

Municipal Services Commission  
Monthly Meeting  
December 17, 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; Jay Guyer, Manager, Water Department; Art Granger, Supervisor, Electric Department.

**Minutes – A motion was made and seconded to approve the minutes from the monthly and executive session for the November 19, 2020 meeting. The motion was approved.**

**Treasurer's Report – Secretary Patone reporting**

Total operating cash balance of \$2,259,424.89. PNC escrow and meter deposit total \$694,162.42 for total cash of \$2,953,587.31. Total investments are \$1,293,662.91. The attached accounts payable check register was reviewed.

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

Brandon Poddany, Program Manager for American Municipal Power (AMP) and Scott Lynch from DEMEC were admitted to the meeting to present Advanced Metering Infrastructure (AMI)

Mr. Poddany reported AMI Solution for Member Municipalities of DEMEC and AMP is a fully managed end-to-end service providing field technology and equipment, software hosting, operations and management, installation and integration services, utility and end user applications. It is a set of components working together to collect and deliver data to a utility system. AMI technology has increased accuracy and efficiency by enabling utilities to identify users, deliver service, calculate and collect costs and proactively respond to issues. AMP/DEMEC AMI Solution benefits to The Municipal Services Commission include greater convenience, reduced field visits, increased staff safety, improved power quality and availability, enhanced customer service, increased billing accuracy and a foundation for the future. AMP designs and manages the deployment of all components (meters, network, communications, applications, and integrations) and provide municipal utility systems with long term hosted and operation managed services. The program is controlled and operated by public power and purpose built for municipal utility systems with the goal of reducing complexity, lowering long term risk, improving system efficiency and forecasting/predicting future costs. Mr. Lynch reported different finance opportunities through DEMEC including bond refinancing. Commissioner Hansen inquired if there is a life cycle for replacement. Mr. Poddany reported warranties on the hardware suggesting a useful life minimum of 10 years for the program, longer on the devices themselves, from a software and integration perspective there will not be a new revamp, it is their view this is a long term solution with upgrades. Mr. Poddany and Mr. Lynch exited meeting.

Dan McCollom from McCollom, D'Emilio, Smith, Uebler, LLC was admitted to the meeting.

Secretary Patone suggested in the interest of time of the meeting to stand on department reports and only report on capital budget items.

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

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

Secretary Patone commented on the ongoing project at Vandyke and the electric design for underground quote received for \$50,000. Commissioner Hansen inquired if there are any pressing or identified areas for underground, Mr. Granger reported there are no pressing or identified areas at this time. Projects to date have been outline areas and next areas will be more congested affecting multiple circuits.

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

Mr. Guyer noted carry over or continued projects including Delaware Street Main Extension, Delaware Street Rail Road Crossing, Asset Management and Skid Steer Utility Trailer. Mr. Guyer reported delaying the painting of the tanks for this year as he explores grants and financing. Mr. Guyer is working with the program manager from a group that deals with state revolving funds to determine possible financing and eligible projects, noting water meters for AMI would qualify. Commissioner Knox inquired would the AMI funding cover both water and electric, Mr. Guyer confirmed only the water portion would qualify. Secretary Patone commented provided the water department provides labor and equipment, the high level estimated total for AMI is \$1.3 million which will be divided over two years splitting water and electric portions.

Administrative/Facility – Secretary Patone reporting

Secretary Patone reported the possible next phase of the feasibility study and \$30,000 split with the city with a design for an already owned and occupied city property. She also noted working with Harty & Harty on the Accounting Policy and Procedures Manual. Secretary Patone reminded the commission not looking for approval on budget items until the January commission meeting.

Commissioner Hansen congratulated and thanked Mr. Blomquist, Mr. Granger and the electric department for receiving the certificate of excellence in reliability.

*Managers were thanked and excused from the meeting.*

Dan McCollom reporting on the charter change regarding trustee appointments. Mr. McCollom clarified to make a change to the charter the general assembly (New Castle City Council) needs to pass a bill to change the charter. Commissioner Hansen noted it was his understanding the appointment change was at the recommendation of the Trustees lawyers to make it clearer they are not part of the city, to make their nonprofit and legal status clear by not introjecting themselves into government business. It was agreed the next logical steps is for Mr. McCollom to have a conversation with the Trustee lawyers to understand and address the concerns regarding appointments and any other business with the MSC. Mr. McCollom to report the results of his conversation at the January commission meeting.

