

Municipal Services Commission
Monthly Meeting
May 23, 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; Jay Guyer, Manager, Water Department; Scott Blomquist, Manager, Electric Department

Secretary Patone stated she would like Joe Banasera to review the investment presentation summary in the April minutes before presenting them to the Commissioners for approval.

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported a total operating cash balance of \$2,455,937.95. PNC escrow and meter deposit total in the amount of \$736,039.13. Total cash balance is \$3,191,977.08. Total investments are \$1,133,993.36. Accounting/Customer Service Manager Tara French reviewed the bank statements for the month. Treasurer Stubbs addressed her questions satisfactorily. The accounts payable check registry is attached to Treasurer Stubbs' report.

Dr. Hansen has made some notations regarding the presentation of investments. Changes may be made to the presentation of the Treasurer's Report in the near future.

A motion was made and seconded to approve the disbursements as presented. The motion was approved.

Accounting and Customer Service Department Report – Accounting/Customer Service Manager Tara French reporting

Ms. French is continuing to send out phone notifications to update customers who are affected by the Van Dyke Project/Delaware St. Water Project. Ms. French worked with Trustee, Mike Marinelli, regarding the departure of Delaware Greenways from Penn Farm. The winner of the Earth Day raffle was presented with a certificate and had a photo taken with Secretary Patone on May 2nd. The Customer Service Department prepared the monthly bills which went out on May 20th. Ms. French worked with the Accountant to complete March financials in preparation of the Auditors. All of the work papers and foot note disclosures were completed as of May 23rd. Ms. French will present the two months ended May 31st financials at the next meeting.

Electric Department Report – Mr. Blomquist reporting
(See attached report.)

Garrison Apartments – Mr. Blomquist was contacted by Ed Nickey from SB Conrad in reference to getting power turned on and meters installed in buildings B and C. This took place on May 24th.

112 Brylgon Ave – Mr. Blomquist was contacted by Marty's Contracting regarding installing electric to the three new homes they're building. Mr. Blomquist worked with the company to develop a design and estimate a cost for MSC's portion. Electric was installed and turned on.

621 Delaware Street – Doug Salter's electrician contacted Mr. Blomquist in reference to the electric service at the property. The multiple electric meters at the property were pulled and combined into one service.

Capital Purchases – Mr. Blomquist reported T5 is complete. There's no viable CB radio solution at this time, a solution for the future is being worked on. It'll involve a complete change out of all CB radios. After demoing several excavators, purchase order was issued to Kubota for a KXO57. The excavator was received on April 22nd. Trailer purchase order was issued on May 9th.

Outages – One unplanned outage on the Strand. The outage lasted an hour and ten minutes, and affected eleven customers. The Electric Department continues to install wildlife guard to prevent outage of this nature.

Daily tailgating safety meetings continue.

City Comprehensive Plan – Updated draft was made.

Delaware Street Rehabilitation Plan – Updated plans have been provided to the MSC. The plans show Delaware Street is to be widened near the intersection of the Strand. It'll require three of MSC's poles to be replaced and placed behind the curb. Mr. Blomquist provided the City's engineer with the cost of MSC's work. Dr. Hansen would like a proposal in place to go underground with the electric work being done.

Third Street Parking Lot – Updated pricing/plans for street lights was received from Penn Globe.

School Lane Solar – Supervisor Granger worked on an estimated ROI for the solar field which was provided to DEMEC. DEMEC performed their ROI and provided MSC with their estimated return.

Miss Utility Meeting – Mr. Blomquist and Mr. Guyer attended the meeting on May 16th. Mr. Guyer reported as far as legislation, Public Service Commission is almost complete drafting public policies and procedures for the service commission to follow. They have funded for the

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year an individual to oversee the administering of complaints and damages. The law change, SB189, which was introduced last year, has gone through the legislation. State of Delaware was in danger of losing its federal funding for highways due to the lack of laws on reporting damages by Miss Utilities. A bill was passed making it mandatory that anytime there's a damage done to a utility it must be reported on the appropriate forms to both the Public Service Commission and Attorney General's Office. Those two groups will oversee the investigation administration of the incident and if it was preventable. A damage of \$3,000 or less is non reportable with the exception of gas. Natural gas is a mandatory reportable incident.

