

Municipal Services Commission
Monthly Meeting
October 17, 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; Tara French, Manager, Accounting & Customer Service Department; Jay Guyer, Manager, Water Department; Scott Blomquist, Manager, Electric Department

Minutes – A motion was made and seconded to approve the minutes for the September 26, 2019 meeting. The motion was approved. A motion was made and seconded to approve the minutes for the September 26, 2019 executive session. The motion was approved.

Treasurer's Report – Treasurer Stubbs reporting

Ms. Stubbs reported a total operating cash balance of \$2,218,115.97. PNC escrow and meter deposit total in the amount of \$737,435.74. Total cash balance is \$2,955,551.71. Total investments are \$1,192,607.80. Accounting & Customer Service Department Manager Tara French reviewed the bank statements for the month. Ms. French had no questions. The accounts payable check register is attached to Treasurer Stubbs' report.

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

Accounting and Customer Service Department Report – Ms. French reporting
(See attached report.)

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

Water Report – Mr. Guyer reporting
(See attached report.)

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

Secretary's Report – Secretary Patone reporting

DEMEC – Secretary Patone and President Sippel attended the DEMEC meeting on October 15, 2019. The Board voted for the refunding of the 2011 bonds inclusive of both Beasley units. President McCullar reported due to a positive interest rate environment, it is believed anywhere from \$2-4 million can be saved overall with the current interest rate. Dr. Sippel stated Mike Barnes, DEMEC's Bond Counsel, gave a

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presentation at the meeting. President McCullar is still seeking resolution for the issue regarding Middletown's transmission line. Secretary Patone stated several teams from Milford and Smyrna attended "Light up Navajo" for the installation of electric lines last year. There is interest for groups to participate again this year.

Secretary Patone stated DEMEC's Board approved Management's proposal in relation to investments. The current Investment Vehicle is being sold to Federated Investments. The Audit Committee reviewed and recommended to go for an RFP to ensure DEMEC is getting the best options with investments. The investment change will take place by December 31, 2019. The recommendation is to go with the PNC Managed Investment Vehicle which is withdrawable within 30 days. The 1st quarter of the next calendar year (DEMEC's fiscal year) DEMEC will go out for an RFP with different investment brokers. This approach was approved.

Secretary Patone stated there is currently \$9 million dollars invested. The summer months resulted in an increase in revenues due to the high temperatures. DEMEC will be investing additional funds in the investment account. The City of Newark reported their Council voted to be 50% renewable in 2020. Tom Coleman, City of Newark Manager, indicated the Community has been going through sustainability analysis. City of Newark is working along with DEMEC to accomplish what Council has decided. The DEMEC Board reviewed some business model recommendations. There was a recommendation to come up with a new organizational chart. Secretary Patone stated it was identified that an accounting clerk position would be added to the organization. The Board approved the addition of an Accounting Clerk position. The hiring process will begin to accommodate the current individual in the accounting department.

Secretary Patone stated health insurance is currently 100% paid for DEMEC employees. The Board requested for the staff of DEMEC to review that policy. Staff provided a plan to move forward with employees contributing toward their health insurance. The plan would be phased in over two years. By the end of the phase in, employees would be contributing 6% toward their health insurance. In addition, a spousal clause was added to require a spouse who is offered health insurance through their employer to utilize that option. This results in significant savings for DEMEC. Most of the Municipalities including MSC, have this structure.

Cyber Security

Secretary Patone has been working with Jacob Blacksten, of University of Delaware. Mr. Blacksten is providing consultation services free of charge to MSC. There is a need of a plan regarding IT policies and procedures in order for MSC to be PCI compliant and to mitigate cybersecurity risks.

ATSDR – Secretary Patone stated the ATSDR have began collecting samples from eligible MSC customers.

Old Business

MSC contracted with Cohen Law regarding conducting a report in regards to promoting underground electric infrastructure. Secretary Patone stated the report suggested making ordinance changes. Cohen Law group, Secretary Patone, the City Solicitor, and City Administrator reviewed the changes and gave feedback. Secretary Patone stated the plan is to have the first reading of the ordinance changes at the November Council meeting.

New Business

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Secretary Patone asked the Commission for approval on the chemical rehabilitation of the School Lane Well in the amount of \$27,010 per the Water Department report

A motion was made and seconded to approve the expenditure. The motion was approved.

A motion was made and seconded to enter executive session at 4:51 p.m.

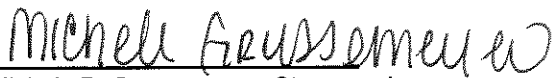
Commissioners returned to general session at 5:23 p.m.

