

Municipal Services Commission
Monthly Meeting
October 22, 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

Staff in Attendance: Tara French, Manager, Accounting & Customer Service Department; Mary Jane Stubbs, Manager, Treasurer & Human Resource Department; Ryan Jaeger, Supervisor, Water Department; Scott Blomquist, Manager, Electric Department

Minutes – A motion was made and seconded to approve the minutes from the monthly and executive session for the September 17, 2020 meeting. The motion was approved.

Treasurer's Report – Ms. Stubbs reporting

Total cash paid \$1,220,306.62, total operating cash balance of \$2,411,776.33. PNC escrow and meter deposit total in the amount of \$721,358.80. Total cash balance of \$3,133,135.13. Total investments are \$1,275,246.68. The attached accounts payable check register was reviewed. Commissioner Knox inquired about \$32,000.00 to Pennsylvania Globe, Mr. Blomquist confirmed these are the 9 light posts and fixtures for Delaware Street.

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.)

A discussion ensued regarding the outage on the evening of October 01, 2020 affecting 741 customers.

Secretary Patone asked Mr. Blomquist to report on his research on the difference in LED light replacements and the existing HPS. Mr. Blomquist stated the electric department ran two test cases for over a year receiving no feedback. Since then some complaints have been received regarding the LED position and color appears harsher. Mr. Blomquist reported the main difference is the color rendition, HPS is an orange light and low on the Kelvin scale, while LED is a higher natural light. A discussion ensued, Mr. Blomquist is researching possible resolutions and will report for recommendations. Mr. Blomquist also mentioned he believes there are happy customers as well.

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

Mr. Jaeger started a discussion regarding the Advanced Metering Infrastructure (AMI) research. Secretary Patone stated American Municipal Power (AMP) was invited to make a presentation to the commissioners in December. Milford, Seaford and Middletown have either installed AMI or will be within the next year and DEMEC anticipates all members participating in the future.

Mr. Jaeger mentioned cross connection control survey of the MSC water system. The last survey was conducted in 2013 by taking pictures of devices and matching to serial and model numbers, next month the water department will send testing letters all affected customers.

Commissioner Knox inquired about the Electric Department new hire, a discussion ensued regarding the anticipation of the start of the Electric Utility and Customer Service new hires.

Managers were thanked and excused from the meeting.

Secretary's Report – Secretary Patone reporting

DEMEC– Secretary Patone reported the regular monthly DEMEC meeting took place October 20th, the financial reports reflected positive results for August, overall the actual cost to purchase was less than budgeted revenue, and the positive trend is expected for the remainder of the year. Other municipalities are seeing an uptick in consumption, Newark is struggling due to the absence of students at the university.

The finance committee met with auditors and preliminary field work has begun. The scope of the audit was discussed as well as a reminder of GASB 95 which resulted in delays and implementations of some accounting standards specifically the delay in lease accounting. The committee which consists of Secretary Patone, and the finance managers from Newark and Middletown will participate in a budget workshop on November 04, 2020, where DEMEC will do a walkthrough of the process on how the budget is prepared.

Secretary Patone reported, President McCullar introduced the new accounting analyst hired to work with the accounting manager, Stephanie Dove. President McCullar reported on generation, Beasley is a little below the four year average in generation for September but Fremont, Laurel and Milford are all above the 4 year average. President McCullar advised DEMEC is proceeding with AMP Transmission Company to build the Middletown transmission line. This has been an issue for over a year struggling to get Delmarva to build out the transmission line that is necessary to complete their work.

Secretary Patone indicated as previously reported, AMP is slated for a presentation to the commissioners on the AMI solution that AMP has implemented in several communities in Ohio and three in Delaware. It is understood that Clayton and Smyrna are looking into AMP as well. Secretary Patone noted Newark was ahead of the curve with AMI, utilizing Honeywell. Newark's early adoption was due to the age of their meters. The expectations and conversations suggests that DEMEC would like to standardize this approach for metering. Secretary Patone stated the MSC has been looking at AMP for several years. The water department had early concerns as they currently use all Badger meters and were hesitant to transition to all new meters. She reported the AMP program has since changed, and now only an Itron adapter needs to be attached to existing badger meters. She anticipates Mr. Guyer will speak to this in the future but he seems to be more comfortable with the change and moving forward with the AMP program.

Old Business

Electric Vehicles Charging Station– Secretary Patone reminded the Mayor had provided information to the planning and historic committees regarding electric vehicles and the possibility of getting on their agendas. Secretary Patone stated she followed up with DNREC on the question regarding the expiration on rebates and they do expire on 12.31.2020. She reported if purchase were made prior to 12.31.2020, submission of the application in first quarter 2021 would still qualify for the rebate. Commissioner Hansen questioned if a purchase without install would still qualify for the rebate. A discussion ensued, Secretary Patone will research and follow up.