Mr. McCollom was thanked and exited the meeting.

Secretary's Report – Secretary Patone reporting

DEMEC– Secretary Patone reported the regular monthly DEMEC meeting took place December 15<sup>th</sup>, the University of Delaware professor and student presented their research on the wind project in Rhode Island, which is an extension of the Block Island research regarding the communication as it relates to projects and surveys completed. DEMEC provides and funds a fellowship each year. Commissioner Sippel noted the student reported the response of people before and after the installation and the significant positive affect after the wind system was in place. The study is expected to get published and anticipates will help with future wind projects and how to have legislators in communities approach the projects and communicate to citizens. Secretary Patone reported CPower presented noting CPower provides demand response services to our service territory and the majority of DEMEC members have them as an exclusive provider. The board voted to approve the resolution to continue with CPower as the exclusive provider to DEMEC and DEMEC members. Each community reaffirms their arrangement. MSC reaffirms in April of each year during elections and appointments. Secretary Patone reported the financial report for DEMEC showed a negative result which was predicted, noting the bounce back in September and October not being a high demand month hoping to come out even at year end. The finance committee reviewed the final budget on November 30<sup>th</sup> and made a recommendation to the DEMEC board to approve the operating budget. There were additional recommendations for presentation changes and to explore a rate study for joint action agency to understand how the rates look and what kind of reserves, expecting to explore these recommendations further in January or February. The committee is reviewing the draft of the investment policy for DEMEC at the next meeting and the 3<sup>rd</sup> quarter financials were reviewed.

Secretary Patone reported President McCullar reported AMP Transmission is prepared to finish the Middletown transmission line if Delmarva Power doesn't complete.

Secretary Patone reported Kimberly Schlichting reported she is having discussions with Senator Sokola to get him acclimated to DEMEC. Senator Sokola inquired why there wasn't much discussion regarding air quality coming from DEMEC. Ms. Schlichting's response was 87% of our portfolio is actually low emissions, which is why it is unspoken and we are meeting all of our targets. Noting of the 87% low emissions, 18% is renewable and the remaining 69% has to do with nuclear and natural gas.

Secretary Patone reported DEMEC approved the purchase of the EV charging station, in addition is exploring the purchase of an electric vehicle to be used as a fleet vehicle. Several vehicles have been researched, no final decisions have been made.

Old Business

Electric Vehicles Charging Station– Secretary Patone reported the MSC has purchased and taken delivery, invoice has been received and submitting an application to DEMEC. MSC's portion of \$726.00 to be paid through DEMEC Green Energy Funds. Timing has worked out and noted Newark has purchased as well.

Feasibility Study– Secretary Patone reported Mr. Barthel has not received approval for the city to move forward, he is hoping for possible approval at the early January meeting to move forward with two possible designs on city property.

New Business

Capital Budget – Secretary Patone reported last month reviewed the five year projection and this month reviewing the one year projection. She reminded the commission looking for approval in January or

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December 17, 2020

February, noting pushing the Water Tower item a year while we research other options and possible funding. She stated management is still accumulating information, quotes and waiting on the cost of service study. Secretary Patone expressed the importance of having more thorough discussion regarding AMI.

Remote Work Policy – Secretary Patone requested an extension to the remote work policy to March 31, 2021 due to the current COVID circumstances. Commissioner Knox inquired and a discussion ensued regarding positive cases and exposure as well as quarantine and sick policy.

**A motion was made and seconded to approve extending the remote work policy through March 31, 2021. The motion was approved.**

Labor and Equipment Rates and Personnel Documents (Non-union Pay Scale) - Secretary Patone reported the MSC charges developers and contractor fees for inspection and operation services for projects. Based on labor and pay rate increases our current rates are outdated. Secretary Patone is requesting to increase inspection/operation fees from \$75/\$50 to \$85/\$70. Equipment rate information is collected from rates of rental fees throughout the industry and would like to adjust rates accordingly. She requested since rates are not published in the Tariff would like to formalize and have rates reviewed on an annual basis. Secretary Patone reported union pay scales are within the union contract; however, it was identified that the non-union titles and pay scales were outdated. She is requesting titles be updated and the min, mid, max be adjusted to reflect 2% inflation, noting this is not the pay increase and this may affect those at the top of their pay scale.

