

Municipal Services Commission  
Monthly Meeting  
January 30, 2020 – 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: Tara French, Manager, Accounting & Customer Service Department; Jay Guyer, Manager, Water Department; Scott Blomquist, Manager, Electric Department

Michael Johnson and Jillian Jurczyk, Utility Financial Solution (via telephone)

Water and Electric Financial Projection- Slide Presentation– Michael Johnson and Jillian Jurczyk with Utility Financial Solutions presented the Commissioners and Management team with a slide presentation.

Mr. Johnson explained the assumptions used in the study: a 2.5% inflation rate excluding depreciation and power purchase a .5% growth rate for both utilities and securing of a bond in year 2022 to fund an AMI project with the costs split 65% for electric and 35% for water. The bond assumptions are \$1.6 million 10-year bond at 5% interest. Based on information provided by DEMEC there will be a decrease in the Purchase Power charge for FYE 3-31-2021.

Electric Summary– Mr. Johnson reminded the Commissioners the previous fiscal year implemented a 2% rate decrease for electric. This year the recommendation is an overall 1% decrease. He went on to recommend the customer charge (flat fees) be increased but the per kWh rates decrease.

Minimum Cash– Mr. Johnson discussed the need for the Commission to ensure there is enough cash available to pay O&M expenses and Purchase Power expenses. In calculating a minimum cash requirement, the age of infrastructure is considered. A value is assigned between 1 and 3% based on the age, to recognize the need for additional funds in the case of a catastrophic event occurring. Events such as an ice storm or other weather events. MSC has a fairly new system, giving it the 1% minimum of debt service ratio assigned. As the system ages, MSC might get to 3%. Note this is not enough money to replace the system but is enough to get started while waiting on insurance or FEMA money to come through. Secretary Patone asked for clarification on Mr. Johnson's indication of the MSC's infrastructure being assigned a 1% value. She confirmed the determination is based on fixed assets and what % they are depreciated. Mr. Johnson agreed and went on to explain typically the average Utility in the U.S. is 50% depreciated. If a utility is less than 50% depreciated it would be assigned a 1% value, 50-53% depreciated the value is 2% and above that is 3% in order to recognize the risk. UFS's calculation indicates the minimum amount of cash for the Electric Department needs to be between \$1.6 million and \$2.0 million and the Water Department between \$600k and \$1.0 million over the next 5 years. Note this number is a

minimum not a goal. The minimum keeps the MSC from falling below the levels. The Water Department cash levels are below levels and this should be addressed in the form of a rate increase.

Debt Service— The MSC has not incurred debt on its financial statements. It is expected the MSC may secure bonds (possibly through DEMEC) to upgrade the metering system to AMI and make necessary water system improvements. The projection has included debt service coverage at 120% to account for these capital improvements.

Target Operating Income— The target operating income figures reflect how much profit is needed to break even as a nonprofit utility. The profit is necessary for the MSC to invest in fixed assets. The fixed assets need to be replaced at the end of their useful life. The fixed assets are depreciated over the years, but at the end of the fixed assets depreciation the fixed asset is going to need to be replaced at an amount more than just the depreciation amount because of inflation. The Target operating income is calculated to fund the inflationary costs of the replacement of the assets that are in service.

Water Summary without Adjustments— Mr. Johnson reviewed the summary of the water financial projection which reflected the operating income was not sufficient to produce a positive cash balance. This has been the case for several years and rate increases have been approved consistently to attempt to get rates closer to cost of service.

Rate Track Proposal— UFS is recommending a water rate increase in FYE 3-31-2021 of 9% and a series of 3% rate changes viewed as inflation for the following 4 years. Mr. Johnson indicated in the last several years, the MSC has been bridging the gap toward a positive minimum cash balance by increasing rates and adjusting operating income. He went on to suggest bond issuance for improvements would assist with the cash balance. He suggested Water needs to have a minimum of 45 days cash available. Similar to the Electric Department, the Water infrastructure is also a newer system and has been assigned 1% value.

Commissioner Hansen inquired whether the new project on Delaware Street cost considered in these calculations. Secretary Patone communicated the Delaware Street project was not part of the financial projection. She advised the Commissioners could address the possibility of implementing this project into this projection or wait until next year when the full cost of service study is done.

Guidance— Mr. Johnson advised in previous years MSC has increased the electric customer charge by \$1.00 and then adjust the overall electric rate structure in electric. He asked for approval for a 1.0% decrease with the flexibility in the rate design to do +/- 0.5%. This would be making the maximum decrease which would be the medium/large general service of 1.5%. This flexibility still has all customer classifications showing a decrease but some would be -0.5%. The design would have residential at -0.5% and balance it out with the commercial accounts. For Water, the rate change would move towards the cost of service. The water customer charge is not anticipated to be changed; the rate change would be on the per gallon charge with the exception of fire protection.

Large Commercial Water Customer— Mr. Johnson advised there is a breakeven point in sales of water where all distribution costs are covered. At that point the only costs to be covered are the treatment chemicals, energy and purchase of water if necessary. The rate design proposal reflects giving a rate reduction in the winter months to high water users to reflect this breakeven point.

Secretary Patone reminded the Commissioners anytime a rate change is considered; the management team does an analysis of key accounts to understand the effect of the rate change on the customers. The largest water consumer, Nixon Uniform would benefit from the breakeven point calculation and be less adversely affected by the water rate increase. MSC asked UFS to prepare this analysis to confirm the rate change was in alignment with the cost to serve. The rate reduction over a certain number of gallons used would be on large size water services. There are other larger size services which are irrigation accounts, therefore, the reduction will be set up for winter months so there will not be an incentive to utilize large amounts of water in the summer which would be contrary to the MSC conservation philosophy. Also, it would give reduction to customers who are not year round large water users. The analysis is appreciated as the MSC wants to be sensitive from an economic development perspective for keeping our commercial parks full.

Secretary Patone confirmed with Ms. Jurczyk that the capital projects included a possible Administrative Office expenditure. The estimated \$1 million capital outlay for the Administrative Office was part of this projection. In conversation between Secretary Patone, Mark Beauchamp, and Michael Johnson; it was discussed to present the cost as rent expense instead of a mortgage at this time. Secretary Patone went on to advise that Mr. Johnson will be looking for guidance for moving forward, however, the commissioners typically need time to digest the information presented. There being no further questions Secretary Patone thanked UFS and stated the presentation was a good summary of where MSC has been and where we are headed.