Feasibility Study– Secretary Patone reported Mr. Barthel reached out to her to discuss city council's interest in moving forward with next steps. City council would like a better understanding of the potential saving of sharing an administrative building with the MSC, as well as looking for a better estimate to construct. Secretary Patone noted she and Mr. Barthel would be working together to report in the November meeting cost share benefits. Dr. Sippel inquired if cost sharing was the only driving force. Secretary Patone stated there are other benefits to sharing an administrative building (efficiencies and safety), but currently City Council wants to understand the cost sharing benefits. A discussion ensued, Secretary Patone stated she will continue to provide information for consideration.

New Business

Municipal Renewable Portfolio Standard Report- Secretary Patone presented the MRPS annual report prepared by DEMEC. She reminded the commissioners all 8 members of DEMEC receive 100% of their RPS requirements through DEMEC. DEMEC manages the compliance of the plan. The municipalities voluntarily participate in the state mandated plan which requires electric utility retail providers secure 25% of their energy portfolio with renewables by 2025 with 3.5% of that to be solar. For the program year 2019-2020 DEMEC is reporting 17.98% of DEMEC portfolio is in renewables of that .98% in solar. Commissioner Hansen inquired regarding the solar (SRECs) listed utilized for compliance did not include the MSC's solar array or individual solar within the communities. A discussion ensued, Secretary Patone will research detail and follow up.

Public Power Week- Secretary Patone reported the first week of October traditionally is recognized as Public Power Week by the American Public Power Association. Over the last several years the MSC has participated in local events to hand out information. This year the MSC requested a place on City Council's agenda to put out a presentation and talk about the MSC and the value of public power and water. Kimberly Schlichting of DEMEC was invited to present the benefits of DEMEC.

Insurance Renewal- Secretary Patone reported the MSC has received quotes from Glatfelter and Selective Insurance companies. Glatfelter is the MSC's current provider and provided the best quote with an overall increase of 2%. Secretary Patone noted insurance renewal is a separate line item to the agenda as it affects next year's budget. A discussion ensued regarding health benefits and recommendations on areas to lower premiums.

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

A motion was made and seconded to enter executive session at 5:17 p.m.

Commissioners returned to general session at 5:51 p.m.

Next Meeting

Commissioners set the next monthly Board meeting to be November 19, 2020 4 p.m., commission meetings will continue virtually via zoom.

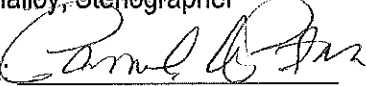
Commissioners agreed to a brief Investment presentation during the November meeting.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:54 p.m.



Patricia Malloy, Stenographer

Approved: 

(Minutes transcribed from recording)

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Accounting & Customer Service Department Meeting Report

October 22, 2020

Prepared By: Tara French on October 16, 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 has been interviewing for the CSR1 position.

The CSD is preparing the annual New Castle County Sewer Report.

- **Accounting**

Accounting provided the September 30, 2020 Monthly Budget Report by Group Summary by Department and in Total and Investment Performance by Security and Portfolio Holdings by Account at September 30, 2020.

Accounting reviewed the operating budget vs actual through September 30, 2020. The following line items were previously reported:

1. As previously discussed, the Pension expense accounts are expected to be overbudget for the year due to last year's funding not being increased timely.
2. Bad debt expense is overbudget due to the increase in accounts receivable as a result of the pandemic.
3. R&M Hydrants and Hydrant Valves are overbudget for the year due to unexpected repairs from the Spring Hydrant Flushing and a hydrant moved at Carrie Downie. The Water Department will reevaluate other budget line items and defer expenses. The operating expenses are not expected to be overbudget for the fiscal year.
4. Online bill pay fees are overbudget due to more customers using online to pay as a result of the pandemic. However, bank service charges are down significantly due to the switch from MSC's previous online payment site to the new one and overall is underbudget.

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Loss of revenue analysis indicates residential customers past due balances have increased from the prior month, while commercial customers past due has decreased. Electric, water and waived fees compared to last year are at an estimated loss of \$91,000 but overall the operating budget compared to actual is on target.