**A motion was made and seconded to approve updating labor and equipment rates as well as non-union titles and pay scales. The motion was approved.**

**A motion was made and seconded to enter executive session at 6:14 p.m.**

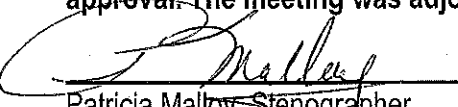
Commissioners returned to general session at 6:19 p.m.

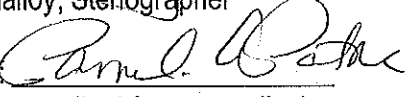
Next Meeting

Commissioners set the next monthly Board meeting to be January 21, 2021 10 a.m., commission meetings will continue virtually via zoom.

Adjournment

**A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 6:22 p.m.**

  
Patricia Malloy, Stenographer

Approved:   
(Minutes transcribed from recording)

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## Accounting & Customer Service Department Meeting Report

December 17, 2020

Prepared By: Tara French on December 10, 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 plans to meet with Efficiency Smart for a refresher training to assist customers with questions on their usage and bills.

The CSD will begin preparing reports for the annual billing audit.

- **Accounting**

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

Accounting reviewed the operating budget vs actual through November 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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## **Accounting & Customer Service Department Meeting Report**

**December 17, 2020**

**Prepared By: Tara French on December 10, 2020**

Loss of revenue analysis indicates residential and commercial customers past due balances have decreased from the prior month. Electric, water and waived fees compared to last year are at an estimated loss of \$144,000 but overall the operating budget compared to actual is on target.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**December 17, 2020**

**Prepared by Scott Blomquist on December 10, 2020**

1. **Developer Projects:**

a. **200 - 210 W 9<sup>th</sup> St (even only).**

I. This project is complete.

b. **Third Street Parking Lot:**

I. I reported that the Trustees asked us to make some changes to the service at last month's commission meeting. This was completed.

2. **Capital Projects:**

a. **Van Dyke Village:**

I. There is nothing to update on this project.

b. **Delaware Street:**

I. Comcast is complete.

II. Verizon was onsite on 12/8 and moved the last 5 services to the underground. There is one copper service that needs to be transferred.

III. The electric crew is working on removing the remaining communications lines and removal of the poles. The pole at Nora Lee's will have to remain until Verizon gets the last copper service transferred. As we remove the poles the water department has been assisting with repairing the sidewalks.

3. **Capital Purchases:**

I. There have been no capital purchases over the last month.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**December 17, 2020**

**Prepared by Scott Blomquist on December 10, 2020**

**4. Operations:**

**a. Outages :**

I. We had 0 outages over the last month.

II. 12/01/2019 – 12/01/2020

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
55.11	0.49	111.65	99.98

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

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

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

ASAI - is the Average Service Availability Index.

**5. Repairs and Maintenance:**

**a. Wilmington Road Substation:**

- I. The Electric Department performed the monthly inspection at this location.
- II. Transformer Associates was onsite on 12/8 to do the yearly oil sampling on the substation transformer and load tap changer

**b. Dobbinville Substation:**

- I. The Electric Department performed the monthly inspection at this location.
- II. Transformer Associates was onsite on 12/8 to do the yearly oil sampling on the substation transformer and load tap changer



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- III. The electric department worked with Keystone Engineering to get the 400 relay trip function in SCADA so we get notified if main breaker trips.
- IV. Delmarva Power requested an outage on this substation to perform relay trip setting upgrades on December 18<sup>th</sup> and 19<sup>th</sup>. The electric crew will transfer load on the 17<sup>th</sup> and back on the 21st

**6. Safety:**

- I. Daily tailgate sections are performed each morning.
- II. The Safety Committee meeting has been pushed due to Covid.

**7. Capital Budget:**

- I. The items on the Capital Budget FYE 2022 are as follows.
  - i. **Vandyke Underground Conversion** - \$648,530.62. This is the carry over amount for this project. No new funds are being requested at this time.
  - ii. **Electric System Wide Underground Evaluation** - \$50,000.00. As we work toward undergrounding the electric system we feel it is wise to come up with a design for the complete system. The projects we have been doing to this point have been projects that will have very little effect on the complete system design. We feel that moving forward the projects will start to have more effect on the complete design and it is wise to make sure we are thinking of each piece so we don't end up with a product that could have been better or less expensive in the long run.
  - iii. **AMI System** - \$357,500.00. This is 1/3 of the cost for the electric portion of the funding.
  - iv. **Purchase of trailer for Skid steer** – \$12,500.00. This trailer is to haul the new skid steer we purchased. It is the same as the trailer we purchased to haul the excavator we purchased in FYE 2020.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**December 17, 2020**

**Prepared by Scott Blomquist on December 10, 2020**

**8. Operating Budget:**

- I. Manager Blomquist is working on the first draft of the Operating Budget.