*Presentation was concluded. Mr. Johnson and Ms. Jurczyk exit the meeting.*

Commissioner Knox had questions regarding the minutes. He asked, was it the plan as stated for paving at 4<sup>th</sup> Street going towards 5<sup>th</sup> Street. The Delaware Street Railroad Crossing project completion time move from July 2020 to July 2021 and then pushed back to 2020. Secretary Patone confirmed this is correct information available as of the date it was presented. Secretary Patone clarified Delmarva Gas' plans are to begin the second week of January 2020 at 4<sup>th</sup> street going towards 5<sup>th</sup> street. Their gas lines end at the Strand, 4<sup>th</sup> to The Strand. However, in Manager Guyers plans the City was talking about the paving of 4<sup>th</sup> to 5<sup>th</sup> causing possible confusion in transcribing. Ideally transcription is what is actually said.

Secretary Patone states she and Manager French will review the recording and make adjustments. Confusion in transcription is understood among the group. Manager Guyer states and it is agreed that these are two distinct projects, paving and gas. The City's plan includes 5<sup>th</sup> to the Wharf. The City is trying to get additional money to do 5<sup>th</sup> to 6<sup>th</sup>. It has not been confirmed all can happen, yet the money is available to do the planned 5<sup>th</sup> to The Wharf paving. Secretary Patone suggests for clarification for those not in the room, it is best to clarify 3 projects. 1. MSC Ariel to Underground; 2. Delaware Street Paving from the City; and 3. Delmarva Gas.

Commissioner Knox asks if the City paves 5<sup>th</sup> to the Wharf, does that mean Delmarva Gas will come in and rip that up for their project. Manager Blomquist states Delmarva already has high pressure to 4<sup>th</sup> Street. Converting of the high pressure to the low pressure is from 4<sup>th</sup> to the Strand. Manager Guyer states Delmarva Gas did provide the City with a 5 year plan of which MSC has a copy of, converting all of the low pressure to high pressure.

**With the one adjustment, a motion was made and seconded the minutes for the December 19, 2019 meeting. The motion was approved. A motion was made and seconded to approve the minutes for the December 19, 2019 executive session. The motion was approved.**

Special Meeting minutes will be presented at the next meeting.

Treasurer's Report— Manager Stubbs reported a total operating cash balance of \$2,330,593.89. PNC escrow and meter deposit total in the amount of \$742,720.05. Total cash balance is \$3,073,313.94. Total investments are \$1,191,720.27. Water Department Supervisor Ryan Jaeger reviewed the bank statements for the month. Ms. Stubbs answered his questions satisfactorily. The December 2019 accounts payable check register is attached to Treasurer Stubbs' report.

Manager Stubbs brought certain disbursements to the attention of the Commissioners. There was payment made to New Castle Cares Fund for \$5,000.00 which is budgeted each year. City Appropriations check was disbursed in December. A check was disbursed to Terri Guyer for the newsletter in the amount of \$1,000.00. Secretary Patone mentioned Keystone Engineering disbursement was for SCADA for Water. Manager Guyer had a clarification. This was for the failure of the SCADA at the million gallon tank. This is the main communication hub for all sites, making it one of our critical locations. Commissioner Hansen asked if it was time for our financial advisors to come in on investments. Secretary Patone responded they are scheduled for the spring, yet they can be invited at any time. Commissioner Knox indicated spring time frame is sufficient. Commissioner Knox inquired about the \$5,000.00 to New Castle Cares Fund. Secretary Patone explained, MSC includes this in our yearly budget in the amount of \$5,000.00 to the Salvation Army to aid our customers. The Salvation Army distributes to our customers based on need. Secretary Patone continued, at one point MSC stopped soliciting our customers to also contribute because there were excess funds. The goal for next year is to solicit our customers to also help support the fund again. MSC redesigned the program as well to give more, previously there was a limitation of \$300.00 in support. Manager French stated the limitation is currently \$400.00 and it is used for electric and water.

**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.)

Accounting has prepared and distributed 1099's to vendors for review. Filing due date is February 28, 2020.

Of the net deficit of \$14,476 in Water, \$9,594 of that was due to the loss on disposal of Carbon Vessel no 1.

Dr. Hansen inquired if any of the Delaware Street project gets capitalized. Secretary Patone stated all that is related to MSC electric will get capitalized. Secretary Patone went on to explain that for what MSC pays for Comcast and Verizon's portion in the project will be classified as contribution to the City. Secretary Patone advised that she had a conversation with Dr. Sippel about sending a follow up letter to the City explaining how it would get reflected for accounting purposes. Secretary Patone indicated she will be drafting the letter for the Commissioners to review.

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

Outages: Dr. Hansen inquired regarding an outage in Mr. Blomquist's report. He asked if the primary line is 1200 volt. Manager Blomquist stated it is a single phase line so it is 7200 volts phase to ground, which is MSC 12KV system single phase voltage to ground. Discussion ensued on how it happened explaining the roofer was moving an extended ladder and leaned it against the primary line. Manager Blomquist advised that MSC provides a free "cover service" for roofers and painters but did not hear from this group.

Wilmington Road Substation: Manager Blomquist reported he received the 210 relay back last night and will file a report on it for next month's Commission meeting. He is still trying to figure out the best way to move forward with it.

Delaware Street Rehabilitation City: Manager Blomquist provided Commissioners with an update. Dr. Hansen asked for clarification on a statement made earlier that Verizon would go all the way to the Wharf. Manager Blomquist responded Verizon does. That part was part of the plan to go underground for the first part of it. 3<sup>rd</sup> street to Dalby Alley was the piece they added on top of the original. Their original proposal when MSC asked them to go underground included Dalby and the Wharf to 2<sup>nd</sup> street. MSC asked Verizon to add 2<sup>nd</sup> to 3<sup>rd</sup>. Manager Blomquist stated pictures have been taken of location to survey exact conduit placement which will be drawn directly on the pictures. Conduit placement will be provided to affected customers. Manager Blomquist stated the customers the MSC has been able to meet with have expressed their excitement of getting this project started, noting there are some customers the MSC has not had the opportunity to meet with yet.