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ELECTRIC DEPARTMENT COMMISSION REPORT

October 22, 2020

Prepared by Scott Blomquist on October 15, 2020

1. Developer Projects:

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

- I. The primary was tested and the services energized.
- II. The contractor needs to install the post light for this project.

b. **Third Street Parking Lot:**

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

2. Capital Projects:

a. **Van Dyke Village:**

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

b. **Delaware Street:**

- I. The Electric crew has been focusing on this project solely. Lights have been installed and a portion of them are energized. Bridgewater Jeweler's has been transferred over to the new underground. Secondary feeders to all junction boxes have been installed. The remaining customers from 2nd to the wharf are being transferred to the new infrastructure. The pole at 4th and Delaware has been changed out to make room for the primary riser. While performing this work the new curb was damaged, we had Cirillo replace the damaged curb. The pole at The Strand and Delaware St was changed out to make room for the primary riser and installation of guy wires. All sections of the primary wire have been installed and tested.
- II. Comcast has installed their infrastructure and is currently moving customers over. They have three customers left to convert.
- III. Verizon has installed the new wire and splicing is complete. They have 11 services left to convert to the FIOS. We are waiting for an update from Verizon as to when this will be completed.

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3. Capital Purchases:

- I. The new skid steer has been order.
- II. The replacement annunciator for Wilmington Rd has been ordered.

4. Operations:

a. Outages :

- I. We had 2 outages over the last month.
 - i. One was reported at the last commission meeting and happened on 9/2/20.
 - ii. The other happened on 10/1/2020. 741 customers were affected by this outage. 722 were affected for 1 hour and 58 minutes. The other 19 were affected for up to 3 hours as we brought the circuit back online piece by piece. The cause of the outage was due to a failed splice in the direct buried underground in Centerpoint Industrial Park. Over the next few days we determined where the fault was and dug up the splice and made the repairs. The conductor was tested after repairs were made.
- II. 10/01/2019 – 10/01/2020

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
57.05	0.495	115.33	99.98

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

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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.

b. Dobbinsville Substation:

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

II. We found out during the recent outage that we do not receive notification if we have the main breaker trip at this location. Manager Blomquist will work on getting costs to add this to the annunciator and to SCADA.

6. Safety:

I. Daily tailgate sections are performed each morning.

7. Capital Budget:

I. Manager Blomquist has started working on the capital budget FYE2022.

8. 6th and Delaware St Traffic Signal:

I. Manager Blomquist was contacted by RK&K who is working with DelDOT on the replacement of the traffic signal at 6th and Delaware St. They wanted to know if they could build a new service on the utility pole where the existing traffic signal receives power. Manager Blomquist didn't have a problem with this and gave them permission.

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ELECTRIC DEPARTMENT COMMISSION REPORT

October 22, 2020

Prepared by Scott Blomquist on October 15, 2020

Water Department Commission Meeting Report

October 22, 2020

Prepared By: Jay Guyer on October 15, 2020

1. Developer Projects

A. Garrison Apartment Complex – 7th Street

1. WUM Guyer is reviewing the project to start reconciling the account with CSAM French. A follow up e-mail was received from Pennrose Corporation in reference to their plumber completing the remaining punch list items. WUM Guyer requested to meet with their plumber on site to review the outstanding items.

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

1. WUM Guyer contacted Century Engineering in reference to timing for this project. Per Century, Del DOT has committed to completing this project in July 2021. WUM Guyer will mark up drawings with proposed solutions to eliminate 2 of the 3 mains that cross under the RR tracks and forward to Century for incorporation into the plans. The work will be performed by Del DOT's contractor with MSC supplying all the parts.

C. Delaware Street Repaving – City Project

1. Water Operators continue working with City contractor Cirillo Brothers to ensure valve boxes and curb boxes are adjusted or replaced as needed on Delaware Street. MSC will perform a final inspection of all curb boxes / valve boxes prior to the final paving.

D. Sherriff's House Improvements – National Park Service

1. WUM Guyer drafted an estimate, scope of work, and proposal for MSC to perform the water service work and forwarded to the National Park Service (NPS) for their review. NPS agreed to the project and forwarded an agreement/contract to WUM Guyer for review. Following several revisions, the agreement/contract was executed. MSC Operators excavated and installed the new water service on October 14th and 15th. A sample will be collected for bacteria testing and an "Approval to Operate" will be requested from the Office of Drinking Water, Office of Engineering.

2. MSC Projects

A. West 3rd Street Parking Lot – Trustees Project

1. MSC Operators completed the water service and yard hydrant installation. WUM Guyer and WUS Jaeger visited the site and confirmed all water related work for the parking lot

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October 22, 2020

Prepared By: Jay Guyer on October 15, 2020

is complete and will work with the office to reconcile the project and invoice the Trustees for materials used.

B. Automated Meter Reading System – AMP

1. WUM Guyer, EUM Blomquist, and GM Patone have initiated the review process for evaluating the benefits of an AMI Meter Reading System for MSC and have had several meetings and discussions with AMP in reference to their AMI Solution. Additional meetings are scheduled to further review the AMP offering and prepare a presentation for the Commissioners to present meter reading system options.

