

Municipal Services Commission
Monthly Meeting
September 26, 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

Minutes – A motion was made and seconded to approve the minutes for the August 21, 2019 meeting. The motion was approved. A motion was made and seconded to approve the minutes for the August 21, 2019 executive session. The motion was approved.

Treasurer's Report – Treasurer Stubbs reporting

Ms. Stubbs reported a total operating cash balance as of August 31, 2019 of \$2,559,964.01. PNC escrow and meter deposit total in the amount of \$737,061.20. Total cash balance is \$3,297,025.21. Total investments are \$1,199,626.90. Water Department Supervisor Ryan Jaeger reviewed the bank statements for the month. Treasurer Stubbs addressed his questions satisfactorily. Secretary Patone wanted to inform the manager and Commissioners the activity regarding the investments. The accounting department is working to reconcile the changes to Summit. Treasurer Stubbs states a check was made to Ronald Carbine due to issues the MSC and the City were having with email. Ronald Carbine had to call Microsoft to get support, and this is a reimbursement check. Secretary Patone stated the MSC usually pays Assurance Media (IT vendor), however Ronald (IT technician) was in contact with Bill Barthel and Secretary Patone about the issue approval was given to use his personal card and he would be reimbursed. Delaware Cadillac was issued a check for damage done to a customer's car during the Delaware Street relining project. Secretary Patone stated the customer indicated J. Fletcher hit her car, and the MSC reimbursed for the cost.

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

(See attached report.)

A discussion ensued regarding the new online bill pay system.

Secretary Patone stated through the CBA Union Agreement that evaluations are given to employees in the month of September every year.

Ms. French wanted to address Commissioner Hansen's question from last month regarding salaries. There was overtime due to storms, and the Delaware Street relining project. Also, the bonus checks for change in pay cycles caused an increase in salaries for the year.

Electric Department Report – Mr. Blomquist reporting

Municipal Services Commission Meeting Minutes
September 26th 2019

(See attached report.)

Water Report – Mr. Guyer reporting

(See attached report.)

Secretary Patone stated the Water Supply Coordinating Council is working to have better communication with the Water Infrastructure Advisory Council, and other DNREC departments regarding drinking water issues. Secretary Patone stated they are trying to coordinate concerns being addressed as a whole. Over the past year, a lot of time has been spent on self-sufficiency reports, which each Water Utility needs to provide. Each Water Utility provided the information back in May, and the Council approved the reports as submitted. At this past meeting, it was noted there is one section of the requirements of reporting that needed to be done in 2019. The Water Purveyors need to provide to the Council, by the end of the 2019 calendar year, an analysis of their conservation rate and whether there has been a change in customers consumption as a result of the rate.

Commissioner Knox inquired about the ATSDR / PFAS testing. Secretary Patone stated we are assisting with the press releases. Secretary Patone attended the meeting on August 26, 2019. A few of our employees have received letters regarding testing. Secretary Patone had some concerns regarding the eligibility for MSC customers. The eligibility date was not in alignment with the remediation treatment dates. The ATSDR revised the eligibility date from 7-18-16 to 8-5-14. MSC customers who were exposed for a year prior to the 8-5-14 would be eligible to participate. The ATSDR sent an email to the Mayor and Council stating they are going to be knocking on customer's doors to discuss participating in the assessment.

Secretary Patone received documentation in the mail from Napoli and Associates regarding PFAS. Napoli and Associates is a law firm taking cases for individuals that have been affected by PFAS contamination. They are reaching out to Water Utilities to see whether or not they could assist in recovering the cost of remediating the PFAS contaminations. The initial cost to the MSC as a result of the contamination was \$1,200,000.00. MSC received a \$500,000.00 grant. There are costs associated with the on-going treatment, such as carbon, that the MSC continues to pay as well.

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

Secretary's Report – Secretary Patone reporting

DEMEC – The annual DEMEC Board meeting was held on September 18th, 2019. Secretary Patone was added as a member to the Executive Committee, and is staying on the Audit Committee.

