

Municipal Services Commission
Monthly Meeting
May 21, 2020 – 4:00 p.m.

The meeting was called to order at 4:00 p.m. via video 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
Joe Bonasera, Summit Financial
Jason Denton, Summit Financial
Trish Gildea, Summit Financial

Staff in Attendance: Treasurer Mary Jane Stubbs; Tara French, Manager, Accounting & Customer Service Department; Jay Guyer, Manager, Water Department; Scott Blomquist, Manager, Electric Department

Investment Performance

Mr. Denton gave an overview of Municipal Services Pension Valuation Report as of April 1, 2020. The report identifies the actuarial funding valuation for the fiscal year beginning April 1, 2020. Mr. Denton reported the funding requirement increased from \$235,233 last year to \$286,144. This increase is due primarily due to 3 items. 1) Asset return of -14.9% in Q1 of 2020, dropping the 2019 plan year return to -7%. Plan assets lost nearly \$490,000 in Q1 2) Average salary for the 15 active plan participants increased 9% from 2018 to 2019 3) Benefit increase for non-union members hired after July 1, 2000 reflected this year

Secretary Patone reminded the Commissioners the standard pay increase was 3% increase, however, an additional 1 week pay bonus was needed to negotiate the change from weekly to bi-weekly pay. In addition, employees receive merit increases as they gain experience and education in their position. Several employees received merit increases this past year in comparison to previous years.

Mr. Denton went on to explain the funding requirement can be mitigated by making a change to the valuation rules allowing the actuary to use "asset smoothing" when calculating the annual cost. Smoothing defers unexpected asset gains and losses over a period of up to 5 years. Starting 5 year smoothing with the 2020 valuation reduces the contribution amount by just over \$25,000 to \$261,078.

Secretary Patone asked what Summit Financial would need from MSC in order to have Commission move forward with the change if the Commission desires. Mr. Denton responds for the board minutes to adopt the change as well as noting in the accounting reports. Auditors would want to review. If adopted this year, this will reduce the contribution. In years when we have significant asset gains, our contribution will be higher than it would otherwise be because we would be deferring gains. Smoothing the value of assets would be less than what may be in the account at that date. The point is not to reduce contribution overall but to try and level the impacts of the market.

Municipal Services Commission Meeting Minutes
May 21, 2020

Secretary Patone states we are familiar as we adopt regulatory accounting for our utility billing rates and DEMEC purchase of power. Smoothing things out for budgetary perspectives and to set rates makes sense for our customers and budgets. Secretary Patone asks can this be done retroactively to adopt for the fiscal year we are already in. Mr. Denton respond yes, we can. Our assumed salary scale has been 5.5% for some time. The conclusion is it might be a little high. With a dwindling number of employees, we need to be sure we are using the most accurate number we can.

Dr. Hansen asked Mr. Denton what percentage in funding are we at the moment. Mr. Denton states the important funding measure we look at each year is accrued liability compared to our market value of assets. Funding level is 65% on April 1, 2020. This is down from 75% April 1, 2019. We lost close to \$500,000 in assets in quarter one of 2020, which dropped that funded ratio significantly. Mr. Bonasera states the account balance has improved since the April 1, 2020 date. Due to the fluctuation of the market, it is a moving target. Mr. Bonasera will provide recommendations on how to improve our investment performance over the rest of this year.

Mr. Bonasera provided an overview of the pension investment performance and recommendations for plan.

- 1) Maintain the asset allocation based upon your Investment Policy Statement at 65% equity and 35% fixed income
- 2) Rebalance the portfolio to the sector allocation established in the Investment Policy. The allocations are off a bit as the equity market experienced the downdraft in Q1. For example, the Guaranteed Income Fund represents 28% of the portfolio when the allocation is set at 25%. We will rebalance back to 25%. Some other asset class (stocks) for example will be underweight and we'll need to add assets to bring the asset class back to that stated in the Investment Policy.
- 3) We believe that during these volatile market times that active management can take advantage of the discounts available and add excess returns over those of passive (index) investments. The focus by active managers will be on quality companies, where the index has both quality firms and those losing money (15% of those are in the S&P 500 Index). There are more (45%) of these low quality companies in the small cap index space. Therefore we will remove any allocation to small cap index and reduce by 50% the allocation to the S&P 500 Index. The S&P 500 Index will be reduced from 10% to 5%. The small cap index will be reduced from a 1% allocation to 0%. We also recommend a small shift from the large value and growth index funds to the active managed funds in that asset class. For example: we will reduce the Vanguard Value and Growth Index Funds from 5% to 3% and add the amount to the actively managed funds.
- 4) We believe that the technology and healthcare sectors of the market will outperform over the medium term. Therefore we are recommending an overweight to large cap growth by 5%. This will increase the allocation to the asset class from 10% to 15%. We propose reducing the S&P 500 Index from 10% to 5% to create this shift. Additionally, to add more diversification to the large cap growth space, we are recommending that MFS Growth Fund be added to the portfolio with a 5% allocation.