Itron FCS upgrade: Manager Blomquist stated we are at the end of support for our MVRS in December of 2020. Switching over to Itrons newer software will allow us to have continued support for existing meters. We will not be switched over to AMI at that point.

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

Projects

Water Metering: Manager Guyer stated the past month he has been working on retrieving data out of our existing water meters for TA Instruments. They have inquired about retrieving real time data, and low profiling data. Mr. Guyer was successful in retrieving hourly data from their water billing meter. He reported we did have a meeting with them on January 29, 2020. What they are really interested in is getting real time data out of their irrigation meter. Dr. Hansen asked if this requires physically going out to the meter to get the detail being requested. Manager Guyer states, to get the detail the meter has to be set up for a separate route. That route then has to be loaded into the software. There are additional data logging settings necessary within the metering software to tell it how to collect. Until we get AMI, it does involve physically going out because it takes 3 to 4 minutes to download 40 days of data. It does involve a physical trip, until we convert to AMI meters. Secretary Patone included TA is looking for a portal that they review on a daily basis and get alerts on usage. AMI has the capability, yet with our current AMR system would be cumbersome. Manager Guyer offered great suggestions. Manager Guyer discussed the feasibility of possibly setting up a small SCADA system and putting in a meter they use to get real time data. It would be

all on their end with no effect on MSC. Manager Guyer will continue to review options and look at a meter TA Instruments explored on their own. TA is also interested in possible expansion of their facilities which requires a follow up with City building official, Jeff Bergstrom. Commissioner Knox asked if TA was a top 10 user. Secretary Patone responded they are the 2<sup>nd</sup> largest customer of MSC. Secretary Patone added that Mr. John Burns is the facility manager, and finds our key accounts program beneficial. He appreciates the responsiveness of the team. Mr. Burns utilizes the MSC as much as possible.

Cross Roads Well – Penn Farm: Manager Guyer noted one item that surfaced regarding the allocation permit application. MSC records indicated the original allocation was issued in 1960. In the mid 80's there was a transfer permit issued for the City to provide water through the interconnection through Artesian. MSC has an approved copy from the Delaware River Basin Commission. DNREC had no record of the transfer. MSC scanned and emailed a copy of the document to DNREC. Manager Guyer had a conversation with the branch manager. Currently no one on staff at this time has issued one of these permits and there is uncertainty on how to proceed. The Title 7 statue was turned over to their attorneys for further review and direction. Within the statue it says to transfer water there should be a transfer permit issued. While this is unfamiliar territory, Manager Guyer feels progress is being made and management indicated MSC should have something by the end of February.

New Townhomes by Cirillo Brothers: Manager Guyer stated when the contractors are ready they may start moving forward with water service hook up in the homes.

AMI Metering Project – American Municipal Power, Inc: Manager Guyer stated Secretary Patone and the management team met with Brandon Poddany yesterday. MSC continues to get useful information regarding the AMI system and benefits of Itron equipment. One of the items to consider is how the MSC maintains our current AMR system with Itron. Manager Guyer stated that MSC will need to make the investment in the software and equipment.

Sheriff's House Improvements – National Park Service: Manager Guyer has been in contact with Logan Yiengst of GHD Engineering in reference to the water system design. Manager Guyer will review and comment on the plans. Manager Guyer reminded Mr. Yiengst of the time line of the Delaware Street paving, gas main and underground electric work.

## Operations

Outages and Reporting: Manager Guyer reported no planned or unplanned outages for the month of December 2019.

ATSDR Testing in New Castle County: Manager Guyer stated the results of the testing indicated MSC system was non-detect for PFAS contamination. There were water samples taken from residential homes taps as part of the ATSDR testing.

## System Repairs and Maintenance

School Lane Well Rehabilitation: Manager Guyer stated chemical redevelopment of school lane has been completed, the post TV inspection is acceptable. The 1" drop tube appears to have been kinked during

installation, MSC is waiting to hear back from ACS to correct the drop tube installation and perform pump startup.

Manager Guyer reported a fire hydrant on 9<sup>th</sup> and Gray Street was hit and damaged by a car on the evening of January 12, 2020. A police report was completed and turned over to Business Manager Stubbs. Operators were mobilized and completed the repair of the hydrant, paving will be completed when the asphalt plants reopen. On the evening of January 23, 2020 water main break was reported at 749 W. 12<sup>th</sup> Street in Washington Park. Dr. Hansen inquired if there was an outage. Manager Guyer advised there was an outage and will be reported in next month's meeting because the event took place in January, but he wanted to report today for awareness.

Capital Budget: Manager Guyer stated changes from last month's reporting include Delaware Street Rail Road Crossing will need to be moved to next year's budget. Meter reading equipment to be able to maintain our current AMR system costs \$30,074.

Trucks/Large Equipment: Manager Guyer reported operators with the assistance of lineman repaired the rotted bed of one of our older 2007 utility trucks. Crews removed the bed put in a new floor and corrected holes in compartments that were causing issues with tools getting damaged and rusted. MSC was able to reseal the bottom and paint the body giving another 5-7 years out of the truck without issues.

Safety: Manager Guyer stated the Water Department has been reviewing and making notes for updates to MSC Safety Policy and Procedures Manual.

Reporting Agencies: Manager Guyer reported the Water Supply Coordinating Council Meeting was productive. Manager Guyer stated one of the requirements the MSC has worked on over the last several months was getting water conservation rates that we have, part of the statute requires MSC to get an evaluation every 5 years. Manager Guyer stated Secretary Patone did the bulk of the work on this gathering information from 1998 and providing a graph evaluating the overall trend. It illustrated even though our system is grown in customers are demands have dropped steadily since 1998. A lot of components can factor into consideration. Replacing older appliances with more efficient ones, whether it be washer, sinks, showers toilets, and new construction is all more efficient appliances. Additionally, it is believed overall people are more conscious and aware of water usage. Other contributors is going to monthly readings, allowing MSC to identify problems and correct problems in a 30 day window as opposed to 90 days. MSC found this to be a useful report and valuable to look at the trend going forward. The council voted to approve the 5 submittals from the 5 water purveyors, these are only purveyors in New Castle County.