**9. Cost of Service Study:**

- I. The data for this has been submitted to GM Patone.

**10. Certificate of Excellence in Reliability:**

- I. We received this for year 2019. This is the 4<sup>th</sup> year we have received this certificate.
- II. We also received a report from LiveEO that shows where we rank in reliability compared to other utilities. When compared to other municipal electric utilities in the south east region of the US we rank 5<sup>th</sup>. When compared to all utilities that reported in the south east we rank 7<sup>th</sup>. There were a total of 188 utilities that reported in the south east region.

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## Water Department Commission Meeting Report

December 17, 2020

Prepared By: Jay Guyer on December 10, 2020

### 1. Developer Projects

#### A. Garrison Apartment Complex – 7<sup>th</sup> Street

1. WUM Guyer prepared an estimate for MSC to complete the outstanding items on the punch list and forwarded to CSRM French so money can be escrowed by the property owner. MSC will perform the work once the money is received.

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

1. WUM Guyer and WUS Jaeger marked up drawings with proposed solutions to eliminate 2 of the 3 mains that cross under the RR tracks and forwarded to Del DOT's consultant Century Engineering for incorporation into the plans. WUM Guyer will review the draft plans when received and confirm final plans for performing the work.

#### C. Delaware Street Repaving – City Project

1. The City has delayed final paving of Delaware Street until Spring 2021. MSC Water Operators will perform a final inspection of all curb boxes and valve boxes prior to final paving being started next year. Water Operators have been assisting the electric crew with restoring the brick sidewalks as they are removing poles.

#### D. 6<sup>th</sup> and Delaware Street Traffic Light Replacement

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

### 2. MSC Projects

#### A. West 3<sup>rd</sup> Street Parking Lot – Trustees Project

1. WUM Guyer and WUS Jaeger visited the site and confirmed all water related work for the parking lot is complete and will work with the office to reconcile the project and invoice the Trustees for materials used.

#### B. Automated Meter Reading System – American Municipal Power (AMP)

1. WUM Guyer, EUM Blomquist, and GM Patone had several meetings with AMP Representatives in reference to preparing a presentation for the Commissioners on their AMI Solution.

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### C. Cross Connection Control Survey

1. Water Operators completed the system survey of domestic and fire services as part of our Cross Connection Program. Surveys confirmed that proper devices are installed and the information in our XC2 software is current and accurate. Photos of all devices were taken and filed in XC2 Software. Customer letters are being drafted in reference to corrective actions needed for specific locations. WUM Guyer and WUS Jaeger are preparing a time line for distribution of notices 1, 2, and Final Notice to discuss with GM Patone.

### 3. Operations

#### A. Outages

1. There were no planned or unplanned water outages for the month of November 2020.

#### B. Reporting

1. ATSDR PFAS Testing in New Castle County – WUM Guyer has nothing to update on the assessment.
2. The Calgon Carbon Corporation (CCC) Pilot Study Test Skid Unit is collecting and transmitting daily data to CCC. The Unit is functioning as designed with no issues and MSC continues to collect bi-weekly PFAS samples. CCC will share the results once they have reviewed and begins compiling them for comparison.
3. DNREC Penn Farm Observation Wells for PFAS – Nothing to update on this project.
4. US EPA Region 3 Training Division – WUM Guyer gave his virtual training presentation on MSC's experience in handling the 2014 PFAS Contamination on November 19<sup>th</sup>. GM Patone and WUS Jaeger also attended the virtual training for the presentation as well as representatives from the Delaware ODW and DNREC.

#### C. System Repairs and Maintenance

1. Riverbend Subdivision - Flushed on November 5<sup>th</sup> and 18<sup>th</sup> to maintain the required Chlorine Residual.