Next Meeting

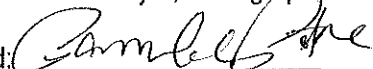
Commissioners set the next monthly Board meeting to be November 25, 2019 4:00 p.m., at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:29 p.m.



Michele R. Grussemer, Stenographer

Approved: 
(Minutes transcribed from recording)

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CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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Accounting & Customer Service Department Meeting Report

October 17, 2019

Prepared By: Tara French on October 15, 2019

- **Billing / Customer Service**

The Customer Service Department has been assisting customers with our new online bill pay service. Most of the phone calls have been from customers that were trying to utilize the old website. We currently have 594 customers on the new bill pay site.

The review of the County Sewer report did not yield any accounts with meter issues. Once the final review is complete, the report will be sent to the County.

The CSD prepared monthly billing to customers.

CSR Paula McHugh attended the Efficiency Smart presentation held at the New Castle Library on October 9, 2019. It was not well attended but she indicated those that were present were engaged.

The CSD will have a table at the Goodwill Fire Company's Open House on Saturday, October 26, 2019 and has some fun things for the kids provided by DEMEC.

- **Accounting**

Accounting is working on the six months ended September 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.

A review of the Operating Budget vs Actual at September 30, 2019 shows overall bottom line to be positive. See Summary attached.

Accounting is working on historical yield information in order to report that on the Treasurer's report in the next month or two.

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Operating Budget vs Actual Summary

Six months ended September 30, 2019

Prepared By: Tara French on October 15, 2019

- **Electric**

Overall the Electric Department is underbudget for the six months ended September 30, 2019.

- **Water**

The School Lane Well pump motor is in need of repair which will exceed the budget for this line item. We will attempt to defer expenses to minimize the impact of this unexpected expense.

Overall the Water Department is underbudget for the six months ended September 30, 2019.

- **General & Administrative**

Overall General & Administrative expenses are underbudget for the six months ended September 30, 2019.

- **Overall**

It is expected the bottom line will still be positive. Revenues have exceeded budget and the expenditures which will exceed budget are not significant.

We will continue to monitor the budget and report on a quarterly basis.

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ELECTRIC DEPARTMENT COMMISSION REPORT

October 17, 2019

Prepared by Scott Blomquist on October 8, 2019

1. **Developer Projects:**

a. **Sheriffs House:**

- I. There is nothing to update on this project.

2. **Capital Projects:**

a. **Van Dyke Village:**

- I. The third transformer location is complete. Customers fed from this location have been transferred to the underground and the aerial secondary drops to their houses have been removed. The rear property aerial primary is still in place as it feeds customers further down the line. Miss Utility locates have been called in and marked for the 4th transformer location. The electric crew will start excavating and installing conduits to this location.
- II. There was a complaint about an area we patched blacktop. GM Patone and Manager Blomquist met with the customer and agreed that the blacktop in the area the customer indicated could have been installed better. It was decided to remove and replace the blacktop.
- III. Manager Blomquist and Supervisor Granger met with Delmarva's metering department to address relocation of Delmarva's AMI collectors that will be affected by this project. Several solutions were discussed. We will review their proposed solutions and determine which one makes sense for this project.

b. **Wilmington Rd Substation:**

- I. Delaware Valley Fence and Iron is complete with the fence installation. The Electric Department needs to complete the grounding for the new fence installation before this project can be closed.
- II. There is nothing to update on the new camera installation at this time.

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3. Capital Purchases:

a. Dump Truck:

- I. There is nothing to update for this purchase.

4. Operations:

a. Outages :

- I. There have been no outages over the last month.

II. 10/01/2018 – 10/01/2019

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
15.121	0.478	31.601	99.99

SAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

ASAI - is the Average Service Availability Index.

5. Repairs and Maintenance:

a. Wilmington Road Substation:

- I. The Electric Department performed the monthly inspection at this location.
- II. The HVAC system has been fixed and is working properly.

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- III. Manager Blomquist and Supervisor Granger met with Ametek Power Instruments, the manufacture of our annunciators. We determined that one of the power supply cards in one of the annunciators at this location was bad. As this is not the first time we have had a problem with the cards going bad the manufacture is suggesting that we install a remote power supply that is more robust. They are also suggesting that we go through the wiring and determine if this annunciator is wired and programed differently than the other annunciators. Manager Blomquist and Supervisor Granger will continue to work to define the appropriate fix for this issue.
 - IV. On Friday October 4th we had Utility Engineers and a testing company they recommended come to the site to test the 210 relay that we had trip and not reclose. After testing the relay we were unable to get the relay to trip in the same fashion. We decided that we needed to send the relay with the program file and operations file to the manufacture so they can help us determine what the issue is.
 - b. **Dobbinsville Substation:**
 - I. The Electric Department performed the monthly inspection at this location.
6. **Safety:**
- I. Daily tailgate sessions and safety meetings continue.
 - II. An incident regarding connecting a trailer to a truck happened. The trailer tongue was not latched. When a piece of equipment was loaded on the trailer the tongue came off the ball and hit the tailgate. Operations will review this incident and try to determine an appropriate way to keep this from happening again.
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.

