

Municipal Services Commission
Monthly Meeting
June 27, 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
Michael Quaranta, Mayor of the City of New Castle
Chris Castagno, Trustee of Trustees of New Castle Common

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

Minutes – A motion was made and seconded to approve the minutes for the May 23rd, 2019 meeting. The motion was approved.

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported a total operating cash balance of \$2,569,061.74. PNC escrow and meter deposit total in the amount of \$736,521.92. Total cash balance is \$3,305,583.66. Total investments are \$1,145,030.95. Water Department Manager Jay Guyer reviewed the bank statements for the month. Treasurer Stubbs addressed his questions satisfactorily. The accounts payable check register is attached to Treasurer Stubbs' report. Treasurer Stubbs stated there was a check made out to Electric Manager Scott Blomquist, and Electric Supervisor Artie Granger, for the reimbursement of their Electric Licenses. The inspector for Delaware Workplace Safety Inspection can be expected at the MSC office at any time for inspection. Secretary Patone stated MSC has been receiving about 14%-15% savings on Workman's Comp because of the inspections. Treasurer Stubbs stated Pivot Occupational Health administered random employee drug testing. This is required for employees with CDL licenses.

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. Water charges for the customers with the temporary water service will be stopped beginning with the July bills, until completion of the

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project. Ms. French completed and submitted her Customer Action Plan, which is the final item necessary to become certified in Key Accounts. Ms. French and Water Manager Jay Guyer met with key account holder Nixon Uniform Service & Medical Wear to review new water rates. MSC hopes to schedule a tour with Nixon of MSC's facilities, as well as provide more information on MSC's affiliation with Efficiency Smart.

Treasurer Stubbs and Ms. French have been working with merchant Open Edge regarding the new online bill pay system coming this summer. Ms. French stated MSC is still in the implementation phase. Training on the system will begin for the Customer Service Department in July. The Customer Service Department prepared labels and mailed out the MSC 2019 Newsletter which included The Water Consumer Confidence Report. The Customer Service Department prepared the monthly bills. Ms. French stated she is still working on The Solar Analysis over the five year period, and investments yield, which was discussed at the May 23rd, 2019 meeting. Ms. French stated the Auditors completed their fieldwork on May 23rd, 2019. MSC has provided everything they've requested. Ms. French reviewed the financials. Ms. French provided a reconciliation of March's internal financials to the auditors.

Ms. French has been working with the Accountant for the two months ended May 2019 financials. Ms. French went over some highlights with Commissioners. Ms. French reported total assets in the amount of \$19,738,202. There was a deficit of \$82,313 of which \$42,131 was a loss in the Water Department, and 40,182 was a loss in the Electric Department. Secretary Patone stated this is pretty standard for the time of the year, fall is usually when net income becomes positive. MSC makes a large portion of revenue in the summer months. Secretary Patone stated the financial statements will be presented by the Auditors at the next meeting.

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

Garrison Apartments – All of the meters were installed in Building B. A portion of the meters were installed in Building C.

108/110/112 Brylgon Ave – The developer is currently working on 110 Brylgon. Mr. Blomquist expects to be in contact with the developer shortly.

Van Dyke Village – The Electric Department is in the process of installing transformers and wires to houses on Baldt. The plan is to move the first block of Baldt over to the new infrastructure beginning July 1st 2019.

Wilmington Road Substation – Mr. Blomquist reached out to Delaware Valley Fence & Iron to get an update on their quote. There was an increase in the cost of steel, yet still remains under budget. Mr. Blomquist issued a purchase order. Their lead time is eight weeks or so.

Capital Purchases – Mr. Blomquist and Mr. Guyer have been working on getting an updated quote for a dump truck.