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2. Monthly Meter Reading – Completed on November 12<sup>th</sup>. Water Operators followed up on water check reads and missed reads. Operators replaced 6 Meter ERT's.
3. WUM Guyer completed the paperwork and agreement for upgrading our MVRs Software and Hardware Meter Reading System to the new FCS Software and Hardware System. The order is being processed and installation of the upgrade will be scheduled following the January 2021 meter reading cycle.
4. MSC Operators performed annual cleaning and inspection of the School Lane Treatment Facility Clear Well on November 12<sup>th</sup>. The Clear Well was drained, washed out, and inspected. With no deficiencies observed, the clear well was disinfected, filled then placed back in service. Bacteria sampling was completed and returned absent results. GM Patone was on site and participated in the cleaning process.
5. MSC Operators utilized the Kubota Skid Steer with the mower deck to perform annual maintenance on our Utility Right of Ways and Easements clearing them of overgrowth.
6. Pro-Works removed and installed the new Heating Units at 100 Municipal Boulevard on November 23<sup>rd</sup> and 24<sup>th</sup>. Water Operators worked with their crew to provide access to the attic for removal of the old units and installation of the new units. This was an approved Capital Project for the Utility Building.
7. Pro-Works installed the new Mini Split HVAC unit at Frenchtown Road on November 25<sup>th</sup>. The Electric crew worked with them to provide an electric circuit for power. Water Operators removed the old intake and exhaust fans from the walls and patched the openings. This work was completed in preparation for the VFD Controller installation. This was an approved Capital Project.
8. WUM Guyer researched options to improve air quality in the HVAC system at 216 Chestnut Street and 100 Municipal Boulevard and recommended to GM Patone the I Wave units be purchased and installed in both duct systems. GM Patone approved this purchase and Pro-Works installed the units on November 31<sup>st</sup> at both locations.
9. AC Schultes is scheduled to start Frenchtown Road Rehabilitation on December 14<sup>th</sup>. They plan to mobilize removing the motor and pump that day and return on November 18<sup>th</sup> to complete the down well TV inspection. This was an approved Capital Project.

### D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger and FP Jones have continued updating requested attribute information for horizontal assets in our

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ArcPro Mapping System. WUS Jaeger and WUM Guyer are working on gathering additional data for the vertical assets. WUM Guyer is moving forward with purchasing a Samsung Galaxy S5e Tablet that will be used for field work including collecting GPS locations of our assets through the ESRI Collector App and giving operators access to water distribution system maps that will help with Miss Utility locate requests and general system knowledge.

2. WUM Guyer contacted the Program Administrator for the Delaware Water State Revolving Fund and scheduled a conference call to discuss the program. WUM Guyer, WUS Jaeger, GM Patone, and CSRM French participated in the conference call collecting information about the program, eligible projects, and the application process. WUM Guyer will follow up with additional questions in reference to project eligibility and the Notice of Intent for future projects.

### E. Capital and Operation & Maintenance Budgets

1. WUM Guyer, EUM Blomquist, and GM Patone have started working on the 5 year Capital Budget focusing on FYE 2022 Projects and Purchases for presentation.

Following are the proposed Items for the FYE 2022 Capital Budget:

#### Water Projects

- |   |                     |
|---|---------------------|
| AMI Metering System – Year 1 of a 2 Year Project  | <u>\$292,500.00</u> |
| New Automated Reading Infrastructure System (AMI) to replace MSC's aging Automated Meter Reading System (AMR) installed in 2005. This will be a 2 year project and will be detailed in the AMP presentation to the Commission this evening.   |                     |
| Delaware Street and 6 <sup>th</sup> Street Paving (Carry Over)  | <u>\$42,500.00</u>  |
| The intersection of 6 <sup>th</sup> and Delaware Street was not paved during the 2019 Cleaning and Lining project. The State will be installing conduits around the intersection for the new traffic light. Paving will be coordinated when their project is completed.   |                     |
| Delaware Street 12" Main Extension – 10 <sup>th</sup> St. Crossing (Materials)  | <u>\$42,410.00</u>  |
| 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 2021. 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 |                     |

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dead end main will improve water quality, reliability, and fire flow for the Shaw Town Area.

Delaware Street Railroad Crossing – Water Main (Materials) \$37,500.00

MSC has 3 water mains installed 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 newest 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 MSC would supply the materials. The planned start date is July 2021.

Asset Management Project (Reimbursable) – Year 2 of a 2 Year Project \$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 used as the model for the Electric Department to improve their GIS mapping system. Current YTD Invoiced equals \$36,829.79 for 3 of 7 tasks completed.

### Facilities Projects

No Facilities projects proposed or planned for FYE 2022.