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9. Training:

- I. Manager Blomquist is scheduled to attend the Customer Connections Conference in New Orleans October 27th -30th.
- II. Staff is scheduled to go to Seaford on October 10th to look at their recent AMI installation to better understand the AMP solution being offered.

10. Capital Budget:

- I. Manager Blomquist has started working on the Capital Budget for FYE 2021

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Water Department Commission Meeting Report

October 17, 2019

Prepared By: Jay Guyer on October 11, 2019

1. Projects

A. Riverbend Subdivision

1. Riverbend was flushed on October 2nd to maintain the required Chlorine Residual.

B. Water Metering

1. Meter reading will be completed on October 14th. Water Operators will follow up on water check reads and missed reads as needed.

C. Cross Roads Well – Penn Farm

1. WUM Guyer followed up with DNREC in reference to our Allocation Permit Application, the internal review process has been initiated and should be assigned to a hydrologist by the end of October.

D. The Garrison Apartment Complex – 7th Street

1. The updated punch list of water items to be corrected was sent to the contractor and developer for completion. WUM Guyer and WUS Jaeger will review the project and start final billing and reconciliation.

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

1. WUM Guyer contacted DelDOT Traffic in reference to the proposed traffic signal replacement for the intersection of 6th and Delaware Street so a final decision on the paving and restoration can be agreed upon. WUM Guyer is reviewing budget vs. actual costs for the project.

F. Utility Building Security System Upgrade

1. Security Instruments (SI) completed installation. WUM Guyer is reviewing final billing, will purchase KNOX Boxes to be mounted for Fire Department access to the facility, and adding a building address on the front of the building for identification.

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G. Delmarva Power Gas Main Installation

1. Brandywine Construction Company, Inc. (BCCI) continues installation of the Delmarva Power gas main along RT-273 at the intersection of Basin Road. MSC is monitoring the installation to ensure no water related issues are arise.

H. West 3rd Street Parking Lot Proposal

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

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

1. WUM Guyer has no update on this project from Del DOT and Century Engineering.

J. Delaware Street Repaving – City Project

1. WUM Guyer has no update from the City or their Engineer in reference to the revised scope of work for the Delaware Street repaving project.

K. Interconnection Room Re-piping

1. MSC Water personnel completed removal and installation of the piping portion of the interconnection room re-piping project. All piping was disinfected, flushed and bacteria tested. Lineman completed wiring of the relocated water meters and connecting them to the SCADA panels. Keystone Engineering will be scheduled to complete the SCADA integration for the new Sodium-Hexametaphosphate chemical feed when running the 40HP finished pump. The interconnection is back in service and available for purchasing from or selling to Artesian Water if required. Artesian Water was kept updated of the availability of the interconnection throughout the project.

L. New Townhomes by Cirillo Brothers

1. Cirillo Brother's (CB) 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. MSC inspected the installation of the water services from the curb stop into the houses. CB used 2 ½" PVC conduit to sleeve the water services under the foundation. Water services were installed, inspected, and tested for leaks in general accordance with MSC water specifications.

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

1. GM Patone and the management team have had several discussions in reference to AMI Metering and the AMP solution. GM Patone, EUM Blomquist, and WUM Guyer met with Town of Seaford representatives on October 10th to discuss their experience with implementing the AMP AMI metering solution for both their water and electric systems. GM Patone will schedule a follow up meeting with MSC's team to discuss the next steps of implementing our AMI Metering solution.

N. Sherriff's House Improvements – National Park Service

1. WUS Jaeger met with GHD Engineering representatives on September 25th and observed a fire hydrant flow test at 2nd and Delaware Streets. GHD provided MSC with the flow data that will be used to design and properly size the fire system. Plans for the new water supply will be drafted and submitted to MSC for review to ensure they comply with MSC's Technical Water Standards.

