

Municipal Services Commission
Monthly Meeting
July 23, 2020 – 4:00 p.m.

The meeting was called to order at 4:00 p.m. virtually with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President
Daniel F. Knox, Commissioner
Dr. Allen Hansen, Commissioner
Pamela A. Patone, Secretary
Michael Quaranta, Mayor of the City of New Castle

Staff in Attendance: 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 May 21, 2020 meeting. The motion was approved. A motion was made and seconded to approve the minutes for the June 18, 2020 meeting. The motion was approved.

Treasurer's Report – Secretary Patone reporting

In Ms. Stubbs absence, Secretary Patone reported a total operating cash balance of \$2,506,025.98. PNC escrow and meter deposit total in the amount of \$747,544.34. Total cash balance of \$2,803,570.39. Total investments are \$1,255,795.09. The attached accounts payable check register was reviewed.

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.)

ACSM French provided a memo to the Commission on monthly and quarterly reports to be presented to the Commission. A discussion ensued.

Secretary Patone states she and Ms. French reviewed the actual vs budget. Net loss as of June 30, 2020 is approximately \$44,000 more than what was budgeted. Secretary Patone believes this figure is less than expected due to staff minimizing spending per her instruction.

Secretary Patone welcomes Mayor Quaranta to the meeting and invites him to speak.

Mayor Quaranta thanks the Commission for MSC's press release regarding electric vehicle charger rebates available to City residents and businesses. He expressed his desire to explore an electric vehicle charging station within the community. He believed the Planning Commission should be consulted for the next steps and exploration of viable locations. A discussion ensued.

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Secretary Patone states MSC received the first customer application for an electric vehicle charger rebate. A discussion ensued regarding charging station options for the Commission's review.

Dr. Sippel recommends forwarding DEMEC's memo to the Mayor's office which summarizes the different vendors MSC has been exploring. Secretary Patone states DEMEC made a recommendation in the memo which the Commissioners are reviewing for the first time.

Mayor Quaranta states it has been recommended by Leila Hamroun, City Consultant/Architect of the Historic Area Commission; to avoid a resident by resident plug in circumstance.

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

Mr. Blomquist states Amazon's New Castle location is now a part of the Task Program, involving 24/7 hours of operation. Discussion ensued between Dr. Hansen and Mr. Blomquist regarding electric consumption and if there is expectation of an increase in consumption due to the change in hours. Mr. Blomquist states Amazon recently has installed energy efficient equipment and lighting. He states he would anticipate a decrease in consumption because of the equipment change, yet an increase because of extended hours of operation. There is discussion regarding consumption of key accounts, which is being tracked by the Management Team. Mr. Blomquist states MSC's largest key account has had steady consumption and is 11-22% of MSC's electric load based off of load profiling.

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

Dr. Hansen inquires if there is anything further the Water Department needs to complete at the 3rd St. parking lot. Mr. Guyer states the Water Department relocated the fire hydrant and set up the meter pit and water service. The Water Department still has to finalize the water service. MSC did not want to try and install the water service due to the Contractor still excavating in that area.

Secretary Patone states regarding the House Bill 337, the group at the State has been discussing whether they would choose to implement something more specific for Delaware. She states over the last couple of years, Mr. Guyer has had discussion with Keith Mensch regarding the PFC levels and what the State's approach is. Mr. Guyer states he has had numerous conversations with Keith Mensch and other individuals at the State level in reference to PFAS contaminants. Recently PFAS has become an issue for various water systems within the State. Mr. Guyer states there is no consistency for how water providers are addressing this contaminant. He states he asked Mr. Mensch if a draft is made, to include; the required testing, required intervals, required frequencies, reporting requirements, and also direction regarding the mechanics behind achieving those maximum contaminant levels. MSC's Water Department tests MSC's filtration system every six months to see if there is breakthrough on how carbon is being consumed. Mr. Guyer states neighboring states have adopted much more stringent MCL's than the 70 parts per trillion of the Provision of Health Advisory's EPA has. There is controversy on what it takes to get down to extremely low levels. This prompts a larger discussion on what a prudent number is and what the health effects are.