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Mr. Blomquist received an email from Delmarva stating there was an error in their calculation for Power Factor which has been corrected. They would penalize you if you were lagging power factor of 98.5% or worse at their peak. Now, if you're lagging or leading Power Factor they can penalize you. If there's two months in a row where you lag or lead you have to come up with a plan for correction. Mr. Blomquist stated MSC stays pretty close to unity. Mr. Blomquist stated 95% of the time MSC stays within the 98.5%. The times MSC may go below 98.5% are due to a low load condition where the operation of one of the capacitor banks could put power factor lagging or leading. MSC has never been cited for non-compliance, or went below 98.5% two months in a row.

Outages – No planned or unplanned outages reported for the month of May 2019.

Repairs & Maintenance – MSC will be removing trees around the Wilmington Road substation fence in preparation for the replacing the fence.

Delaware Street Rehabilitation Plan – Per the Commissioners request at the May 23rd, 2019 meeting, Mr. Blomquist worked on a design and an estimated cost to convert the aerial electric to underground electric on Delaware St., from 2nd St to the Wharf. From Delaware St. to 33 The Strand, The Strand is electrically fed from either end and not connected in the middle at the Read House. The estimated cost for electric materials on Delaware St. is a little over \$110,000. The cost for electric materials on the Strand is a little over \$72,000. The Strand portion requires the Delaware St. portion to be installed due to being reliant on it. The figures for electric materials are strictly for electric materials; doesn't include the cost for bricks, paving, etc. If there's a desire to move forth with the project, Mr. Blomquist will receive quotes for the restoration.

Mr. Blomquist stated the phasing time frame has changed, and the estimated labor time is significant. If it's decided to move forward with the project it would need to be done prior to the repaving of Delaware St. Secretary Patone stated MSC will continue to work with Dave Athey, City Engineer, to keep ourselves aware and informed whether the City wants to move forward with the project.

Baldt Ave – Mr. Blomquist stated the Electric Department is preparing to convert the first customers on Baldt over to underground. It will be a lengthy project due to the Electric Department doing it in-house. The Mayor inquired how long it will take to complete the entire Van Dyke community. Secretary Patone stated it's a 6 year total project. It'll take 1-2 years for each phase. This project began in 2018 and will complete in 2024. Different addresses will be worked on at different time periods. The customers have been made aware. Trustee Chris Castagno suggested every 6 months to a year MSC sends out a reminder so customers don't forget.

Electric department employees attended a Pole Top Rescue & Fall Protection class on June 25th, 2019.

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Mr. Blomquist stated he completed and submitted his Customer Action Plan for Zenith APPA for the certification portion. Notification was received that it passed.

Water Report – Mr. Guyer reporting

Riverbend – Riverbend was flushed twice on June 4th and June 14th to maintain the minimum chlorine residual.

Meter readings were done on June 12th, 2019.

Crossroads Well – Mr. Guyer stated The Allocation Permit was almost completed and should be submitted to DENREC within the following week.

Garrison Apartments – The Water Department completed installing the 31 meters for Building 600. The plumbers are working on flushing the system. The Water Department will collect bacteria samples once that's completed.

Delaware Street Cleaning & Lining Project – The project has begun. J. Fletcher Creamer got all of the customers transferred to the temporary water service. Brandywine Construction mobilized and completed the water main replacement in the intersection of 6th and Delaware St. Mr. Guyer stated it was a challenging project that involved some conflicts. Some customers were without water for extended periods of time. Different options are being looked into going forward. Storm water sanitary sewer & gas mains which were drawn out on MSC's plans were not accurate. This resulted in reconfiguring the pipe in different ways to get the new pipes tied into the existing pipes and the water turned back on.

The mayor stated there was conversation of customers being affected by the project unknowingly, and there not being enough resources or time to provide them with an alternate water source. Mr. Guyer stated this was inaccurate. Customers who were affected by the water outages were notified several times by the automated notification system, as well as having their door posted. The Delaware St. Cleaning & Lining Project is a separate project from the customers who experienced water outages due to the replacing of the water main in the intersection of 6th and Delaware St. The customers with the temporary water services are part of a larger cleaning and lining project that will last for two months.

Security System Upgrade at the Utility Building – Mr. Guyer received approved plans. Mr. Guyer will be working with Mr. Blomquist and Electric Supervisor Artie Granger to complete the installation of conduits and wiring so the separation can be completed.