Water Report – Mr. Guyer reporting

Riverbend – Flushed on May 1st as part of the Spring Hydrant Flushing Program. On May 20th there was a meeting coordinated with City Building Official Jeff Bergstrom and Duffield Associates. Duffield Associates made an official inquiry about the subdivision on behalf of Cecil Bank. The project was reviewed as well as the requirements for them to get building permits to begin building. They plan to prepare a proposal for Cecil Bank and confirm if they can provide a copy to the City and MSC.

Garrison Apartments – All meters were installed in Building 800. The services were flushed and samples collected for bacteria testing, which came back absent. The leak in the clubhouse was repaired. MSC will prepare an estimated bill for the lost water that was going through the system and not being metered.

Delaware Street Cleaning & Lining Project – Mr. Guyer has a follow-up meeting with contractor J. Fletcher Creamer, and Brandywine Construction on May 24th regarding the rebuilding of the intersections. Mr. Guyer has been working with DelDOT to get all permits in line, which have all been filed. Upon receipt of a traffic detour plan, Mr. Guyer will make a final utility construction permit submission for approval. The automated calling system has been keeping customers updated on the status of the project. The Water Department completed door to door inspections of water services. With the exception of two, they're ready to be tied into the temporary water service.

Security Upgrade at the Utility Building – City building permit was received, now working on getting it scheduled with the installers.

Delmarva Gas Line Installation on Route 273 – Work has resumed. Work is being done from Traders Lane going East on Route 273. MSC Operators stops periodically to check on their progress and ensure no conflicts with MSC water and electric occur.

West Third Street Parking Lot – Mr. Guyer reported he revised the estimate to relocate the fire hydrant which was forwarded to Secretary Patone. After meeting with the Trustees engineer, the revised estimate now includes a metered water service for the parking lot.

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Railroad Crossing – SoftDig completed their work getting all their depths and main sizes. All the utilities were contacted. After they compile all of the information for the plans they will be resent to the Utilities for review.

Delaware Street Repaving Project – Mr. Guyer updated the estimated cost to relocate eighteen water services and curb boxes on Delaware Street between 2nd Street and the Strand. Mr. Guyer forwarded the revised estimate to Secretary Patone and City Engineer David Athey.

Interconnection Room Re-piping – Mr. Guyer received a drawing from Pennoni, which was reviewed and agreed to. The drawing was sent to the Office of Drinking Water, Office of Engineering to obtain a certificate to construct. Parts have been ordered are starting to be received. Project will be scheduled.

Outages – No planned or unplanned outages reported for the month of April.

Consumer & Confidence Newsletter – MSC has begun working on the newsletter which must be distributed to customers by July 1st.

City Comprehensive Plan – Was updated and sent to Secretary Patone.

Mr. Guyer was contacted by Del-tech in reference to participating in a cyber security and workforces needs assessment survey. The assessment is part of the EPSCORE program, which was established to stimulate creative research. It involves a grant that is administered by University of Delaware for all colleges to look at workforce needs in cyber security. Mr. Guyer completed and returned surveys to Del-tech as well as the consultant Del-tech is working with.

Mr. Guyer has prepared a presentation for The Stride PFAS Compound Workshop on May 29th.

Mr. Guyer was notified by Artesian that there is working being done at Castle Hills Pump Station. The sites are accessed through the BoothHurst Subdivision. Letters were sent to all BoothHurst residents. Artesian is dismantling two old well houses and building a new well on that property. The property is out of the City limits therefore it does not conflict with city ordinance for no private or other wells permitted within the City. The work is planned to begin the last week in May.

Spring Hydrant Flushing – Began on April 29th and was completed on May 3rd. A little over one million gallons was used. One fire hydrant had an issue, which was repaired. Hydrant painting Program was resumed in Washington Park. The Water Department is aiming to get another 20-30 hydrants done this spring.

Budgets and Grants – As Mr. Guyer mentioned in the previous Commission Meeting, MSC was rewarded The Asset Management Grant. Mr. Guyer reached out to the engineering firm RK&K and Heather Warren. MSC won't be able to start using the grant until the State enters their new budget year on July 1st.

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MSC's old utility trucks, T5 and T11, were advertised for sale. Sealed bids were accepted by Treasurer Stubbs, both sold to the highest bidder for \$1,650.00 each.

The new trailer was ordered, received, inspected, and tagged.