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

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Secretary's Report – Secretary Patone reporting

DEMEC– Secretary Patone states the regular DEMEC meeting scheduled for July 21, 2020 was rescheduled for July 27, 2020. Dr. Sippel and Secretary Patone will attend the meeting virtually. Secretary Patone states the last DEMEC meeting was June 22, 2020. DEMEC's auditors, Baker Tilly, presented the audited financial statements with an unqualified opinion. No material misstatements or reportable conditions. The Audit Committee presented new Finance Committee charter which was approved by the Board. The Audit Committee presented reengaging Baker Tilly for another three year term. Part of Baker Tilly's proposal is to provide CPE to all Municipalities. The Board adopted a resolution presented to authorize DEMEC to secure financing for the Middletown AML project. Middletown is moving forward with the project through AMP. The Board approved an extension of the Wind Rec Fellowship Agreement with the University of Delaware. The Board continues to look at their bylaws and their Executive Committees charter. The board held a strategic planning meeting on June 25, 2020. Secretary Patone states staff will be formulating plans based on the input from the first meeting. The next meeting will be on July 30, 2020 to review what staff has put together.

Old Business

Electric Vehicles– Secretary Patone states she met with Mike Alfree from the Trustees on site along with Mr. Blomquist and Emily Greene from DEMEC. DEMEC offered to take over exploring vendors and quotes.

Secretary Patone states DEMEC presented a summary of different models and made a recommendation.

Dr. Hansen states he is glad to hear of the community's interest in the electric vehicle charging station and a discussion ensued. Secretary Patone asks Commission if she should continue to research with other vested groups, discussing possible locations. Dr. Hansen prompts discussion on whether there would be a time limit for vehicles parked at an electric vehicle charging station. Secretary Patone states this is a major reason why the recommendation is to go with the robust model as there are mechanisms to address, such as parking fees. A discussion ensued regarding fees and the location of the charging station. The suggestion from DEMEC is a level two charger for New Castle.

The Mayor states the Planning Commission is important for the managing of the aesthetic and to get Ms. Hamroun's input as far as communities that have residents without much off street parking. He encourages the Commission to make a decision as the construction on 3rd St. and Foundry parking lot has begun. The Mayor states he is going to approach David Baldini of the Planning Commission and representatives of the Historical Area Commission regarding next steps. Secretary Patone states MSC could install conduit for approximately \$300 at the 3rd Street parking lot for potential future charging station. Secretary Patone states the conduit would be installed only.

Feasibility Study– Secretary Patone states she and Bill Barthel have received a preliminary report and reviewed this with the consultant, GMB. A meeting is scheduled to have GMB present to Council and Commission on August 17, 2020 at 6:00 p.m. virtually.

City of New Castle Continuity Operations Plan– Secretary Patone states New Castle County Emergency Management hired Vision Planning to establish continuity of operations plans for all municipalities in New Castle County. MSC and Goodwill Fire Company were invited to participate in this conversation after initial

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meeting. MSC provided information from MSC's confidential emergency response plan and developed a list of essential tasks. Secretary Patone will participate in a workshop on July 28, 2020 virtually.

Remote Work Policy– Secretary Patone states at the last Commission meeting she presented a document after staff members were working remotely during the pandemic. Commission requested revisions to be made including effective date and verbiage. She states there was an inquiry regarding whether employees would qualify for home office deductions based on the remote working policy by the Commissioners. She consulted Harty & Harty who gave an opinion the circumstances did not warrant a deduction. Commissioner Knox inquired if staff has sufficient equipment at home. Secretary Patone advised staff was provided with laptops and IT is managing the devices and has the ability to log in on devices. Discussion regarding laptops purchased ensued. Secretary Patone states the policy has an expiration date of December 31, 2020.

A motion was made and seconded to approve the Remote Working Policy as written. The motion was approved.

New Business

Financial Report Presentation and Timing– Secretary Patone asks Commission if there are any questions regarding the memo provided. Commissioner Knox states he believes it is beneficial to receive a monthly summary of financials. Secretary Patone states she believes this to be fair. Dr. Hansen states he is in agreement with this and Actual vs. Budget may be presented quarterly. Secretary Patone states copies of investment statements may be presented on a quarterly basis and Ms. French's summary may be presented monthly. Dr. Hansen requests investment review detail to be presented quarterly. He also requests investments not associated with pension, have price per share listed. Secretary Patone appreciated the input and would work with staff to determine the financial reporting moving forward.