Delmarva Gas Line Installation on Route 273 – Mr. Guyer stated contractors are making progress and restoring as they go. There has been no conflicts with MSC's water or electric.

Brylgon – Construction on 110 Brylgon continues. Construction on the house at 108 Brylgon will be started on in the near future.

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There has been no contact from the builder working on new home at 1003 Wilmington Rd in reference to the water service.

West Third Street Parking Lot – No updates on the parking lot proposal.

DelDOT Project for the Railroad Safety Improvements – DelDOT's contractor has been there doing soil samples and borings. The sub base is being worked on. Mr. Guyer and Mr. Blomquist have been in contact with the Engineer, received the preliminary plan, and gave their comments. Mr. Guyer stated there's a fire hydrant that would be stranded in the middle of 8th Street and would need to be relocated. From a water perspective, the issue is there are 3 mains that cross under the railroad. Norfolk would not allow this to be done today. The work in the crossing area would include closing down the railroad crossing at Delaware Street, excavating down 6ft. and installing a concrete trough that would be filled with stone. The railroad tracks would be re-laid through the trough. The concrete trough will stabilize the area because the load will be spread out over a larger area.

The Mayor stated WILMAPACO will be resurrecting the master planning of several sections from Centerpoint past Basin Road, as well as the main intersection coming into town. Several sections are being rethought due to locations of stop lights.

Delaware Street Repaving Project – Waiting on an updated plan and timing for the project from City Engineer Dave Athey.

Interconnection Room Re-piping – Mr. Guyer stated the Operations Department has all of the materials and it will be scheduled after the Delaware Street Cleaning and Lining Project is complete.

Outages – No planned or unplanned outages reported for the month of May 2019.

Consumer Confidence Newsletter – Completed the 2019 Consumer Confidence Report for the newsletter which was printed and distributed to our customers by the June 30th deadline.

On June 18th MSC's copies of the Artesian CCR were distributed to the Boothhurst and Edgewood customers. Mr. Guyer completed the certification of delivery and emailed a copy to The Office of Drinking Water and the Public Advocate.

Mr. Guyer, Secretary Patone, Supervisor Jaeger and Administrative Manager Stubbs attended a meeting with the representative from Deltech Community College in reference to cyber security and the EPSCORE program. Mr. Guyer and Water Supervisor Jaeger completed The Workforce Needs Assessment. Secretary Patone completed the cybersecurity portion of the assessment. Their goal is to best meet the needs from a workforce perspective of a Utility.

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Mr. Guyer presented at The Stride Workshop on May 24th, 2019. Commissioner Hansen, Supervisor Jaeger and Secretary Patone attended the workshop. During the workshop, Mr. Guyer was approached by a University of Delaware graduate student. The student is planning to do a project involving the PFAS compound. The goal of the project is to take the long chain PFAS compound and find a way for it to be degraded into small chain compounds that would degrade in the environment. The student asked for a sample of MSC's water with the contaminant present, prior to filtering. An agreement between MSC and University of Delaware for academic purposes will be written up. Commissioners will be presented the agreement at the next meeting for approval.

The Mayor proposed MSC would either compose a letter or attend the next council meeting on July 9th, 2019 to provide clarification on Lead and Copper Testing. Secretary Patone stated MSC tests for lead. MSC puts chemicals in the water to remove risks associated with lead pipes. Secretary Patone and Mr. Guyer will work on drafting a letter for the Mayor.

Artesian Water has demolished the old well house in Castle Hills. This is outside of the City's limits. The new well has been drilled and Artesian is looking to start testing the well. Artesian has been notifying Boothhurst customers about the project. Artesian provides Boothhurst residents and Edgewood's even numbered resident's water. An agreement was drafted where MSC purchases the water from Artesian and sells it to MSC's customers so the customers will have the same rates as other customers who are within the City's limits.