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

#### Secretary's Report – Secretary Patone reporting

DEMEC – President Sippel and Secretary Patone attended the DEMEC meeting on January 21<sup>st</sup>. President McCullar reviewed the November 2019 financial statements. The Executive Committee provided no updates. The Audit Committee reported the auditor RFP when out to a limited group this time. The decision to not change auditors this past year was due to the change in staffing in the DEMEC finance department. The top 2 contenders from last year's RFP were asked to resubmit proposals. Audit is underway with Baker Tilly, the staff was asked to present a budget and finance calendar to review. The

plan is to broaden the scope of the committee from just audit to finance at the same time not to hold up staff from performing their monthly and daily activities.

President McCullar reported Unit #1 at Freemont Facility had a fire shortly following the recent maintenance outage. It was discovered the reinstallation of some components were installed improperly. AMP group is investigating responsibility with the contractor who performed the maintenance. Research indicated this would be difficult to determine. President McCullar went on to report the Beasley Units had some lower dispatch recently largely due to the competition of larger generators. Beasley dispatches at the top of the demand curve making rates higher and not as competitive at times. DEMEC staff went on to report the APPA Legislative Rally is coming up, DEMEC staff will be in attendance and will attempt to reach out to Delaware legislators and meet with them. Members of the board are welcome to attend.

RP3 Status: Several of the municipalities applied for RP3 status this past year, some were approved at gold, platinum being a higher status. Some applications were denied the award. Secretary Patone gives an example of why the award might be denied stating a policy was in place to distribute and get a signature signoff on the safety manual by all employees, which we do at the MSC. The reason for the rejection was because it was not stated in a meeting and their commission or council did not include it in the minutes that it was requirement. This gives helpful insight for the MSC, even though we have a lot of best practices internally with management we do not necessarily bring to the commission. It is believed the objective is that it set the tone at the top and the organization is mandated by their oversight to do so. MSC continues to learn and as discussed it is the desire to pursue this certification or designation in the future.

Strategic Planning meetings were discussed, as mentioned in the past they will be reaching out to council and commissioners to find out the desires of individuals regarding DEMEC's operations. Secretary Patone made an inquiry at the last meeting and it was indicated too much work for this program to reach out to each council/commission member therefore it is preferred each community respond as a whole. The plan is for DEMEC to provide the questions in advance to share with the commission for their feedback. This allows each individual municipality to report what their oversight group is intending. Meetings are to start in March hoping to get those questions in February to provide time to respond.

Some members of DEMEC are being recognized for their Mutual Aid participation. The MSC was recognized for participating in the Dorian Mutual Aid efforts to the communities in Florida. Other municipalities are being recognized for participation in the Light up Navaho effort.

The DEMEC board agreed to stand on the remaining reports on the DEMEC agenda due to time constraints and moving to Executive session.

Cyber Security: Secretary Patone reports the ongoing efforts in the IT arena to ensure we are addressing necessary areas. In a discussion between Secretary Patone and Mr. Barthel regarding a penetration test that was performed 4-5 years ago offered by the State free to municipalities, it was agreed to explore another testing. Unfortunately since we already completed it and there are communities who have not had the opportunity get first offering but we are on the list. Both agreed the information was helpful to identify areas we need to work on, necessary steps have been taken and future penetration test offered free by the State are welcome. In addition the IT group has been reporting for the last 6 months the current exchange server is at the end of its useful life. It is a small business 2011 version which is no longer supported. The recommendation is to not purchase an exchange server due to the high expense, instead purchase a domain controller which is less expensive to be shared with the City. In addition migrate email to a hosted



solution which is in the cloud. The cost of all of this will be less than and capital item, both the City and MSC have the funds available within their respective operating budgets, both agree this is the best solution and plan to move forward. Total Cost \$9,355 shared jointly with the City approximately \$4,700 each.

ATSDR: Communication will include the tap water test done for selected homes related to MSC territory was non-detect. The individuals who participated should receive their results April 2020.

Old Business: Ordinance changes the City presented at their January 2020 meeting being the first reading is not typically for public comment. A public hearing is anticipated to be held in March unless this is a special meeting held in February. Secretary Patone indicated if there was a need MSC would be present.

Electric Vehicles: No update provided at this time because of the focus on the Delaware Street project, capital budgets and financial projections.

Feasibility Study: Secretary Patone and Mr. Barthel will begin meetings with consultants regarding plans. Requested information has been provided. Secretary Patone noted that in addition to the MSC count she included an additional office space for potential IT or other growth. Dr. Hansen asked if the City used the same IT. Secretary Patone confirmed both the City and MSC use the same IT.

Capital Budget: Water and Electric have provided details within each departments report. A summary was also provided in November. Secretary Patone stated her desire to delay presenting for an additional month while waiting on Henkel's to provide their numbers and allowing the MSC the opportunity to review the design. Secretary Patone, Manager Blomquist, Henkel's and Verizon have a meeting set in a week to review the design and get more detail.

New Business: Secretary Patone reported the DEMEC Member Certificates have been signed by the Secretary in the past. The DEMEC Member Certificate: AMP Fremont Energy Center-Gas Supply Contract was submitted by DEMEC for signature with direction from DEMEC that it did not need to be approved by the Commission in advance. Secretary Patone communicated the MSC has a president and she is the secretary, therefore, she wanted to confirm the appropriate officer to sign these documents. Secretary Patone consulted with MSC's attorney Dan McCollom and he had are no concerns regarding the secretary signing of the certificate, nor are concerns with the certificate itself. Secretary Patone stated the attorney typically reviews DEMEC documents in addition to MSC internal review. Mr. McCollom requested Secretary Patone reaffirm with a vote from the commissioners on their intention for Secretary Patone to sign documents. Other options to consider is signing on a document by document basis or state in the future all documents should be signed by the president. Secretary Patone stated clarification of the role is warranted, the perspective is that there is some inconsistency with DEMEC requirements. Some documents require information in approved minutes and president's signature, other documents do not require to be in the minutes or commission sign off. DEMEC has attorney's that make that distinction, Secretary Patone stated she is not clear on that distinction. Secretary Patone requested to reaffirm the commission has read the attorneys statement that she had the ability to sign the certificate, in addition is requesting a conversation on what the commissions intentions would be going forward. Secretary Patone offers the option of obtain legal counsel to determine if secretary vs. president signature. In a discussion among the commissioners it is indicated since they are infrequent and not time sensitive we could take them on one by one.