Personnel training took place on May 10th. All Water Department personnel took a tour of the SUEZ Stanton Water Treatment Plant. It's a 30 million gallon a day Water Treatment Plant. The plant takes water from the Red Clay and White Clay. The plant is currently undergoing a \$28 million upgrade. Mr. Guyer felt it was a great opportunity for the Water Department to see a different operation.

The Water Department continues to hold morning tailgate safety talks and have safety meetings.

An incident report was made by the Water Department. An air compressor was damaged by the hitch on one of the utility trucks. Nobody was harmed and the damages were under \$500.00. As a follow-up, all of the utility trucks were inspected by the Operations Department. Two pintle hooks were purchased and replaced the two that were damaged. Locking pins were purchased and put on all of the trailers and pencil hooks.

Reporting Agencies – Water Supply Coordinating Council meeting. Mr. Guyer received updates on weather and forecast and conditions in the Delaware River Basin. Council voted to approve the 5 Northern New Castle County Water Purveyors Certification of Self-Sufficiency through 2021. This was voted on and approved.

Messrs. Blomquist and Guyer, Ms. Stubbs and Ms. French were thanked and excused from the meeting.)

Secretary's Report – Secretary Patone reporting

DEMEC – Secretary Patone and President Sippel attended the May 21st meeting. President McCullar presented the financial reports of 2019 for the end of the first quarter. Secretary Patone who is a part of the Audit Committee has not reviewed those statements yet, due to the first quarter meeting being postponed. She went on to report that President McCullar reported a succession plan recommendation was almost complete, the Audit Committee is scheduling a meeting with potential auditors, Patty Cruz of Hometown Connections presented a preliminary draft of DEMEC's Business Model Assessment and will present a final report at the June meeting. Lastly, the DEMEC Joint Council Briefing took place on May 22nd with all the MSC Commissioners present in addition to Council President Ratchford and Councilperson Russ Smith.

Senator Poore has assigned an attorney to work on the charter change. He has identified the problem and is seeking the solution.

Cyber Security – Secretary Patone is working with Bill Barthel to develop a plan regarding IT policies and cyber security. Over the past three years, MSC has had penetration testing of the server. As a result of that MSC created an I.T. handbook. Secretary Patone has been working with the APPA and had a cyber security score card done. Secretary Patone and MSC's I.T. individual have been attending courses from DEMEC to improve MSC's security. MSC received a grant through the State of Delaware for training. Both MSC's staff and the City's staff have received face to face cyber security training. Beginning June 1st, all passwords must be changed every 90 days. MSC's I.T. individual will be sending phishing emails to employees to see the results. Another protective measure is to have computer screens automatically lock after five minutes of inactivity. Human Resources Managers, Mary Jane Stubbs from MSC, and Theresa Simmons from the City, will be administering relevant computer module training to all employees regularly. Secretary Patone is looking at a disaster recovery business continuity device that MSC's I.T. individual has suggested would help MSC with restoration and being able to continue work if an issue was ever to occur.

Old Business

Investment recommendation -- Secretary Patone has an appointment with Joe Bonasera on May 27th. In reference to investment recommendations outside of the pension, there were two recommendations made as spelled out in April 2019 meeting:

1. **Option I Conservative**
2. **Option II Moderate Conservative**

A motion was made and seconded to approve the Option II Moderate Conservative. The motion was approved.

Secretary Patone indicated she would continue to inquire of Joe Bonasera regarding the investments within in pension to insure recommendations based on changes in the economy are made.

Cohen Law Preliminary Report-

Cohen Law presented the report to Bill Barthel and Dan Losco, the City solicitor via telephone and they were able to ask questions. The City has engaged with Cohen law to assist with negotiation of the renewal of the Verizon and Comcast agreements. Cohen Law provided wording for the Comprehensive Plan which was shared with the City and is being provided to the Commissioners at this meeting. Secretary Patone explained the goal is to get The Comprehensive Report approved by the Commissioners in order to submit to the City. Cohen Law will be drafting ordinance changes for the City to consider prior to negotiations with Comcast and Verizon. Secretary Patone hopes to get the ordinance changes presented to the Commissioners and Council over the next two months.

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The MSC Comprehensive Report was provided to the Commissioners to give their input and approval. The Commissioners suggested Secretary Patone include wording related to the administrative accomplishments and goals.

The Tour of MSC's facilities will be planned on a weekend for Council and Trustees with their spouses to attend.