On June 10th, the Water Department collected all of the samples for the triennial lead and copper monitoring. The results were no lead or copper above the action levels. Mr. Guyer will be submitting the results and certifications to The Office of Drinking Water.

Hydrant Painting Program – 17 hydrants have been painted. The Operations Department continues to do curb box maintenance as time permits.

Budgets and Grants – The Water Infrastructure Advisory Council awarded MSC with \$100,000 grant to do the Asset Management Program. Mr. Guyer signed and returned the agreement to the SRF Programs. Mr. Guyer is looking to get started at the end of July 2019. Mr. Guyer will be scheduling a meeting with RK&K. The Council agreed to the 2 year program as opposed to the 5 year program.

Mr. Guyer completed and submitted his Key Accounts Customer Action Plan.

The Water Department continues to hold morning tailgate safety talks and have safety meetings working through the AWWA manual.

Water Resource Agency – Mr. Guyer continues updating the pumping information to send to Dr. Kauffman for tracking water use in the County.

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Mr. Guyer attended a Water Operator Advisory Meeting on June 6th, 2019. During the meeting there was discussion on changes to the regulations, approved new courses for operator training, and changes to licensing formats.

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 June 25th, 2019 meeting. The normal reports were not presented. The Business Assessment Model was discussed in executive session. The Audit Committee reviewed the proposals submitted by potential auditors. The Committee recommended not to change auditors since there was a recent change in the lead finance personnel. The DEMEC Board approved extending the contract with the current Auditors for a year.

Secretary Patone continues to work with Senator Poore to correct the MSC charter which reflects on the State's website "the Commission" has the ability to have real estate in their name, the City's website conflicts with this presentation. Supporting documentation was provided to confirm the 2016 Charter change should reflect "the Commission". Secretary Patone anticipates the correction to be made during this legislative session which ends June 30, 2019.

Cyber Security – Secretary Patone and Bill Barthel are working with MSC's IT group to review disaster recovery equipment.

Old Business

Cohen Law Preliminary Report/ Comprehensive Report –

The report has been provided to the Commissioners and Bill Barthel. The City Solicitor Dan Losco is reviewing the report. The City plans to contract with Cohen Law to assist with negotiations for renewals of franchise agreement with Verizon and Comcast. All are in support of getting the ordinance changes complete before negotiations begin. Secretary Patone and Bill Barthel agreed it wouldn't get on Councils agenda until August.

City Comprehensive Plan – The administrative offices portion has been added. There has been many technology changes done within the last 10 years. AMI (smart metering) is expected to be done within the next 3-5 years. An improved online bill payment system is coming this summer. MSC is in the process of developing a disaster recovery plan. Relocation and coordination with MSC and the City's Administrative offices is also being considered.

Third Street Parking Lot – With Trustee Chris Castagno being present, Secretary Patone welcomed the discussion of the parking lot. As mentioned in previous minutes, Mr. Castagno of

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the Trustees had requested the Commission consider providing more contribution toward the Third Street Parking lot electric and water service other than labor. Mr. Castagno stated for 20-30 years Parking Committees Planning Commission has identified a need for parking as part of the Comprehensive Plan. The recent council identified a spot for parking that happens to be on Trust land. The cost is exceeding the original budget planned for the parking lot. An additional \$250,000 was needed in addition to the \$185,000 grant to the City.

Secretary Patone stated the General Fund of the City Government would typically pay for this type of service, not the Electric or Water utilities. The City bears the cost and MSC provides the labor. The Mayor stated the goal is to get the parking lot done in the most cost effective way possible. Dr. Hansen stated the current policy is being enforced. Secretary Patone stated MSC has been working diligently to develop consistent policies and budgets and adhere to them. It was agreed the Commission would consider the request and revisit the topic at the July meeting.

5:41 p.m. President Roy Sippel left the meeting.

New Business

Secretary Patone stated there is no piece of land yet identified for the possibility of a new Administration Building, yet there are options throughout the community to explore. Secretary Patone stated Bill Barthel was approved for \$10,000 at the last council meeting, and management would like to contribute \$10,000 for a design of a new Administrative Building. Secretary Patone asked approval of Commissioners on meeting with an Architect. The Mayor stated there are potential positives of MSC and the City sharing an administrative building that are worth looking into.