Secretary Patone stated DEMEC is exploring options for investments. As reserves grow, DEMEC wants to ensure the funds are invested appropriately. The staff at DEMEC reached out to the Audit Committee to include investment and financial oversight. The Audit Committee recommended an RFP for the investment advisor and suggested an improved fee structure, the board will review the recommendation at the October meeting.

During DEMEC's annual meeting, awards are given to the Municipalities for the past year. MSC was recognized for reliability, and the management team was recognized for receiving Key Accounts Certification.

Cyber Security

Secretary Patone mentioned previously Jacob Blackstein has been working as a contractor with the University of Delaware. The State's funding is providing assistance with assessing the MSC's policies and

Municipal Services Commission Meeting Minutes
September 26th 2019

recommendations on cyber security. During Mr. Blackstein's most recent review of MSC's policies, it was recognized MSC does not have a mobile phone policy. Also, it was decided to begin weekly phone calls to assist in developing policies to become PCI compliant with accepting credit cards.

ATSDR

Secretary Patone stated that this was discussed previously.

Old Business

Disaster Recovery Capital Expenditure – Secretary Patone received the quotes, which are within MSC's operating budget capabilities. Secretary Patone budgeted funds for disaster recovery equipment and monitoring. Bill Barthel and Secretary Patone worked with the IT group the last three months, and had reviewed three to four different packages. Bill Barthel has the funding in his operating budget through the City. This will allow MSC and the City to recover any data if there is a cyber security attack. If a server goes down, MSC and the City can work off this data recovery device. The MSC is about 60% of the cost, the City is 40%. This figure is based on the number of servers, and will cost a total of \$2,200.00. A discussion ensued between Secretary Patone and the Commissioners on more IT support for the MSC in the future.

Efficiency Smart – Secretary Patone stated last month the Commission voted and approved utilizing the Green Energy Fund in order to continue the Efficiency Smart. Secretary Patone worked with Efficiency Smart and DEMEC to write a contract for over performance. The Commission Secretary would need to be the mechanism for limiting the individual customers to a maximum \$5,000 rebate.

New Business

Investment Recommendation – Secretary Patone stated Joe Bonasera presented his letter of recommendation. Secretary Patone provided copies of the current investment policy and the recommended policy.

A motion was made and seconded for the recommended investment changes. The motion was approved.

Update Financial Projection For Rate Design – Secretary Patone was asking for guidance from the Commission. In 2011 the MSC had their first ever cost of service study. At that time Secretary Patone researched about several different firms. Utility Financial Solutions (UFS) was the firm chosen. The year of 2012 was the first year, and it was decided to do it every three years. In 2015 and 2018, UFS was asked for a quote and awarded the project. In 2019, MSC again utilized UFS for a financial projection with a rate design. A discussion ensued between the Secretary Patone and the Commissioners, and unanimously it was decided to stay with Utility Financial Solutions, it was suggested an RFP could be considered for the 2021 cost of service study.

Ordinance change regarding Cohen Law – Secretary Patone met with Bill Barthel, Dan Losco, and Cohen Law regarding the ordinance change in July 2019. Secretary Patone is waiting for an update from Bill Barthel on steps forward

APPA/DEMEC Mutual Aid – Secretary Patone stated DEMEC and all Municipalities signed Mutual Aid agreement five years ago. Secretary Patone stated two exempt employees and one non-exempt employee were sent to Florida as part of the Mutual Aid efforts. Secretary Paton would like to have them paid time

Municipal Services Commission Meeting Minutes
September 26th 2019

and half for their time above regular working hours, the same as non-exempt employees. She indicated MSC is to be reimbursed from the Florida community through the Mutual Aid agreement.

A motion was made and seconded to approve exempt employees being paid time and half for hours over regular working hours for Mutual Aid. The motion was approved.

A motion was made and seconded to enter executive session at 5:37 p.m.