Five Year Asset Smoothing Method Adoption for Pension Funding Calculation– Secretary Patone states she is fully supportive on moving forward and the auditors had no concerns.

A motion was made and seconded to approve the Five Year Asset Smoothing Method Adoption for Pension Funding Calculation. The motion was approved.

A motion was made and seconded to enter executive session at 5:45 p.m.

Commissioners returned to general session at 5:56 p.m.

Next Meeting

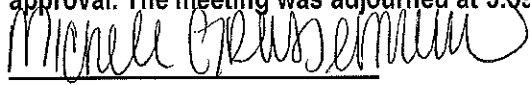
Commissioners set the next monthly Board meeting to be August 19, 4 p.m., location to be determined.

Due to a conflict, next monthly Board meeting was rescheduled to August 25, 2020.


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Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:59 p.m.



Michele R. Grussemeier, Stenographer

Approved: 
(Minutes transcribed from recording)

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Accounting & Customer Service Department Meeting Report

July 23, 2020

Prepared By: Tara French on July 20, 2020

- **Billing / Customer Service**

The CSD continues to prepare consumption reports for analysis in usage changes that may have resulted from the COVID-19 pandemic.

The CSD prepared monthly billing to customers and continues to assist over the phone and by email.

A phone notification was made to past due accounts regarding the Governor's 23rd modification to the State of Emergency whereby utilities may offer a four month payment plan at a minimum for those affected by COVID-19.

- **Accounting**

Accounting has provided March 31, 2020 year end workpapers to the auditors for their review.

Accounting prepared a recommendation to the Commission regarding a change in the pension asset method from market value to the five-year smoothing method.

Accounting prepared a recommendation to the Commission regarding the timing of the presentation of reports in accordance with MSC Charter.

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ELECTRIC DEPARTMENT COMMISSION REPORT

July 23, 2020

Prepared by Scott Blomquist on July 15, 2020

1. Developer Projects:

a. Sheriffs House:

I. There is nothing to update on this project.

b. Read House:

I. There is nothing to update on this project.

c. Fibertech/Crown Castle:

I. The Electric crew performed the needed work for this project except for changing out a pole we need to Change at 4th and Delaware.

d. 200 - 210 W 9th St (even only).

I. Cirillo Brothers installed conduit and junction boxes for this project.

e. Third Street Parking Lot:

I. Manager Blomquist ordered the lights for this project.

II. Cirillo Brothers has called in locates for this project.

2. Capital Projects:

a. Van Dyke Village:

I. Operations installed lights for the 4th and 5th transformer locations and started pulling primary and secondary wire. When the wire is installed we will start transferring customers to the new infrastructure.

b. Delaware Street:

I. Henkels has completed the installing conduit, manholes, and light bases for this project.

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- II. Henkels restoration crew has not completed restoration yet.
- III. Manager Blomquist and Supervisor Granger met with Verizon onsite. We performed a walkthrough of the project with them. They were satisfied with the conduit install. We discussed timeline for Verizon to complete installation of wire and removal of the aerial. They said they need 8 weeks to complete.
- IV. Manager Blomquist had a phone conversation with Comcast's Contractor Urban Cable about getting the Comcast new infrastructure installed and the old removed. Urban needed 3 days to pull wire and then they turn it over to Comcast's Tech Ops group who completes the connections. Urban is working on getting a timeline from Comcast to complete.
- V. Transformers and Lights for this project have been received.
- VI. We will be placing orders for wire and other miscellaneous items needed to install and convert customers over to the new infrastructure.
- VII. We had a customer at 117 Delaware complain about getting a light installed at their location. GM Patone, Manager Blomquist, and Supervisor Granger met with the customer to understand their complaint. We plan to have a meeting with the customer and their neighbor to see if we can shift the light and solve the issue.

3. Operations:

a. Outages :

- I. We had 2 outages over the last month.
 - i. On June 4th we had an outage that affected 37 customers in Vandyke Village for 1 hour and 40 minutes. The outage was caused by a squirrel.
 - ii. On June 14th we had an outage that affected 1 customer at 1 Holcomb. The outage was for 2 hours and 10 minutes. The cause is unknown.

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II. 07/01/2019 – 07/01/2020

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
21.12	0.174	121.4	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.