A motion was made and seconded to approve the expenditure.

Pension Plan Amendments have already been approved by Commissioners. Secretary Patone will be signing off on it.

A motion was made and seconded to enter executive session at 5:47 p.m.

Commissioners returned to general session at 6:05 p.m.

Secretary Patone stated herself and Ms. French are working on a better presentation of the investments and the yields of those investments

Next Meeting

Commissioners set the next monthly Board meeting to be July 25th, 4:00 p.m., at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

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Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 6:12 p.m.

Michelle R. Grussemeier
Michele R. Grussemeier, Stenographer

Approved: Camel A. B. H.
(Minutes transcribed from recording)

MUNICIPAL SERVICES COMMISSION
CITY OF NEW CASTLE, DELAWARE 19720-0208
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Office: 302 323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

ELECTRIC DEPARTMENT COMMISSION REPORT

June 27, 2019

Prepared by Scott Blomquist on June 20, 2019

1. Developer Projects:

a. Garrison Apartments:

- I. All meters were installed to Building B, a portion of the meters have been installed on Building C. When the electrician has the rest of the services completed and we have inspection cards for the rest of the meters we will install them.

b. 108/110/112 Brylgon:

- I. The Developer is currently working on 110 Brylgon. We expect they will contact us when they are ready to get electric installed.

2. Capital Projects:

a. Van Dyke Village:

- I. The Electric Department is in the process of installing transformers and wire to the houses on Baldt. When this is complete they will move the houses over to the new infrastructure.

b. Wilmington Rd Substation:

- I. Manager Blomquist had Delaware Valley Fence and Iron update their quote. There was a small increase but we are still under budget. A P.O. was issued and the contractor will order materials when he receives the deposit. Currently their lead times are around 8 weeks.

3. Capital Purchases:

a. Dump Truck:

- I. Managers Blomquist and Guyer are working on getting an updated quote for the Dump Truck.

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b. **Capacitors:**

- I. We received an email from Delmarva stating that there was an error in their calculation for power factor. They have corrected the error and the spreadsheet will now show the Municipality out of compliance if they are inducing too many KVar at Delmarva's peak. We have continually made adjustments to our capacitors over the last ten years to try to maintain compliance. The difficult timeframe is when our load is very low. The operation or lack operation of one capacitor bank at this level has a significant effect on the system. We will continue to make adjustments as needed.

4. **Operations:**

a. **Outages :**

- I. There were no outages over the last month.
- II. 06/01/2018 – 06/01/2019

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
17.02	0.51	33.38	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.

ELECTRIC DEPARTMENT COMMISSION REPORT

June 27, 2019

Prepared by Scott Blomquist on June 20, 2019

5. Repairs and Maintenance:

a. Wilmington Road Substation:

- I. The Electric Department performed the monthly inspection at this location. In preparation for the fence replacement the electric department will be removing some trees around the perimeter of the yard.

b. Dobbinsville Substation:

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

6. Safety:

- I. Daily tailgate sessions and safety meetings continue.

7. Delaware Street Rehabilitation City:

- I. Per the Commissioners request at the last meeting Manager Blomquist has worked on a design and estimated cost to convert the aerial electric to underground on Delaware St from 2nd to the Wharf and on The Strand from Delaware St to 33 The Strand. The estimated cost for just the electric materials on Delaware St is \$110,170.85. The cost for the electric materials on The Strand is \$72,641.88. In order for The Strand portion to be converted, Delaware would also need to be converted as the design is to feed it from Delaware St. As the City is rehabbing Delaware street no restoration costs were considered for the Delaware St portion. The restoration costs for The Strand were estimated using figures off the Internet. If/when we were going to do this project Manager Blomquist would like to reach out to some companies to get quotes for this portion of the work.

8. Third Street Parking Lot:

- I. There is nothing to update for this project at this time.