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

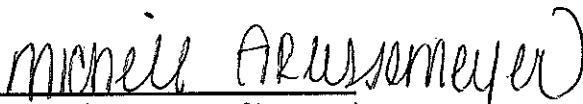
Secretary Patone wanted to inform the Commissioners of the MSC Company Picnic on October 5th, 2019 at 12:00 p.m.

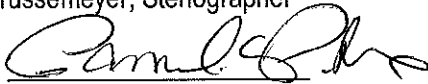
Next Meeting

Commissioners set the next monthly Board meeting to be October 17, 2019, 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 6:08 p.m.


Michele Grussemer, 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

Accounting & Customer Service Department Meeting Report

September 26, 2019

Prepared By: Tara French on September 19, 2019

- **Billing / Customer Service**

MSC hosted a tour of our facilities on September 14, 2019 for Trustees and Council that was well received.

The Customer Service Department is working out technicalities with our new online bill pay service. Customers were able to make payments beginning August 20, 2019. The old site was still available through September 19, 2019. Customers who made recurring or future dated payments on the old site were called or emailed to notify them to open an account on the new website (about 45% were reached).

Staff evaluations will be on September 27, 2019.

We are preparing reports for the Water Department to aid in meter inspections.

We are reviewing the County Sewer report to identify any accounts that may have unusual consumption and will inspect the meters for any issues.

The CSD prepared monthly billing to customers.

The Administrative office attended a presentation on Efficiency Smart on September 16, 2019 in order to better educate our customers on the program. A presentation will also be held at the New Castle Library on October 9, 2019 at 7pm for the community.

- **Accounting**

We are working on the five months ended August 2019 workpapers and Financials Statements. We are also working on reconciling projects that have been completed in order to present the quarterly Capital Budget vs Actual Report next month.

I am working on historical yield information so that we can report that on the Treasurer's report in the next month or two.

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

ELECTRIC DEPARTMENT COMMISSION REPORT

September 26, 2019

Prepared by Scott Blomquist on September 19, 2019

1. **Developer Projects:**

a. **Garrison Apartments:**

- I. Electric meters have been installed to the 4th building.

b. **Sheriffs House:**

- I. Manager Blomquist was contacted by an engineering firm, Henry Adams LLC, to discuss the current electric service to the Sheriffs House and to determine what will be needed to upgrade the service to accommodate adding a fire pump.

2. **Capital Projects:**

a. **Van Dyke Village:**

- I. Conduit has been installed on 11th St and asphalt/concrete patching has been completed to these locations. The Electric Crew is now installing conduit to the third transformer location which covers a portion of Stuyvesant Ave. When the conduits to the houses from this transformer location are complete the Electric Crew will patch driveways, road, and sidewalks, install wire and the transformer, and then convert this section over to the new underground. Two gas yard light feeds have been hit during excavation, a local plumber was called to disconnect and properly abandon the gas light feeds with the customer's consent. The plastic services which feed the yard lights are difficult to locate and not required to be located by Delmarva Gas due to private service. Staff will continue to attempt to locate and work with customers. The gas service to 7 Stuyvesant was damaged and Delmarva Gas was called to make the repair. We expect to get a charge from Delmarva as it was marked. The Electric Crew hit the service when they were trying to locate it. Manager Blomquist is working on a timeline to better communicate to customers when we believe we will be at their residence to install and convert them to the underground.

b. **Wilmington Rd Substation:**

- I. Delaware Valley Fence and Iron is close to completing the fence installation. They are currently installing the new gates and completing the slat installation.

ELECTRIC DEPARTMENT COMMISSION REPORT

September 26, 2019

Prepared by Scott Blomquist on September 19, 2019

ii. New cameras and associated hardware have been received. When we have time we will build the new backboards and install the cameras.

c. **Utility Building Fire Alarm:**

i. This project is complete.

3. **Capital Purchases:**

a. **Dump Truck:**

i. A purchase order has been issued for the new dump truck.

b. **Capacitors:**

i. Manager Blomquist continues to monitor and make adjustments to settings in the auto banks to insure they operate appropriately.