Third Street Parking Lot – Secretary Patone reported that Chris Castagno of the Trustees had requested the Commission consider providing more contribution toward the Third Street Parking lot electric and water service than is usually done. Secretary Patone reminded the Commissioners that the Commission contributes MSC labor and equipment to City and Trustee projects and she could not provide a business reason to make a change. The Commissioners agreed to stick with the current policy.

A motion was made and seconded to enter executive session at 5:42 p.m.

Commissioners returned to general session at 6:04 p.m.

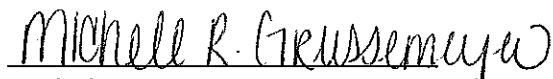
A motion was made and seconded to approve to amend the defined benefit pension plan to include For Participants who are not union members and complete at least 1 hour of Service on or after July 1, 2019: The amount determined under (a) or that determined under (b) below, whichever produces the greater benefit.

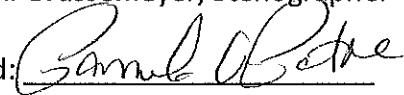
Next Meeting

Commissioners set the next monthly Board meeting to be June 27th, 4:00 p.m., 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 received unanimous approval. The meeting was adjourned at 6:10 p.m.


Michele R. Grussemyer, 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

May 24, 2019

Prepared By: Jay Guyer on May 16, 2019

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on May 1st as part of MSC's Spring Hydrant Flushing program.

B. Water Metering

1. Meter reading was completed on May 13th. Water Operators followed up on water check reads and missed reads as needed and replaced 6 non-working ERT's.

C. Cross Roads Well – Penn Farm

1. WUM Guyer and WUS Jaeger are working on completing a draft of the Allocation Permit to including the Cross Roads Well for submission to DNREC for review and comment prior to the final submission being made.

D. The Garrison Apartment Complex – 7th Street

1. MSC completed installing 31 water meters in Building 800. After the individual systems were flushed, MSC collected 10 water samples for bacteria testing in Building 800 with all results being absent of bacteria. MSC has ceased performing work at the complex due the developer / contractor being arrears on their water and electric bills.

E. Delaware Street Cleaning and Lining - 3rd to 6th Street

1. WUM Guyer and WUS Jaeger had several conversations with J Fletcher Cramer (JFC) and Brandywine Construction Company, Inc. (BCCI) to discuss the Delaware Street project. Both organizations have agreed to the June 10th start date with JFC starting with the temporary water mains/services and BCCI planning to rebuild the 4th, 5th, and 6th Street intersections when the temporary is placed in service.
2. WUM Guyer is working on the Utility Construction Permit and Traffic Detour/Road Closure Permit with Del DOT and the Office of Drinking Water / Office of Engineering for a "Certificate to Construct". WUS Jaeger updated the materials list and ordered parts from our suppliers and started to receive them. The automated calling system is being utilized to keep customers updated on the status of the project. Water Operators have completed working from house to house preparing them for the temporary service.

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3. The Community Meeting scheduled for April 24th at the Court House with our customers was fairly well attended. Good questions were asked and answered by staff.

F. Utility Building Security System Upgrade

1. WUM Guyer was advised Security Instruments (SI) applied for and received the City Building permit for the project. SI is scheduling the project with their installers and will advise of a start date when available.

G. Delmarva Power Gas Main Installation

1. Brandywine Construction Company, Inc. (BCCI) resumed work on the Delmarva Power gas main installation along RT-273 on the west side of Traders Lane on May 13th. 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.

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

1. Marty's Contracting submitted money for escrow for the water service installation and inspection. Their contractor Pro Works tapped and installed the water service for 110 Brylgon Avenue the week of April 15th which MSC inspected and found to be in general accordance with MSC Water Specifications.

I. 1003 Wilmington Road – New Home

1. C & K Contracting has started construction on a new home at 1003 Wilmington Road. The foundation is completed and backfilled. No additional activity on this project.

J. West 3rd Street Parking Lot Proposal

1. WUM Guyer drafted a revised estimate for \$10,733.00 to relocate the fire hydrant and install a new water service and meter pit and forwarded to GM Patone.

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

1. Del DOT and Century Engineering Soft DIG contractor performed excavations at utilities that may be affected by these improvements to verify depths and sizes. WUM Guyer contacted Del DOT and Century Engineering in reference to the soft dig information that was collected and requested copies of the revised plans when available.