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ELECTRIC DEPARTMENT COMMISSION REPORT

June 27, 2019

Prepared by Scott Blomquist on June 20, 2019

9. School Lane Solar:

- I. This project is complete except for the reimbursement from DEMEC out of the Green Energy Fund.

10. Miss Utility Meetings:

- I. There is nothing to update at this time from Miss Utility.

11. Training:

- I. The Electric Department will be attending and participating in a pole top rescue class and wood pole fall protection class at DEMEC on June 25th.
- II. Manager Blomquist completed and submitted the Customer Action Plan for Zenith to the APPA for the Certification portion of the Key Accounts Certificate Program.

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Water Department Commission Meeting Report

June 27, 2019

Prepared By: Jay Guyer on June 20, 2019

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on June 4th and June 19th to maintain the required 0.3 ppm of Chlorine Residual.

B. Water Metering

1. Meter reading was completed on June 12th. Water Operators followed up on water check reads and missed reads as needed.

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 600. After the plumber flushes the individual systems he will notify MSC when he is ready for samples to be collected for bacteria testing.

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

1. WUM Guyer and WUS Jaeger have had several meetings with J Fletcher Cramer (JFC) and Brandywine Construction Company, Inc. (BCCI) to discuss the Delaware Street project and confirm schedules. The schedule will be updated weekly and communicated throughout the project.
2. JFC mobilized on June 10th and started installing temporary by-pass piping. Bacteria testing was completed and all temporary water services were tied in to the houses. BCCI will mobilize on June 21st at 6:00pm to start the water main replacement in the intersection of 6th and Delaware Street working until the job is complete and the road is reopened. Starting the week of June 24th BCCI will begin working on rebuilding the 4th and 5th Street intersections when the temporary is placed in service. MSC Crews will complete the other excavations for the cleaning and lining. When the intersection

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Water Department Commission Meeting Report

June 27, 2019

Prepared By: Jay Guyer on June 20, 2019

rebuilding is completed, JFC will mobilize and start the cleaning and lining process then MSC crews will tie in the open pipes and start restoration.

3. WUM Guyer received the Utility Construction Permit and Traffic Detour/Road Closure Permit from DelDOT and the Office of Drinking Water / Office of Engineering has issued a "Certificate to Construct". Parts and materials for the project have been received from our suppliers. The automated calling system is being utilized to keep customers updated on the status of the project. Several letters have been distributed to the customers that will be affected by the outage at 6th and Delaware Street.

F. Utility Building Security System Upgrade

1. WUM Guyer received a copy of the approved security system plans for the project and the necessary wire for the installation. WUM Guyer will coordinate with EUM Blomquist for the electric crew to complete installation of the hardware and wiring. SI will be scheduled for their portion of the installation and programming when we have completed our work.

G. Delmarva Power Gas Main Installation

1. Brandywine Construction Company, Inc. (BCCI) continues installation of the Delmarva Power gas main along RT-273 on the west side of Traders Lane. WUM Guyer and WUS Jaeger are monitoring 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 continues construction of the new homes on Brylgon Avenue. The final water service connections have not been completed for homes 108 and 110. The developer / contractor is aware they need to coordinate their installation with MSC for inspection to be performed.

I. 1003 Wilmington Road – New Home

1. C & K Contracting nor their plumbing contractor have contacted MSC in reference to requirements for water service for the new home. The Builder will be advised of MSC requirements to tie into the existing service.

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Prepared By: Jay Guyer on June 20, 2019

J. West 3rd Street Parking Lot Proposal

1. WUM Guyer drafted a revised estimate to relocate the fire hydrant and install a new water service and meter pit and forwarded to GM Patone. Final approval from the trustees will be required prior to the work being performed.

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

1. Del DOT and Century Engineering Soft DIG contractor performed additional excavations at utilities that may be affected by these improvements to verify depths and sizes. WUM Guyer has not received any updated information or plans for the project.