4. **Operations:**

a. **Outages :**

i. There was 1 outage over the last month.

ii. On Sunday September 9th the 210 tripped and didn't reclose. 13 customers were affected for 1 hour. We were unable to find a cause but the relay didn't operate as designed which ultimately made it an outage versus a trip and reclose.

ii. 09/01/2018 – 09/01/2019

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
16.16	0.489	33.039	99.99

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

ELECTRIC DEPARTMENT COMMISSION REPORT

September 26, 2019

Prepared by Scott Blomquist on September 19, 2019

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.
- II. We have had several issues at this location over the last month. We had a trip on the 210 circuit that the relay didn't reclose on. After going through the operations summary it appears the relay disabled the recloser. Manager Blomquist discussed this issue with Utility Engineers and it was decided to remove this relay from service and replace it with a spare relay. The relay settings and operations record file have been sent to Utility Engineers so they can determine if the relay needs to be sent back to the manufacture for repair. The second issue we had was with the annunciator, one of the internal power supply cards failed which made it so the annunciator didn't operate properly. We had the same issue with the same annunciator several years ago. We are working with the manufacture to come up with a better solution. The last issue was the Heat pump/AC unit stopped working. We had Greer onsite and they were able to get a replacement fan and motor. The manufacture of this unit was purchased by another manufacturer and it is no longer in production. Parts are already hard to get and will only get harder. Manager Blomquist will put it on the capital schedule to replace it.
- III. Infrared inspections have been performed at this location. There were no issues found.

b. Dobbinsville Substation:

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

ELECTRIC DEPARTMENT COMMISSION REPORT

September 26, 2019

Prepared by Scott Blomquist on September 19, 2019

- I. The Electric Department performed the monthly inspection at this location.
 - II. Infrared inspections have been performed at this location. There are several minor thermal issues that need to be addressed. We will be able to address them when we take an outage on the substation. A thermal issue was found on Delmarva's Transmission Line that runs along Norfolk Southern's tracks. The images were sent to their operations group as well as the MSC Liaison.
6. **Safety:**
- I. Daily tailgate sessions and safety meetings continue.
7. **Delaware Street Rehabilitation City:**
- I. There is nothing to update for this project.
8. **Third Street Parking Lot:**
- I. There is nothing to update for this project.
9. **Training:**
- I. Manager Blomquist is scheduled to attend the Customer Connections Conference in New Orleans October 27th -30th.
10. **MSC Facilities Tour:**
- I. The Facilities Tour was well attended and we received many compliments on how well our facilities were kept up.
11. **Mutual Aid:**
- I. MSC Electric Department personnel responded to the request for Mutual Aid regarding Hurricane Dorian. Manager Blomquist, Supervisor Granger, and Lineman Schmeusser joined 2 employees from Milford and 4 employees from Newark. On 9/3/19 as one group we travelled to Jacksonville FL with the intended final destination of New Smyrna Beach FL. The storm changed course and we were released on 9/4/19. We then traveled to

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

ELECTRIC DEPARTMENT COMMISSION REPORT

September 26, 2019

Prepared by Scott Blomquist on September 19, 2019

North Carolina with the intent that if we were needed we would be there to support. As we didn't get reassigned we travelled the rest of the way home on 9/5/19.

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

September 26, 2019

Prepared By: Jay Guyer on September 19, 2019

1. Projects

A. Riverbend Subdivision

1. The water system in Riverbend was flushed on September 3rd and 18th to maintain the required 0.3 ppm of Chlorine Residual.
2. Duffield Associates has been retained by Cecil Bank to prepare a due diligence report for all of the outstanding issues and items in the subdivision. WUM Guyer has forwarded requested information to John Fellows of Duffield including as- built water plans for the subdivision.

B. Water Metering

1. Meter reading was completed on September 12th. Water Operators followed up on water check reads and missed reads as needed.
2. Canada Dry Water Meter – The water meter experienced a communication issue between the register and the ERT causing the ERT to transmit an inaccurate high reading. The direct readings from the register were used to determine actual reads which reflected Canada Dry was over billed for water. A reimbursement will be made to the company. MSC operators replaced the malfunctioning ERT.