**A motion was made and seconded to approve the already signed document in December authorized by the attorney. The motion was approved.**

Personnel Budget: To be covered in executive session.

Operating Budget Assumption: Secretary Patone stated a summary of the budget assumptions are provided in the January meeting with the detail presented at the February meeting. A large portion of the assumptions were presented in the financial projection presentation. These assumptions included 2.5% increase in expenses due to inflation; 0.5% growth in water and electric consumption. Purchase power consistent with DEMEC budget and depreciation based on estimate. MSC has not seen growth within electric and water and has been 1% in previous years. Secretary Patone has suggested 0% but felt comfortable with .5% assumption because we have new apartment complexes. Secretary Patone poses the question to the commissioners asking if there are questions or directions regarding the study without having an opportunity to review. Dr. Hansen stated he still felt unclear with some of the information presented but in general it looked solid, the big question would be the change in our Capital Budget. Secretary Patone suggested we could give the consultant the new information, or utilize electric department reserves to fund the project. Dr. Sippel asks Secretary Patone how comfortable she is with Henkel's numbers. Secretary Patone state the numbers have not changed since the last review, there is concern on how to pump out water on Dalby Alley once the manholes are in place. Secretary Patone indicated that the previous statement from Henkel's that the numbers could decrease is no longer accurate. Dr. Sippel asks how big of an affect with the project will have on cash reserves. Secretary Patone stated we can delay the AMI project to lessen the impact. Secretary Patone's position is to move forward in agreement with our underground utility initiative. Dr. Sippel commented he does not believe stewing over numbers will provide a great change. Dr. Hansen stated overall cash balance over 5 years for electric even netting both looks healthy. Dr. Sippel inquired if Nixon was made aware of another water increase? Secretary Patone stated yes but part of the analysis with a 4" allows Nixon to absorb only 5% overall increase for water instead of 9%. We need to be sensitive to water only accounts like School House Lane Apartments because they don't have electric with MSC to offset the water. Secretary Patone poses the question do we have a direction for the consultants to move forward with the rate design with their recommendations without further calculations? Dr. Hansen asks how solid is DEMEC decrease in energy cost? Secretary Patone responded it has already been implemented, and we are already paying less starting January. Secretary Patone suggested to address the executive session items and the Commissioners can vote on the financial projection/rate design when they reconvene General Session.

**A motion was made and seconded to enter into executive session at 5:47pm. The motion was approved.**

Commissioners returned to general session at 6:14pm

Letter to City Council: Secretary Patone stated when an appointment or term is coming to expiration she sends a formal communication to the organization and is requesting a review of her letter to City Council President Linda Ratchford advising the need to reappoint Commissioner Dan Knox or appoint a new Commissioner. The Commissioners had no recommended changes.

**A motion was made and seconded to approve the personnel budget for 2020-2021. The motion was approved as presented.**

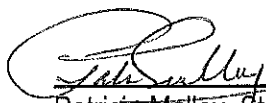
A motion was made and seconded to approve Secretary Patone having Utility Financial Solution authorization to develop the rate design in accordance with the guidance in the financial projection. The motion was approved.

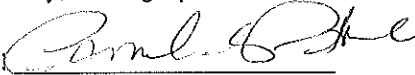
Next Meeting

Commissioners set the next monthly Board meeting to be February 27, 2020, 4 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 6:17pm.

  
\_\_\_\_\_  
Patricia Malloy, Stenographer

Approved:   
\_\_\_\_\_  
(Minutes transcribed from recording)

# **MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

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## **Accounting & Customer Service Department Meeting Report**

**January 30, 2020**

**Prepared By: Tara French on January 27, 2020**

- **Billing / Customer Service**

The Customer Service Department continues to see more customers utilizing the online bill pay service.

The CSD has begun reviewing reports for the annual electric and water billing audits.

The CSD prepared contact information for GM Patone for customers affected by the Delaware Street Undergrounding Project. Phone notifications have been set up in preparation of future communications.

ACSM French prepared and analyzed water consumption for the calendar year 2019 for the Water Department's review for DNREC reporting purposes.

ACSM French set up a mock TA Instruments account in a test site of the billing software for WUM Guyer to test meter reading data in order to assess TA Instruments' needs.

Electric consumption of MSC Top 10 customers was also reviewed by ACSM French and EUM Blomquist for calendar year end reporting requirements to DEMEC.

The CSD prepared monthly billing to customers.

- **Accounting**

ACSM French prepared and submitted additional draft copies of the ACSD Operating Budgets for the FYE 3-31-21 to GM Patone for review.

ACSM French had a discussion with GM Patone regarding the Quarterly Capital and Operating Budget vs Actual reports. We would like to recommend that these quarterly reports be presented to the Commissioners in the second month following the quarter to allow for a more detailed analysis.

# **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**

**January 30, 2020**

**Prepared By: Tara French on January 27, 2020**

Accounting has prepared and filed 1099s.

Accounting prepared the nine months ended December 31, 2019 workpapers and Financials Statements:

Total assets are \$20,351,527 for the nine months ended December 31, 2019.

There was a Surplus in Net Assets of \$600,000 of that \$270,742 is due to capitalized labor and equipment. This leaves a net deficit of (\$14,476) in Water and a net surplus of \$343,734 in Electric.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 30, 2020**

**Prepared by Scott Blomquist on January 23, 2020**

**1. Developer Projects:**

**a. Sheriffs House:**

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

**b. 20 Arbutus:**

- I. The Electric Crew installed conduit and wire to this location. We received an inspection card and the electric service was turned on. We need to patch the road to complete this project. As the asphalt plants are currently down for the winter we expect to complete in the spring when they reopen.

**2. Capital Projects:**

**a. Van Dyke Village:**

- I. There has been no work on this project. We plan to start back when the weather warms back up.

**b. Wilmington Rd Substation:**

- I. There has been no work on the fence over the last month.
- II. Cameras have been installed at this location and they are operational. We will work to get this project closed.

**c. Dobbinsville Substation:**

- I. Cameras have been installed at this location and they are operational. We will work to get this project closed.