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L. Delaware Street Repaving – City Project

1. WUM Guyer has had several conversations with City Engineer Dave Athey in reference to additional work planned near the wharf involving installation of an additional manhole and possible conflicts with the water and electric. WUM Guyer developed a cost of \$52,135.00 to relocate the 18 water service curb boxes and forwarded to GM Patone and Mr. Athey.

M. Interconnection Room Re-piping

1. WUM Guyer and WUS Jaeger reviewed the plans from Pennoni and revised the materials list. WUM Guyer is working on an Office of Drinking Water Office of Engineering “Certificate to Construct”. Work will be coordinated with Artesian Water. Parts for the projects were ordered and should start to be delivered the week of May 20th. When received, the work will be scheduled for completion.

2. Operations

A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of April 2019.
2. WUM Guyer and WUS Jaeger started working on the 2019 Consumer Confidence Report and Newsletter. Information was downloaded from the Office of Drinking Water Web Site and reviewed. The CCR needs to be completed and distributed by July 1st.
3. City Comprehensive Plan Update – WUM Guyer forwarded a revised Water Operations portion of the City Comprehensive Plan incorporating comments from GM Patone.
4. WUM Guyer, WUS Jaeger, GM Patone, and OM Stubbs met with representative from Delaware Technical and Community College to discuss MSC participating in a Cyber Security Survey and Workforce Needs Assessment Survey. The project is part of the Established Program to Stimulate Competitive Research (EPSCOR) grant awarded to the University of Delaware. It was agreed MSC would participate in the Surveys to derive the benefit with all of the work MSC has planned for the next 3-5 years.
5. MSC will be attending the STRIDE Workshop on May 24th where WUM Guyer will make a presentation of the impact PFAS contamination has had on MSC’s Water System Operations. MSC is coordinating with the Office of Drinking Water and Artesian Water.

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Water Department Commission Meeting Report

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6. MSC was contacted by Artesian Water Operations in reference to work they are planning at their Castle Hills Pump Stations which back up to the Boothhurst Subdivision. They plan to demolish a well house and drill a new well on the property. They are contacting all Boothhurst Residents to make them aware of the project.

B. System Repairs and Maintenance

1. Spring Hydrant Flushing was started on April 29th and completed on May 3. A total of 1,011,795 gallons of water was used during flushing. 1 fire hydrant was found to have an issue and was placed out of service. MSC Crews took the hydrant apart and found the upper stem to be defective. The stem was replaced, hydrant flow tested, and placed back in service.
2. Water Operators resumed the Hydrant Painting program in Washington Park. The goal is to paint approximately 20 to 30 hydrants this Spring.
3. Water Operators continue working on the curb box maintenance program, ensuring valve alignment and making corrections as needed.
4. Water Operators completed quarterly Facility Inspections and issues that were identified have been corrected.

C. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – WUM Guyer was advised by Heather Warren that WIAC approved MSC's grant request for developing our Asset management Program. WUM Guyer will followed up with Heather Warren of the State Revolving Funds Program and Bruce Jones, P.E. of RKK Engineering in reference to starting the project. The Grant funds will be available after the July when the State starts their new budget year.

D. Equipment

1. The old T-5 and T-11 trucks were advertised and sealed bids accepted by OM Stubbs. Both trucks were sold to the high bidder for \$1,650.00.
2. The new utility trailer approved in the Capital Budget was purchased and picked up on May 10th. The trailer has been insured, tagged, and placed in service.

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E. Personnel and Training

1. No personnel issues to report.
2. WUM Guyer continues working on our Key Accounts Customer Action Plan for Nixon Uniform and Apparel Company for submission to GM Patone for Review.
3. On May 10th, Water Department Personnel were given a tour of the SUEZ Stanton Water treatment Plant. The 30MGD Surface Water Treatment plant is currently undergoing a \$28MM dollar upgrade. Thank you to Rob Penman III for the hospitality and very comprehensive tour of the facility.

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.

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 May 8th WSCC meeting went well. GM Patone, WUM Guyer, and Council Members were updated on weather conditions, weather forecast, and conditions in the Delaware River Basin. Conditions are very favorable heading into the summer months. The council reviewed, discussed, and voted to approve the 5 Northern Water purveyors Certification of Self Sufficiency through 2021.
3. The next WSCC meeting is scheduled for September 28, 2019.

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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 August 2019.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for June 6, 2019.