O. Carrie Downie Elementary School

1. WUM Guyer and WUS Jaeger were contacted by Ted Lambert from Colonial School District prior to the start of the school year in regards to discolored water within the school. MSC met with Ted on-site and flushed the Private Fire Hydrant until clear water was observed. Colonial School District has been dealing with this issue since 2003 as their water service is an unlined 4" Cast Iron Pipe. Ted recently indicated that they are providing bottled water for drinking and food prep in the school. Colonial School District is working with Studio JAED engineering firm to develop a plan to replace their water service. WUM Guyer and WUS Jaeger reviewed MSC's Fire Hydrant spacing in the area of Carrie Downie and found that it does not meet MSC's 500ft spacing standard. MSC will install a new fire hydrant at the entrance to the school in accordance with our Water System Technical Specifications.

2. Operations

A. Outages and Reporting

1. There was one planned and no unplanned water outages for the month of September 2019. The planned outage occurred at the intersection of 5th Street and Harmony Street and was for replacing the broken 8" valve stem on an in-line valve. The outage lasted 15 minutes and affected 31 customers.

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2. Waste Management Minquadale Landfill - WUM Guyer has no update on the landfill permit modification. 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 or not the permit is approved.
3. Vessel #1 Carbon Change Out – WUM Guyer is working with Mike Donaway of Calgon Carbon (CC) to schedule the carbon change out. The option of using pH stabilized carbon is being considered. The cost of 40,000Lbs of Filtasorb 400 Carbon is \$1.45lb or \$58,000.00 or for pH stabilized carbon the cost increases to \$1.53lb or \$61,200.00. WUM Guyer signed and returned a non-disclosure agreement to review the process that CC uses to lower the pH of new carbon. After review, several questions were sent to Calgon in reference to the process. WUM Guyer completed an analysis to compare the cost of the flushing process vs. the cost of purchasing pH stabilized carbon.
4. ATSDR Testing in New Castle – MSC was notified on October 2nd that ATSDR/CDC is starting door to door recruiting in the sampling frame for their PFAS Exposure Assessment in New Castle. ATSDR staff members will be visiting homes who were invited to participate in the study but who have not responded to letters or phone calls. Selected households in the MSC service territory are eligible to participate if they have resided in the sampling area for one year prior to the eligibility date of August 5, 2014.

B. System Repairs and Maintenance

1. School Lane Well Rehabilitation - WUM Guyer discussed possible well issues with A.C Schultes who developed a budget number for options of rebuilding the pump assembly and well rehabilitation. After review and discussion, WUM Guyer recommends rebuilding the pump assembly and performing a chemical rehabilitation of the well at an estimated cost of \$27,010.00. If chemical redevelopment is not effective in restoring the well, high pressure jetting and overboard pumping will need to be performed at a cost of \$27,000.00. Total cost for both would be just over \$54,000.00. This unplanned failure was not budgeted for in the current fiscal year.
2. MSC water operators repaired a leaking bell joint using a bell joint repair clamp on the 12" Cast Iron water main located on West 10th Street between School Street and Young Street. MSC will schedule repaving of the roadway.

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3. The fire hydrant at 2nd and Delaware Street malfunctioned during flow the test for the Sherriff's house. A main valve repair kit was ordered and the repair will be completed the week of October 16th.

C. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – MSC ESRI software has been updated to the latest version with guidance from RKK. WUS Jaeger has been working with Tom Earp, RKK GIS specialist and gave him a copy of the water mapping database. Tom is reviewing the database to determine what data will be needed for the asset management plan. Bruce Jones, P.E. of RKK Engineering is working on the revised Scope of Work and estimated completion dates are being revised for final review and acceptance by MSC. The next meeting is to be determined.
2. Drinking Water Safety Assessment and Feasibility Evaluations (SAFE) Grant - WUM Guyer will evaluate the matching grant for completing an Arc Flash Study of all water facilities for inclusion in our FY 2021 Budget.

D. Equipment

1. The new T-9 Dump Truck – the chassis has been delivered to the body manufacturer for the dump body to be installed. The truck is scheduled for an early December delivery.
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. WUM Guyer and WUS Jaeger completed and forwarded annual employee evaluations to GM Patone and OM/HR Stubbs. Evaluations were completed on September 30th.

F. Safety

1. MSC Water Operators and Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day, potential issues or hazards to be considered, and safety concerns.

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2. MSC Water Operators and Facility Person continue with Safety Training utilizing the 2019 AWWA 52 Safety Talks Manual, AWWA Support videos, and other supplemental materials.

3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. Scheduling of the next WSCC sub-committee meeting to evaluate the Northern Delaware Drought Operating Guidelines is pending.
2. The next meeting is scheduled for January 30, 2020.

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 date is to be determined.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for January 2020.

E. Miss Utility of Delmarva Monthly Meeting

1. The next meeting is scheduled for October 17, 2019 at Maple Dale Golf Course, Dover DE.

End of Report

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