3. Operations

A. Outages

1. There were no planned and 1 unplanned water outage for the month of September 2020. The unplanned outage was for water operators to repair a broken water service at 5 Victorian Court on MSC's owned portion of the service. 10 Customers were without service for 15 minutes.

B. Reporting

1. ATSDR PFAS Testing in New Castle County – WUM Guyer has nothing to update on the assessment.
2. MSC received the Pilot Study Test Skid Unit and worked with Adam Redding of Calgon Carbon Corporation (CCC) to complete installation on October 2nd. The unit is in service collecting and transmitting daily data to CCC. MSC completed the first round of bi-weekly PFAS sampling on October 14th. MSC logs daily water use by the Pilot System and will use it for annual reporting in December.
3. Penn Farm Observation Wells – DNREC and their engineer have not performed any additional sampling of the Penn Farm observation well or the sample collection from the lot at 0 Christiana Road. WUM Guyer will follow up with the DNREC on their PFAS testing results to date.
4. US EPA Region 3 Training Division – WUM Guyer started preparing the training presentation on MSC's experience in handling the 2014 PFAS Contamination. The virtual presentation is scheduled for November 19th from 10:00am to 12:00pm.

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C. System Repairs and Maintenance

1. Riverbend Subdivision - Flushed on September 2nd and 15th to maintain the required Chlorine Residual.
2. Monthly Meter Reading – Completed on October 12th. Water Operators will follow up on water check reads and missed reads.
3. WUM Guyer received the annual pump and motor maintenance inspection report from A.C. Schultes, Inc. The report is being reviewed, clarifications on content will be requested, and recommendations will be incorporated into the Capital Budget.
4. Water Operators have assisted the Electric crew as needed on the Delaware Street UG Electric conversion and assisted them with the primary UG electric cable repair in Centerpoint Industrial Park at the entrance to Building 400.

D. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – WUM Guyer and WUS Jaeger are reviewing the project key attribute data for horizontal assets and vertical assets. MSC and RK & K had a video conference meeting on September 17th to update all team members on our progress and discuss the project overall. It was agreed to develop an updated time line/schedule and for WUM Guyer and WUS Jaeger to work with RK & K representatives on our attribute data.
2. WUM Guyer, EUM Blomquist, and GM Patone have started working on the FYE 2022 Capital Budget.

E. Equipment

1. The Kubota skid steer has been ordered from Burke Equipment. Burke has received the skid steer, bucket, and forks. The mower deck is scheduled for a late October delivery. When all components are received by Burke, they will schedule delivery date/time and provide training and orientation on the new unit and accessories.

F. Personnel and Training

1. No personnel issues to report at this time.

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2. WUM Guyer, WUS Jaeger, and GM completed employee evaluations on September 29th. WUM Jaeger was the lead on the evaluation process this year and did a great job.
3. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety for continuing education hours to maintain their operator licenses.

G. 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.

3. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. WUM Guyer attended the September 24th WSCC Virtual Meeting. Chairman Smailer called the meeting to order, DGS made their Water Conditions Report (overall good conditions), Weather Forecast Synopsis by the State Climatologist (predicted to be warmer and wetter than normal), Delaware River Basin Commission update on water conditions (basin is in good condition), Water purveyors gave their reports (no issues in Northern New Castle County), DNREC provided updates on several projects related to Kent and Sussex County aquifer monitoring, the Self Sufficiency / Conversation Plan working group presented the draft templates for consideration, and the 14th Report to the Governor and General Assembly was discussed.
2. The next WSCC meeting is scheduled for January 28, 2021.
3. The Sub - Committee members from Northern New Castle County developing templates for the Self Sufficiency Report and Conservation Rates Effectiveness filings with the Council presented their draft templates to the WSCC at the September 24th meeting for review and comment.

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.

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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 December 3rd.

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

1. WUS Jaeger attended the PSC teleconference public hearing on September 30th at 1:00pm. The hearing on the final draft of the proposed Utility Damage Reporting requirements was conducted and the Commission voted to approve the draft as proposed. Nothing else to update on this subject.

F. Miss Utility of Delmarva Monthly Meeting

1. Miss Utility issued notice that all meetings are suspended until further notice.

End of Report

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

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Monthly Water Outages / Interruptions Report

September 1 - 30, 2020

Prepared By: Jay Guyer on October 15, 2020

Planned Outage / Interruptions		No. of		Comments
Date	Approximate Duration Hours / Minutes	Customers	Customers	

No Planned Outages or Interruptions for the Month of September 2020.

Unplanned Outage / Interruptions		No. of		Comments
Date	Approximate Duration Hours / Minutes	Customers	Customers	

9/8/2020	11:30am to 11:45am or 15 minutes	10		Shut down the main to repair water service for 5 Victorian Court that cracked between the main and customer curb stop.
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