C. Cross Roads Well – Penn Farm

1. WUM Guyer followed up with DNREC in reference to our Allocation Permit Application. The permit application was advertised in the News Journal on Sunday, August 11th with the allocations quantities as requested. Per the DNREC there were no public comments and the internal review process has been initiated.

D. The Garrison Apartment Complex – 7th Street

1. MSC has completed installation of all water meters and collected representative bacteria samples from all 4 buildings. A final inspection was completed for the entire project and an updated punch list of items to be corrected will be generated and forwarded to the builder for completion. WUM Guyer and WUS Jaeger will review the project and start final billing and project closeout.

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

September 26, 2019

Prepared By: Jay Guyer on September 19, 2019

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

1. WUM Guyer and WUS Jaeger have reviewed the billing invoices to date and approved payments to both J. Fletcher Creamer and Brandywine Construction Company. WUM Guyer is working to get an answer on the final paving and restoration at the intersection of 6th and Delaware Street from Del DOT. WUM Guyer is reviewing budget vs. actual cost billing for the project.
2. Parts for the broken 8" Valve at 5th and Harmony Street were received and the repair completed on Tuesday, September 17th. Our Mueller Representative Mark Snyder was on site to guide and assist with the repair.

F. Utility Building Security System Upgrade

1. Security Instruments (SI) completed installation and testing of the security and fire systems for the Utility Building and Garage. WUM Guyer will purchase KNOX Boxes mounted for the Fire Department to have access to the facility should there be an alarm and a building address that will be placed on the front of the building for identification.

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. Construction of these 3 houses is complete, water meters installed, and bacteria samples collected. WUM Guyer will review and complete final billing for the project.

I. 1003 Wilmington Road – New Home

1. Construction of the houses is complete and the water meter installed. WUM Guyer will review and complete final billing for the project.

J. West 3rd Street Parking Lot Proposal

1. WUM Guyer has nothing to update on this project.

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

September 26, 2019

Prepared By: Jay Guyer on September 19, 2019

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

1. WUM Guyer has nothing to update on this project from Del DOT and Century engineering.

L. Delaware Street Repaving – City Project

1. Per City Engineer David Athey, City Council has reviewed the plans and bids for the proposed work and has decided to remove the widening of Delaware Street from 2nd street to the wharf turn around. Plans and bids for improvements to the wharf turn around are being further reviewed. Mr. Athey will revise the time line for the approved work.

M. Interconnection Room Re-piping

1. WUS Jaeger and Water Operators have been preparing the parts and materials for the re-piping project. Piping that could be removed has been, the remaining piping is being prepped for quick removal, and new parts are being prepared for assembly. WUM Guyer contacted Artesian Water Company to advise them the interconnection will be unavailable for the next 30 days while the piping is replaced. Currently September 23rd is the target week for the outage to replace the New Castle piping.

N. 9th and Young Street – 6 New Townhomes by Cirillo Brothers

1. Cirillo Brother's started construction on 6 new townhomes on 9th Street between Young and School Streets. The six water services for the properties were installed in 2017. Footer and foundations have been completed. WUM Guyer was contacted by Mike Cirillo of Cirillo Brothers to coordinate installation of the water services from the curb stop into the houses.

O. AMI Metering Project – American Municipal Power, Inc.

1. GM Patone and the management team have had several discussions in reference to AMI Metering and revisiting the AMP solution. GM Patone has scheduled a meeting for October 10th with Town of Seaford who has implemented the AMP AMI metering solution for both their water and electric systems. WUM Guyer and WUS Jaeger are researching options for AMI water meter solutions as well updating meter quantities for budgeting purposes. On September 19th, the management team attended a skype meeting / conference call with AMP representatives to review their AMI program. Their presentation was very informative and their packaged solution appears to be a viable

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

September 26, 2019

Prepared By: Jay Guyer on September 19, 2019

option for MSC to consider as we look for a partner to implement our AMI Metering solution.