4. **Repairs and Maintenance:**

a. **Wilmington Road Substation:**

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

b. **Dobbinsville Substation:**

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

5. **Safety:**

I. Daily tailgate sections are performed each morning.

6. **Training:**

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- I. Manager Blomquist started some online courses for Schweitzer's relay programming.

7. Electric Vehicle Program:

- I. GM Patone continues to gather information pertaining to this subject. We received costs pertaining to 3 different manufactures of charging equipment.

8. Amazon:

- I. Manager Blomquist and Supervisor Granger met with Amazon staff regarding an Amazon policy change that no longer allows Staff or Contractors to operate breakers that have an incident rating over 40 Cal. Amazon would need to have the MSC come and tur power off to the site if their main breaker were to trip. With the breaker de-energized they could rest the breaker and stay within the policy. We would then re-energize.
- II. One interesting fact we learned is that this Amazon location is part of a test project that has them stocking the 100,000 most commonly purchased items in this area. The idea is that they would be able to have the item on your doorstep within 4 to 6 hours. They are now running 24/7. This is a big change for this facility as they used to only do books.

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Water Department Commission Meeting Report

July 23, 2020

Prepared By: Jay Guyer on July 17, 2020

1. Projects

A. Garrison Apartment Complex – 7th Street

1. WUM Guyer has had no communication from the Garrison Representatives in reference to completing the outstanding water punch list items. GM Patone followed up with Garrison representatives in reference to completing the punch list items with no response for their plan to complete the work.

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

1. Nothing to update on this project with Del DOT and Century Engineering.

C. Delaware Street Repaving – City Project

1. City contractor Cirillo Brothers continues to work on the curbs and sidewalks between 2nd and 4th Street. Water Operators continue to work with the contractor to ensure valve boxes and curb boxes are adjusted or replaced as needed. WUM Guyer contacted City Building Official Jeff Bergstrom about the project expanding to include Delaware street from 4th to 5th street. He confirmed it was being added to the project. Water Operators inspected the curb boxes and valve boxes and will work with Cirillo to adjust or replace as needed.

D. 200 – 210 West 9th Street – New Town Homes by Cirillo Brothers

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

E. Sherriff's House Improvements – National Park Service

1. WUM Guyer is reviewing the final plans for approval and an application for "Approval to Construct" permit is being completed for submission to the Office of Drinking Water, Office of Engineering.

F. New Castle Foundry Apartments - 7th Street

1. Nothing to update on this project.

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G. Carrie Downie Elementary School

1. WUM Guyer and WUS Jaeger attended a pre-construction meeting on-site with Colonial School District, GPI Engineering, Inc. and Schlosser & Associates Mechanical Contractors. An "Approval to Construct" permit was granted by the Office of Drinking Water and a DelDOT Utility Permit was received to work in the State roadway. The contractor began work on July 7th to relocate the sanitary sewer line. Work on the new relocated water line started on July 13th which MSC has been inspecting the installation.

H. 16 Arbutus Avenue – New House

1. WUS Jaeger has nothing to update on this project. Final road restoration is pending.

2. Operations

A. Outages and Reporting

1. There were no planned or unplanned water outages for the month of June 2020.
2. ATSDR PFAS Testing in New Castle County – WUM Guyer has nothing to update on this item.
3. WUM Guyer followed up with the STRIDE Group and Calgon Carbon Corporation in reference to the GAC and IX Pilot Study to evaluate the performance of different treatment methods to remove PFAS compounds from drinking water. Calgon engineers are re-working the skid unit to add a 5th column and their legal department is working on the insurance and hold harmless documents for the pilot study. They are anticipating the end of July or beginning of August to start the pilot test.
4. GM Patone was contacted by Mike Alfree of the Trustees of the Common in reference to DNREC requesting permission to install an observation well on the Penn Farm as part of the PFAS Contamination Study. WUM Guyer, WUS Jaeger, and GM Patone met with Trustee and DNREC representatives at the Penn Farm to discuss the project. The Trustees agreed to have MSC work with DNREC to oversee and inspect the observation well installation. The well is tentatively scheduled to be drilled on July 23rd. DNREC will share all information related to PFAS testing results from the observation well.
5. New Castle County Land Use, Board of Adjustment (BOA) – GM Patone received a notification from NC County Board of Adjustment in reference to a Code Variance