**3. Capital Purchases:**

**a. Dump Truck:**

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

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**4. Operations:**

**a. Outages :**

- I. We had one outage over the last month. 01/10/20 a Roofer working at 38 W 5<sup>th</sup> street leaned his aluminum ladder against the primary line and blew the line fuse. 53 customers were affected for 92 minutes. Nobody was hurt.

II. 01/01/2019 – 01/01/2020

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
17.32	0.163	106.58	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.

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- II. The costs for a replacement annunciator have been added to the capital budget.
- III. The 210 relay was sent back to the manufacture for analysis.

**b. Dobbinsville Substation:**

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

**6. Safety:**

- I. Daily tailgate forms are filled out and turned in with work orders.

**7. Delaware Street Rehabilitation City:**

- I. We have had several meetings in regards to this project. Verizon and Comcast have updated their plans to include the removal of the aerial infrastructure that runs from 3<sup>rd</sup> St. to Dalby Alley. Plans have been provided to Henkels so they can update their price. The MSC and Verizon have been meeting with customers and surveying individual properties so we can provide precise locations that the conduits will need to be run to. Comcast was fine with their conduit being ran to the same location the electric conduit is placed. Manager Blomquist and Supervisor Granger have pictures of each location and will provide to Henkels with notes as to where we need the conduits placed. Each of the Customers we have met with expressed their excitement to hear that this project was going to be starting soon. We still have a few customers that we haven't been able to meet with.

**8. Training:**

- I. Managers Guyer and Blomquist plan to attend the DelDOT Utility Summit on February 25<sup>th</sup> at Polytech High School.
- II. We have a team building class scheduled for March 4<sup>th</sup>.

**9. Electric Vehicle Program:**



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- I. No new information on this program to date.

**10. Capital Budget:**

- I. GM Patone, Manager Guyer, and Manager Blomquist have been working on the 5 year capital plan. The following are items related to the electric department on the 1 year capital plan.
  - i. Vandyke Village – request to fund the third year of this project in the amount of \$265,709.52. This is the third of three years we had for the funding of this project.
  - ii. Skid Steer – In the past we have used the City's skid steer on many projects. This year the City decided to make this piece of equipment surplus so that they could trade it to the City of Newark for a garbage truck. This leaves us without this equipment. We would like to purchase a skid steer. The amount we would like to put on the capital budget is \$54,000.00.
  - iii. Delaware Street Undergrounding Project – \$759,848.00 – This is the estimated cost for the Delaware Undergrounding project. We are still working with the contractor to get better numbers.
  - iv. Itron FCS upgrade - \$30,074.00.00 - This is the cost to upgrade the Itron MVRs software and FC-300 reading equipment to the new FCS software and equipment so we can continue having support from Itron.
  - v. Wilmington Rd Substation Annunciator - \$15,1800.00 – This is the replacement cost for the annunciator at Wilmington Rd Substation

**11. Operating Budget:**

- I. Manager Blomquist has prepared and submitted a first draft of the Electric Department Operations Budget FYE 2021 to GM Patone for review.

**12. Pole Attachments:**

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

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## **Water Department Commission Meeting Report**

**January 30, 2020**

**Prepared By: Jay Guyer on January 27, 2020**

### **1. Projects**

#### **A. Riverbend Subdivision**

1. Riverbend was flushed on December 17<sup>th</sup>, January 8<sup>th</sup>, and 21<sup>st</sup> to maintain the required Chlorine Residual.

#### **B. Water Metering**

1. Meter reading was completed on January 13<sup>th</sup>. Water Operators followed up on water check reads and missed reads as needed.
2. WUM Guyer is reviewing options to provide hourly water demand readings to TA Instruments for their water meters using the Incode Data and MVRs Software. AM French has been assisting with setting up the account in Incode to download the meter reading data for MVRs to load on the reading equipment. GM Patone scheduled a meeting with TA Instruments representatives on January 29<sup>th</sup> to discuss their needs.

#### **C. Cross Roads Well – Penn Farm**

1. WUM Guyer received several questions from the hydrologist who was assigned to review our allocation permit application. WUM Guyer and WUS Jaeger researched MSC records from the 1960's to present for additional information in reference to our previous and current allocations. WUM Guyer responded to the hydrologist's questions on January 27<sup>th</sup> including support information.

#### **D. The Garrison Apartment Complex – 7<sup>th</sup> Street**

1. WUM Guyer received an e-mail from Ryan Bailey of Pennrose questioning if the punch list items had been completed. WUM Guyer advised he had not been notified by SB Conrad to complete a final inspection. WUM Guyer discussed with GM Patone and AM French and agreed to work with them to address several outstanding items for the project including the punch list to close out the project. Final billing and reconciliation of the project will be completed when all issues have been resolved.

#### **E. Delmarva Power Gas Main Installation**

1. Project is complete. Brandywine Construction Company, Inc. (BCCI) continues final restoration of all areas disturbed.

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### **F. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements**

1. Century engineering forwarded updated railroad construction plans to WUM Guyer for review. WUM Guyer and WUS Jaeger reviewed the plans and discussed options for the water main adjustments under the railroad. MSC met with representatives of Century Engineering to discuss the water main work. Century advised the project has been pushed back to July 2021 however they are completing design plans so it can advertised for bid in January 2021. Additional survey work is being completed for a new traffic signal to be installed at the intersection of Delaware and 9<sup>th</sup> Street. Options for the water main work were discussed. WUM Guyer will mark up plans and return to Century with a copy of our Technical Water Specifications. The estimated cost of materials for the water main work needs to be moved to the FYE 2022 Capital Budget.

### **G. Delaware Street Repaving – City Project**

1. GM Patone, EUM Blomquist, and WUM Guyer have met with the City, their Engineer, and Delmarva Gas to discuss the combined gas main / service replacement and joint trench for electric and communications on Delaware Street from 4<sup>th</sup> to the Wharf. Water valve boxes and curb boxes have been surveyed and Water Operations will work with the Contractor Cirillo Brothers when they start replacing curbs and milling to ensure they are properly adjusted prior to final paving.

### **H. New Townhomes by Cirillo Brothers**

1. The contractor completed the concrete footers / foundations and has started framing the homes.

### **I. AMI Metering Project – American Municipal Power, Inc.**

1. GM Patone and the management team will be meeting with Brandon Poddany of AMP to discuss their AMI Metering Solution and time frame for MSC implementation. WUM Guyer is working on meter and AMI module counts for updating our proposal. The necessity of maintaining our Itron AMR system while implementing the AMI System will require an investment of \$30,074.00 for upgrading our software and hardware.