P. Sherriff's House Improvements – National Park Service

1. WUM Guyer received calls from several engineer firms regarding upcoming improvements currently in the design and engineering phase for the Sherriff's House. One of the improvements includes upgrading the water supply for the building to include a fire system. WUM Guyer forwarded information including water plans and MSC's Technical Water Standards to the engineers. GHD Engineering, Inc. inquired about MSC providing hydrant flow data for the design of the fire system. WUM Guyer advised them MSC does not provide this information due to liability as MSC does not have a PE on staff to sign off on the data. GHD Engineering was advised MSC would have an operator on site to observe the flow test as they perform it then ensure our hydrants are secured and ready for fire department use after they complete their testing. The flow test is scheduled to be performed on September 25th.

2. Operations

A. Outages and Reporting

1. There were no planned and 1 unplanned water outage for the month of August 2019. The unplanned outage was for repairing the water service at 16 East 4th Street that became blocked during the cleaning and lining project.
2. WUM Guyer and GM Patone have not been advised of Delaware Department of Natural Resources and Environmental Control (DNREC) Secretary Shawn Garvin's decision to approve / not approve the permit filed by Waste Management's Delaware Recyclable Management, Inc. facility located in Minquadale to raise the height of the landfill from 130 feet to 190 feet. New Castle County approved proposed County Ordinance 19-046 which limits the height of landfills in New Castle County to 140 feet. WUM Guyer is drafting letters to DNREC Water Supply Section and ODW outlining MSC's concerns of possible contamination to the Potomac Aquifer regardless of whether the permit is approved to raise the height limit of the land fill or not.
3. WUM Guyer contacted Mike Donaway of Calgon Carbon to schedule the carbon change out for Vessel #1 with plans to fill it with 40,000 pounds of carbon to be consistent with Vessel # 2. The carbon in Vessel #1 was last changed in October 2017. The option of using pH stabilized carbon is being considered which will help with lowering the pH so

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

September 26, 2019

Prepared By: Jay Guyer on September 19, 2019

forwarded to WUM Guyer for review. WUM Guyer reviewed, signed, and returned the Proposal for Services to Mr. Jones. The next meeting is to be determined.

2. WUM Guyer was contacted by Steve Lewandowsky of Duffield Associates in reference to our interest in pursuing the matching Drinking Water Safety Assessment and Feasibility Evaluations (SAFE) Grant for the Arc Flash Study. I advised him I would evaluate however since it was a matching grant that I would not be able to pursue it until MSC entered into our FY 2021 Budget if approved.

D. Equipment

1. The new T-9 Dump Truck has an estimated delivery date of early December.
2. The meter reading Van T-3 is starting to experience mechanical issues. It is a 2003 Chevrolet Astro Van with 60,843 miles. WUM Guyer and EUM Blomquist will discuss options for replacing it.

E. Personnel and Training

1. Update on WUM Guyer.
2. WUS Jaeger attended the Smart Water Summit Conference on August 25th through the 28th in Scottsdale, AZ. He attended the 3 days conference for virtually no cost. He reported on the vendors and Smart Metering solutions they are offering as well as networking opportunities with other utilities.

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.

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

September 26, 2019

Prepared By: Jay Guyer on September 19, 2019

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. GM Patone attended the September 24th WSCC meeting.

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 September 26, 2019.

D. Water Operator Advisory Council Meeting

1. WUM Guyer participated in the September 5th Advisory Council Meeting by conference call. Council reviewed and approved Operator License Applications, Approved June 6th Meeting Minutes as amended, discussed draft regulations changes including additional definitions clarifying process / non-process courses and continuing education hours, Council Member Terms – applications are in the Secretary's possession for review / approval, council regulations review – DNREC Wastewater Advisory Council completed the last independent review, and DRWA now offers a 2 year Water Operator Apprenticeship Course with a Nationally Recognized Certification.
2. The next meeting is scheduled for January 2020.

E. Miss Utility of Delmarva Monthly Meeting

1. The next meeting is scheduled for September 24, 2019 at Smyrna Public Works.

End of Report

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