contacted Chairman Greg Pope in reference to the Asset Management Grant. Mr. Pope indicated that there is money available for the Asset Management Grant and MSC's grant paperwork has been submitted to Heather Warren for review.
2. Operation & Maintenance Budget - 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 March 14th.
3. Capital Budget - WUM Guyer and WUS Jaeger have drafted and present the following Capital Budget for FY 2020 for Commissioners approval. The budget is presented with the understating that the Delaware Street Cleaning and Lining project contains costs for traffic control and paving/restoration which have not been defined by Del DOT.

a. Water Projects

Delaware Street Water Main Cleaning and Lining Delaware Street 4 th to 6 th and 4 th from Del to Harmony	\$586,000.00
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Water System Specs / Drawings	\$8000.00
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b. Facilities

A/C Unit Replacement – 100 Municipal Boulevard	\$8,000.00
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c. Trucks / Large Equipment

Compact Excavator – Rubber Tracks - New	\$70,000.00
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Utility Trailer	\$12,250.00
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Dump Truck – Replace 1995 Dump Truck	\$105,000.00
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D. Equipment

1. Delivery of the new T-11 is still pending. The Body manufacturer went through a company buyout and corporate restructuring which is delaying the snow plow replacement. Our Ford Sales Rep is working to get the snow plow issues resolved as quickly as possible. When received, the truck will have the radio installed, tools installed, and be put into service. A plan to dispose of the old T-5 and T-11 will be developed and presented for consideration.

E. Personnel and Training

1. No personnel issues to report.
2. WUM Guyer, WUS Jaeger, and the Water Operators attended continuing Education Training Courses at Del Tech Campus in Georgetown for our operator licenses.
3. 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.
4. WUM Guyer continues working on our Key Accounts Customer Action Plan for Nixon Uniform and Apparel Company for submission to GM Patone for Review.
5. WUM Guyer has been attending Union CBA negotiation meetings 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.
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.

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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 March 7th meeting went well. Water Operator License Applications were reviewed, approved, and/or returned for additional information and minutes reviewed/approved. Members discussed the proposed changes to the regulations, new courses reviewed/approved, Council Member terms discussed, and discussed changes to the license formatting. All members currently sitting on the council will complete and submit applications to be re-appointed to another 5 year term.
2. The next meeting is scheduled for June 6, 2019.

End of Report

Attachments: February 2019 Water Works Report
February 2019 Water Outage Tracking Sheet