E. Miss Utility of Delmarva Monthly Meeting

1. WUM Guyer and EUM Blomquist attended the Miss Utility Meeting at Tidewater Utilities in Dover on May 16th. A short presentation on working in hot weather was made, comments and general concerns from the membership were voiced, comments from excavators and facility owners in reference to locating issues, the revised law and reporting requirements of SB 189 and the Public Service Commission's role in handling damages was discussed and upcoming events related to Miss Utility Activities.
2. The next meeting is scheduled for June 20, 2019 at Delmarva Power in Newark.

End of Report

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

ELECTRIC DEPARTMENT COMMISSION REPORT

May 23, 2019

Prepared by Scott Blomquist on May 14, 2019

1. Developer Projects:

a. Garrison Apartments:

- I. Manager Blomquist was contacted by Ed Nicky from SB Conrad regarding getting power turned on and meters installed for Buildings B and C.
- II. Currently there is an outstanding balance owed to the MSC which will need to be paid before we can start installing meters. We will also need applications for service for each meter location, deposits paid, and cut in cards for each service.

b. 108/110/112 Brylgon:

- I. Manager Blomquist was contacted by Marty's Contracting regarding electric to the three new houses they are building on Brylgon Ave. Manager Blomquist worked with the contractor to develop a design and estimated the cost for the MSC portion. Funds were put in Escrow to get electric to 112 Brylgon. The contractor and the Electric Department installed their portions and electric was turned on to this location.

c. 621 Delaware Street:

- I. Doug Salter and his electrician contacted Manager Blomquist about changing out and reconfiguring the electric service at 621 Delaware St to put all of the services under one meter. Manager Blomquist provided an estimated cost for the MSC to help perform the work on a Saturday. The estimated cost for the MSC's work was paid and the work was performed on Saturday May 11th.

2. Capital Projects:

a. Van Dyke Village:

- I. The Electric Department continues to install conduit in Vandyke as the weather allows.

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3. Capital Purchases:

a. T-11 and T-5 Replacement:

- I. The purchase of T-5 is complete as there is not a viable CB Radio solution at this time. Operations will find a solution and budget for this in the future.

b. Compact Excavator:

- I. After demoing several excavators a purchase order was issued to Kubota for the KX 057 compact excavator. The excavator was received on April 22nd. Several of the quoted buckets were received several days later.

c. Trailer:

- I. A purchase order was issued to Four Acres Trailer and the new trailer was picked up on Thursday May 9th.

d. Capacitors:

- I. There is nothing to update on this project

4. Operations:

a. Outages :

- I. There was one unplanned outage over the last month. The outage was on The Strand. 11 customers were affected for 1 hour and 10 minutes. The cause was a squirrel on top of a transformer that caused the fuse to burn. The Electric Department continues to install wildlife guard to prevent outages of this nature.

II. 05/01/2018 – 05/01/2019

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
19.36	0.54	35.88	99.99

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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 remaining 3 poles that we had on the schedule have been replaced.

II. The Electric Department continues to install wildlife guard as time allows.

7. Safety:

I. Daily tailgate sessions and safety meetings continue.

8. City Comprehensive Plan:

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

ELECTRIC DEPARTMENT COMMISSION REPORT

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Prepared by Scott Blomquist on May 14, 2019

9. Delaware Street Rehabilitation City:

- I. Updated plans have been provided to the MSC. The plans show Delaware Street being widened near the intersection of The Strand. The widening will require three MSC poles be replaced to place them behind the proposed curb line. City Engineer Athey asked Manager Blomquist to provide estimated costs to do the work. Manager Blomquist provided the estimate.

10. Third Street Parking Lot:

- I. Updated pricing from Penn Globe was received. Manager Blomquist updated the estimate and provided it to General Manager Patone. The estimated cost for materials is \$35,343.39.

11. School Lane Solar:

- I. Supervisor Granger worked with the manufacture and the vendor to get the solar monitoring up and running.
- II. Supervisor Granger had worked on an estimated ROI for the solar field and it was provided to DEMEC.
- III. DEMEC performed their own ROI and provided the MSC with their estimated return. There are many assumptions that need to be made to calculate but their model estimates an ROI of 26.37 years.

12. Miss Utility Meetings:

- I. As there have been some changes in the Miss Utility regulations we feel it is pertinent that we attend the monthly meetings. Manager Guyer and Manager Blomquist plan to attend the meeting being held at Tidewater Utilities in Dover on May 16th. We will plan to attend future meets based upon the meeting location and agenda.