L. Delaware Street Repaving – City Project

1. WUM Guyer received revised plans from City Engineer Dave Athey in reference to additional work planned near the wharf involving installation of a new manhole and storm water pipe, widening Delaware Street between The Strand and 2nd Street, and phasing/timing of the project. WUM Guyer will review the plans and return comments to Mr. Athey.

M. Interconnection Room Re-piping

1. WUM Guyer forwarded plans and details of the project to the Office of Drinking Water, Office of Engineering requesting a “Certificate to Construct” be issued. Parts for the project were ordered and received. The work will be scheduled around the Delaware Street Cleaning and Lining Project and coordinated with Artesian Water Company.

2. Operations

A. Outages and Reporting

1. There were no planned and no unplanned water outages for the month of May 2019.
2. WUM Guyer and WUS Jaeger completed updating the 2019 Consumer Confidence Report for the Newsletter. The Newsletter was completed and mailed to our customers on June 18th. Copies of Artesian Water CCR was mailed to the customers in Boothhurst Subdivision and Edgewood Drive. WUM Guyer will complete the “Certification of Delivery” to the Office of Drinking Water and the Public Advocate by the July deadlines.

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Prepared By: Jay Guyer on June 20, 2019

3. 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. WUM Guyer and WUS Jaeger completed the surveys and returned them to Del Tech.
4. MSC attended the STRIDE Workshop on May 24th. WUM Guyer's presentation on the impact PFAS contamination has had on MSC's Water System Operations went well. The workshop presentations were very informative. WUM Guyer has requested copies of all the presentations be distributed to all the participants of the workshop.
5. During the STRIDE PFAS Workshop, WUM Guyer was approached by a University of Delaware graduate student who was planning to conduct a research project involving PFAS compounds using existing treatment technologies to break them down into smaller chains which will eventually be harmless end products. The student was requesting to collect a water sample from one of wells and use it for the analysis. WUM Guyer discussed the request with GM Patone who discussed it with our attorney. The student submitted a Plan of Work for the research. Suppliers of all samples used in the research will remain anonymous in the reporting. WUM Guyer has requested additional information in reference to the research and is waiting for a response from the student.
6. Artesian Water Operations has kept WUM Guyer and Boothhurst Residents updated on the demolition and abandonment of their Castle Hills Well Site which backs up to the Boothhurst Subdivision. The old building has been demolished and the old well abandoned. Their well driller completed drilling the new well and they plan to start test pumping the week of June 24th. The new well is being drilled next to the existing well on the property that falls outside of the City limits.
7. On June 10th, MSC started our triennial Lead and Copper Monitoring. Supplies were obtained from Suburban Laboratory and 20 sample collection packs were delivered to customers that met the criteria for sampling. The samples were collected on June 11th and 12th and delivered to the Laboratory for analysis. The results are pending. When received, the customers who participated will be notified by letter of the results. All results and information will be forwarded to the Office of Drinking Water for compliance.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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Water Department Commission Meeting Report

June 27, 2019

Prepared By: Jay Guyer on June 20, 2019

B. System Repairs and Maintenance

1. Water Operators resumed the Hydrant Painting program in Washington Park. 17 hydrants have been prepared and repainted. This project will be worked on as time and weather permits.
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 – WUM Guyer received the grant agreement, reviewed, signed and returned. 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 1, 2019 and RKK is scheduling a kick off meeting the week of July 29th.

D. Equipment

1. WUM Guyer and EUM Blomquist started reviewing the specs for the new T-9 Dump Truck and requested updated quotes from our Ford Commercial Sales Representative.

E. Personnel and Training

1. No personnel issues to report.
2. WUM Guyer completed the Key Accounts Customer Action Plan for Nixon Medical and submitted to the APPA for review. This was the final step in completing the APPA Key Accounts Certification Program.

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 September 28, 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 August 2019.

D. Water Operator Advisory Council Meeting

1. The June 6th 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 September 5, 2019.

E. Miss Utility of Delmarva Monthly Meeting

1. The next meeting is scheduled for June 20, 2019 at Delmarva Power in Newark.

End of Report

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