### Trucks / Large Equipment

Trailer for Skid Steer – Split Deck Utility Trailer \$12,500.00

This is the same type of split deck trailer purchased in FYE 2020 to haul the new Kubota Excavator. This second trailer will allow the new Kubota Skid Steer to be transported to / from projects without the need to make multiple trips for both pieces of equipment to be mobilized. Additionally, it allows the 2 pieces of equipment to operate independently of each other at the same time at different locations.

2. WUM Guyer, WUS Jaeger, and FP3 Jones continue working on the Operation & Maintenance Budget for FYE 2022 requesting or updating proposals and quotes.

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### F. Cost of Service Study

1. WUM Guyer completed the updating the Cost of Service Study Spreadsheets and forwarded to GM Patone for review.

### G. Equipment

1. The Kubota skid steer and attachments were delivered by Burke Equipment on November 16<sup>th</sup>. Burke conducted on site orientation and training on the new equipment on November 17<sup>th</sup>.
2. The replacement Truck – 3 has been ordered from NuCar Chevrolet with an estimated delivery of 10 - 12 weeks.

### H. 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 for continuing education hours to maintain their operator licenses.
3. WUM Guyer successfully completed his Project Management Course at the University of Delaware. Course completion documents were forwarded to HRM Stubbs for his personnel file.
4. WUM Guyer and WUS Jaeger thank the Commissioners and GM Patone for the Employee Recognition, Holiday Breakfast, and wish everyone a Safe and Happy Holiday Season and New Year.

### I. 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.
2. A Safety Committee has been created with a representative from each department volunteering to serve and start the review / update process of the current Safety manual. The next meeting is scheduled for January 2021.



# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

Office: 302-323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

## Water Department Commission Meeting Report

December 17, 2020

Prepared By: Jay Guyer on December 10, 2020

### 3. Local, State, and Federal Agencies

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

1. The next WSCC meeting is scheduled for January 28, 2021.
2. Nothing to update on the Sub - Committee members from Northern New Castle County.

#### B. WRA – Water Resource Agency

1. WUM Guyer sends 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 December 3<sup>rd</sup> conference call/meeting went well. Council reviewed Water Operator License Applications and approved/denied based upon the regulations, approved the September 3<sup>rd</sup> meeting minutes, reviewed and approved new training courses from Del Tech, Delaware Rural Water Association, American Water Works association, and the US EPA. Council discussed electing a new Chairperson for the coming year and how the program will be restructured. ODW staff member Keith Harrison was appointed the Advisory Council Administrator and will coordinate with ODW Program Administrator Keith Mensch on completing tasks and projects to improve Council functionality.
2. The next meeting is scheduled for March 4, 2021.

#### E. Miss Utility of Delmarva Monthly Meeting

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

### End of Report

**Attachments:** November 2020 Water Works Report  
November 2020 Water Outage Tracking Sheet

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**Monthly Water Works Report**

November 1 - 30, 2020

Prepared By: Jay Guyer on December 10, 2020

Water Production		FT 300		Gallons	
Month	Year	Raw	Adjusted Finished	Raw	Finished
November	2019	11,950,700	11,916,260	11,521,300	11,417,427
November	2020	11,521,300	11,417,427		
	Difference	-429,400	-498,833		-103,873
	Percentage Difference	-3.7	-4.4		Percentage Difference 0.9

Well(s) in Operation Days Pumped	Basin Road	Frenchtown Road	School Lane	Cross Roads
	XXXX	XXXX	XXXX	XXXX
	2	2	2	28

Water Quality	MSC Average	Goal	Range
Average Chlorine Residual	1.16 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.5	7.6	7.4 - 7.8
Average Fluoride Residual	0.70 ppm	1.00 ppm	0.80 - 1.20 ppm

**General Water System Report**

Routine Bacteria Sampling  
(Office of Drinking Water)

# Collected Results	Absent	Present
10	10	0

Miss Utility Locate Requests  
(Water and Electric Locates)

# Received	# Completed	# of Damages
35	35	0

Building Permit Review  
(Water Related Conflicts)

# Reviewed	# Approved	# Not Approved
20	20	0

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**Monthly Water Outages / Interruptions Report**

November 1 - 30, 2020

Prepared By: Jay Guyer on December 10, 2020

**Planned Outage / Interruptions**

Approximate Duration	No. of Customers	Comments
Date	Hours / Minutes	Location

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

**Unplanned Outage / Interruptions**

Approximate Duration	No. of Customers	Comments
Date	Hours / Minutes	Location

No Unplanned Outages or Interruptions for the Month of November 2020.