### **J. Carrie Downie Elementary School**

1. WUM Guyer was contacted by Brian Morgan of GPI Engineering who is designing the new water service. WUM Guyer e-mailed him MSC Technical Water Specifications and

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Standard Details. He will forward draft plans for MSC review/comment when completed. They plan to completely replace the water service line including the water main tap during the Summer of 2020. As part of this project, MSC will plan to install a new fire hydrant at the entrance to the School.

### K. Sherriff's House Improvements – National Park Service

1. WUM Guyer was contacted by Logan Yiengst of GHD Engineering in reference to the water system design for the Sherriff's House. He is the new engineer who has been assigned the project. WUM Guyer replied to his e-mails requesting clarification and information on the process and reminded him of the time frame for Delaware Street repaving. He will forward draft plans for MSC review / comment when completed.

## 2. Operations

### A. Outages and Reporting

1. There were no planned or unplanned water outages for the month of December 2019.
2. Waste Management Minquadale Landfill – The State of Delaware legislature voted and approved legislation that limits the height of landfills to a maximum of 140ft.
3. ATSDR Testing in New Castle County – GM Patone and WUM Guyer participated in a conference call on December 11<sup>th</sup> with Karl Markiewicz to discuss the water samples collected for the PFAS Exposure Assessment. Mr. Markiewicz advised a subset of the samples collected were randomly selected and tested. Per Mr. Markiewicz the samples from MSC's system were non-detect for PFAS contamination. GM Patone and WUM Guyer had a follow up call on January 7<sup>th</sup> with Mr. Markiewicz to discuss the Assessment results being released to the participants, possible questions they will be asking, and how to respond to them. Mr. Markiewicz will follow up with thoughts on how to respond to the questions.
4. PFAS testing results for December 2019 indicated the carbon in vessel #2 at the 25% level test port is nearly consumed. Test Results for water entering the Point of Entry into MSC Distribution System had a combined PFOS/PFOA result of Non-Detect. The US EPA Health Advisory level is 70.0ppt each or combined PFOS/PFOA. The round of testing is scheduled for March 2020.

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5. WUM Guyer and WUS Jaeger have started updating the DNREC Annual Water Use Report for 2019. The report is due March 31, 2020.
6. WUM Guyer and WUS Jaeger have started updating the DNREC Tier II Hazardous Chemical Report for 2019. The report is due March 1, 2020.
7. WUM Guyer and WUS Jaeger will start updating the DRBC Annual Water Audit Report for 2019. The report is due March 31, 2020.

### B. System Repairs and Maintenance

1. School Lane Well Rehabilitation – AC Schultes (ACS) performed the chemical redevelopment of School Lane Well using NuWell 110 Acid. The post TV inspection has been completed and the chemical redevelopment appeared to be acceptable removing the iron buildup and opening the well screen slots. The rebuilt pump assembly, column, and motor have been installed however the 1" drop tube appears to have kinked during the installation. ACS is reviewing their schedule and will advise when they plan to return to correct the drop tube installation and perform pump startup.
2. During the evening of January 12<sup>th</sup> a car hit and damaged the fire hydrant located at 9<sup>th</sup> and Gray Street. A police report was obtained for the damage and was forwarded to BM Stubbs. MSC Water Operators mobilized and completed the repair to the fire hydrant. The road will paved when the asphalt plants reopen for business.
3. During the evening of January 23<sup>rd</sup>, a water main break was reported at 749 West 12<sup>th</sup> Street in Washington Park. The leak was checked and it was agreed to by WUM Guyer and WUS Jaeger to make the repair the next day. On January 24<sup>th</sup>, Water Operators mobilized and completed the repair to the 6" water main. The main had a circumferential crack and the mechanical joint bell clamp bolts corroded and leaking. The crack was repaired with a stainless steel clamp and the bell joint was cut out and replaced with a short piece of main and dressers.
4. Water Operators replaced the 1970 Rensselaire Fire hydrant at 712 West 14<sup>th</sup> Street. The hydrant was difficult to operate and had a leaking bonnet during operation.
5. Soil Disposal – WUM Guyer received the results from Eurofins Laboratory for the December soil testing. The results were reviewed and the soil was determined to be non-hazardous per DSWA and DNREC waste standards. WUM Guyer is coordinating with Greggo & Ferrara for disposal of the soil at their Federal School Lane facility at a

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cost of \$100.00 per truck load. WUM Guyer estimates MSC has stored approximately 20 tri-axle dump trucks of material from projects this past year. This material needs to be removed as part of the Cities MS-4 Permit Requirements.

### C. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – MSC met with Tom Earp of RKK on December 13<sup>th</sup> to receive basic training on the new ESRI Local Government Model software. WUM Guyer is researching the options for a tablet to be used for the field data collection. MSC and RKK representatives had a progress meeting on January 24<sup>th</sup> to review starting Task 3 – Asset Inventory and Condition Assessment. The key attribute data to be input in to the GIS database and the vertical asset data to be supplied was discussed. MSC has a significant amount of work to do to complete inputting the key attribute data into the database.
2. WUM Guyer and EUM Blomquist have been meeting with GM Patone to update the 5 year capital budget and prepare our FYE 3-31-2021 Capital Budget. WUM Guyer and WUS Jaeger have been working on the Capital Budget reviewing projects, updating costs from contractors/suppliers, and developing costs for proposed projects. Proposals and estimates for Capital Projects were forwarded to GM Patone and AM French.

Following is a list of the revised proposed projects:

#### Water Projects

Intersection of 6<sup>th</sup> and Delaware Street Paving (Carry Over) \$30,756.00

The intersection of 6<sup>th</sup> and Delaware Street was not paved during the Cleaning and Lining project due the State planning to install conduits around the intersection for the new traffic control light. Paving will be coordinated with the state when the project is completed in June 2020.

School Lane Well Rehabilitation (approved 10-17-19 Minutes) \$27,010.00

School Lane Rehab was moved up due to issues with the motor and pump. The last rehabilitation was performed in 2007. Originally planned for FYE 2023, it would have had 16 years of service which exceeds the industry standard of 7 – 9 years of service between rehabilitations. During disassembly, it was found the pump assembly bolts corroded allowing the bowl assemblies to start separating.