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Prepared By: Jay Guyer on July 17, 2020

being applied for to construct a new building within a Source Water Protected Area at 42 Blevins Drive in the Airport Industrial Park. Although the land disturbance / building are outside of the MSC water service territory, GM Patone and WUM Guyer discussed the notification and agreed that WUM Guyer would follow up on the variance request as it was being proposed within the Source Water Protected Area which encompasses MSC's 4 water supply wells. The variance request would permit disturbing 58% of the land for constructing the building and would be reduced to just under 51% when completed. WUM Guyer researched the project and contacted the engineer Mark Ziegler of McBride & Ziegler, Inc. about the project. WUM Guyer participated in the June 25th BOA Meeting where the project was presented and hearing held. The engineer and developer addressed all concerns and questions from the BOA and had the support of the NC County Resource Protection Area Technical Advisory Committee (RAPTAC). After the presentation and hearing, the BOA voted on and approved the minor variance as engineered.

6. Legislative Session – House Bill 337 was introduced at the 150 General Assembly May 29th and had 1 amendment on June 16th. The Act mandates that the Department of Health and Human Services and the Department of Natural Resources and Environmental Control establish Maximum Contaminant Levels (MCL) for specific PFAS contaminants (PFOA and PFOS) found in the states drinking water. Currently the US Environmental Protection Agency has only set provisional health advisories of 70 ppt each or total for both contaminants but no MCL. The bill has not progressed in the General assembly.

B. System Repairs and Maintenance

1. Riverbend Subdivision - Flushed on June 17th to maintain required Chlorine Residual and on July 1st as part of the bi-annual hydrant flushing program.
2. Monthly Meter Reading - Completed on July 13th. Water Operators followed up on water check reads and missed reads. 9 registers / ERTS that have stopped working were replaced. WUM Guyer and WUS Jaeger are working with Tyler Technologies and Itron to resolve a missed and skipped reads issue when transferring the readings between software programs.
3. Water Operators completed cleaning and epoxy coating the corroded nuts and bolts on the column of the Gray Street Tank.

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4. Water Operators completed hydrant flushing the week of June 29th. A total of 1,117,690 gallons of water was used to complete the program. 2 fire hydrants were found to have an issue and were placed out of service. MSC Crews took the hydrants apart and corrected the issues. These hydrants were flow tested and placed back in service.

C. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger and FP Jones continue inputting key attribute data and photographs for horizontal assets (mains, valves, hydrants, fittings) in ArcPRO software. FP Jones is verifying and drawing all locations where MSC have water meters inside of water meter pits. WUM Guyer is reviewing attributes and researching/field verifying ones in question for accuracy.

D. Equipment

1. No equipment issues to report.

E. Personnel and Training

1. No personnel issues to report at this time.
2. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety. On-line courses are being reviewed for our operators that require continuing education training to maintain their operator licenses.

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, personal protective equipment to be utilized, and safety concerns. WUS Jaeger created a draft standard “Tail Gate Talk” form and is reviewing it with the operators.
2. The Utility Building, water sites, trucks, equipment, and tools used are cleaned daily following CDC Guidelines.

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3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. The next WSCC meeting is scheduled for September 24th.
2. The next meeting of the Sub - Committee members from Northern New Castle County developing templates for the Self Sufficiency Report and Conservation Rates Effectiveness filings with the Council has not been scheduled.

B. WRA – Water Resource Agency

1. WUM Guyer will send weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA) when requested.

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting has not been scheduled.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for September 3rd.

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

1. The PSC Staff has produced and distributed a final draft of Order Number 9595 of the proposed regulation changes to the Miss Utility Law pertaining to their enforcement requirements in the Damage Prevention Program. The final draft was posted in the Delaware Register of Regulations on July 1, 2020. Written public comments will be accepted until August 3, 2020. WUM Guyer reviewed the final draft and has no comments to submit to the PSC.

F. Miss Utility of Delmarva Monthly Meeting

1. The July 16th meeting was cancelled. The next meeting is scheduled for August 20th at the Town of Smyrna Public Works Building in Smyrna, DE.

End of Report

Attachments: June 2020 Water Works Report
June 2020 Water Outage Tracking Sheet