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School Lane Well VFD Controls / SCADA Programming \$26,000.00  
Installation of the VFD Controls for the SL Well motor and pump will greatly improve efficiency of the facility by eliminating the pump being operated against a near fully closed gate valve restricting flow. This practice increases energy consumption as the pump is running at full speed to move the water it was designed to however to prevent over pumping the well the valve is partially closed to limit the gpm. The VFD will allow the pump motor to be paced with the system demand. No AC unit needs to be installed for the SL VFD controller as it will be locating in the Motor Control Center in the in the Lab which is already climate controlled.

Delaware Street Railroad Crossing – Water Main (Materials) \$32,000.00  
MSC has 3 water mains running under the Norfolk Southern Railroad tracks, 2 dating back to the 1890's and one dating back to the 1970's. The 2 oldest mains are in direct conflict with the proposed construction project. The goal is to eliminate the 2 old mains crossing under the tracks and have the latest 12" main remain undisturbed. The state has agreed to engineer the water main relocations and have their contractor perform the work prior to the track work provided the MSC would supply the materials. The revised start date is July 2021.

NOTE: After meeting with Century Engineering, DelDOT has delayed scheduling this project for 1 year and plans to start it in July 2021. It can be moved from FYE 2021 Budget to the FYE 2022 Capital Budget.

Delaware Street 12" Main Extension – 10<sup>th</sup> St. Crossing (Materials) \$37,000.00  
Extending the 12" main and crossing Delaware Street with the new 8" main can be cost effectively completed during the Delaware Street Railroad track closing in July 2020. This will allow MSC Water Operators to open cut and install the new 8" main across Delaware Street and tie into the dead end main on 10<sup>th</sup> Street. Looping of the dead end main will improve water quality, reliability, and fire flow for the Shaw Town Area.

Frenchtown Road Well Rehabilitation \$33,000.00  
Last rehabilitation was performed in 2005. Originally planned for FYE 2021, it would have had 16 years of service which exceeds the industry standard of 7 – 9 years of service between rehabilitations. For reliability, rehabilitation is being moved up due to concerns the pump could experience the same type of issues SL motor and pump have thus reducing reliability.

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Frenchtown Road Well VFD Controls / SCADA Programming \$26,100.00  
Installation of the VFD Controls for the FTR Well motor and pump will greatly improve efficiency of the facility by eliminating the pump being operated against a near fully closed gate valve restricting flow. This practice increases energy consumption as the pump is running at full speed to move the water it was designed to however to prevent over pumping the well the valve is partially closed. The VFD will allow the pump motor to be paced with system demand.

Frenchtown Road Well A/C Unit (For Controls) \$7,500.00  
Installing an AC unit at FTR Well will improve the operating environment for the proposed VFD motor controller and additional SCADA equipment to be installed for the VFD Drive. The increased electric demand will be offset by the installation of the VFD motor controller.

Asset Management Project (Reimbursable) \$50,000.00  
Part of the \$100,000.00 Grant received from the Water Infrastructure Advisory Council, this project will allow MSC to improve our GIS mapping of the water system to better manage our assets. Additionally it will include vertical assets such as the water tanks and structures. This technology could be the model for the electric system to improve their GIS mapping system.

### Meter Reading Equipment – New Item

Software and Hardware Upgrade \$30,074.00  
Upgrade the current MRVS Software to the FCS Software, the MCLite to the MC3Lite, FC300 Handheld to the FZ-M1 Toughpad Tablet, an Itron Mobile Radio Unit, and training. This needs to be completed as Itron is phasing out support for our existing equipment at the end of 2021 and we will need to be able to continue reading our current AMR system during the AMI System installation. This expense will be shared between Water and Electric budgets.

### Facilities Projects

Heating Units 100 Municipal Boulevard – Utility Building \$8,000.00  
The heaters in operation at the Utility building are the original equipment units installed when the building was built in 2003. They Are currently 16 years old and requires repairs several times a year to keep them operational. New units will offer reliability and higher efficiency then the original units thus reducing energy and gas consumption.



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## **Water Department Commission Meeting Report**

**January 30, 2020**

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### **Trucks / Large Equipment**

T-3 Pick Up Truck (Replaces Meter Reading Van) \$42,250.00

Water Operations currently has 6 employees and only 4 trucks which forces Operators to share a truck which can be inefficient. The plan would be to assign the current T-14 Utility Truck to a Water Operator and have the new T-3 pickup truck be used by WUM Guyer and WUS Jaeger to improve operational efficiency.

3. WUM Guyer met with GM Patone and discussed the Draft Operations & Maintenance Budget for FYE 3-31-2021. WUM Guyer is working on revisions and will forward a revised copy to GM Patone and AM French.

### **D. Equipment**

1. New T-9 Dump Truck – the chassis has been delivered to Intercon Truck Equipment for the dump body to be fitted and installed. No updated delivery date is available.
2. Truck-8 was taken out of service due to severe rust in the bed and compartments. Water Operators and Linemen worked on cutting out the rusted areas, welding in new steel, completing the body work, and painting the bed complete. The truck is back in service.

### **E. Personnel and Training**

1. No personnel issues to report at this time.

### **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 reviewing the MSC Safety Policy and Procedures Manual.

## **3. Reporting Agencies**

### **A. WSCC - Water Supply Coordinating Council**

1. The next meeting is scheduled for January 30, 2020.

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### **B. WRA – Water Resource Agency**

1. WUM Guyer is sending weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA).

### **C. DEWARN – Delaware Water/Wastewater Agency Response Network**

1. The next DEWARN meeting date is to be determined.

### **D. Water Operator Advisory Council Meeting**

1. The next meeting is scheduled for March 5, 2019.

### **E. Delaware Public Service Commission – Miss Utility Damage Prevention Reporting**

1. WUM Guyer is waiting on notification of the meeting dates / times and will plan to attend.

### **F. Miss Utility of Delmarva Monthly Meeting**

1. The next meeting is scheduled for January 16<sup>th</sup> at Chesapeake Utilities in Dover, DE.

### **End of Report**

**Attachments:** December 2019 Water Works Report  
December 2019 Water Outage Tracking Sheet