Ms. Gildea gives an overview of non-qualifying assets with no recommended changes.

(Mr. Denton, Mr. Bonasera, and Ms. Gildea were thanked and excused from the meeting.)

Minutes– Secretary Patone indicated the April meeting minutes were not yet available and would be presented at next month's meeting.

Treasurer's Report – Treasurer Stubbs reporting

Treasurer Stubbs reported for the month of March 2020, a total operating cash balance of \$2,406,159.26. PNC escrow and meter deposit total in the amount of \$749,670.94. Total cash balance is \$3,155,830.20. Total investments are \$1,190,018.47. Water Department Manager Jay Guyer reviewed the bank statements for the month of March. Ms. Stubbs was able to answer his questions satisfactorily. The accounts payable check register is attached to Treasurer Stubbs' report.

Treasurer Stubbs reported for the month of April 2020, a total operating cash balance of \$2,340,071.88. PNC escrow and meter deposit total in the amount of \$751,098.66. Total cash balance is \$3,091,170.54. Total investments are \$1,219,264.66. Electric Department Manager Scott Blomquist reviewed the bank statements for the month of April. Ms. Stubbs was able to answer his questions satisfactorily. The accounts payable check register is attached to Treasurer Stubbs' report.

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

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

Secretary Patone indicated Ms. French and she would review the asset smoothing recommendation for the pension and make a recommendation to the Commissioners at a future meeting.

Ms. French presented her report. Dr. Hansen had a question for Ms. French regarding the Statements of Revenues and Expenses for 2020. Dr. Hansen states the 2019 summary does not seem to have any number for the purchase power substation. Ms. French states the 2019 will be audited numbers, which does include the adjustment in the 2019 numbers. The journal entries have not been made for the 2020-year end so that is why it appears as the same number. Secretary Patone clarifies the \$6,343,729 in 2019 includes the substation figure. On GAAP financial statements we do not segregate the substation line item. Discussion ensued. Dr. Hansen thanked staff for the clarification.

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

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

Discussion ensued regarding ATSDR testing. Dr. Hansen asked if MSC is going to get any additional information compared to the customers. Mr. Guyer states Karl Markowitz sent an email this afternoon of an update outlining what their approach is including a copy of the drafted letter of the information. There is a call tomorrow at 1pm to review the exposure assessment. Secretary Patone states there will be two meetings since there was not much notice for tomorrow's meeting. She advised she would forward information to Commissioners so they can participate. Mr. Guyer and Secretary Patone will attend the meeting. Mr. Guyer states he is anxious to hear the results and how the customers perceive the information. Secretary Patone states the MSC will not get individual participant's results; the MSC will get an overall assessment of total results. All of the tap water tests that took place came out non-detect for MSC water customers. Dr. Hansen states his concerns of getting information before calls from customers begin.

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

Secretary's Report – Secretary Patone reporting

DEMEC – Secretary Patone states the regular monthly meeting was cancelled. DEMEC has not been having any regular monthly meetings due to the COVID-19 situation. DEMEC did quickly call a special meeting on May 18, 2020 which immediately went into executive session. The content of the meeting will be discussed in executive session. In the last Commissioners meeting, Commissioners asked if DEMEC could be expected to lower wholesale billing rates in 2020 due to natural gas prices going down. President McCullar stated due to the negative financial impacts of Covid-19 he could not recommend a reduction of the billing rate. He advised DEMEC has under recovered for the first quarter of 2020 due to the reduced consumption. (It was noted by MSC COVID only had a small effect on the first quarter as Delaware's state of emergency took effect March 12, 2020) They are supporting the under collection from the rate stabilization reserve currently about \$1.7 million dollars. DEMEC expects to use another \$1 million for the month of April due to the decrease in consumption. About 15% is what they were anticipating though results may come in differently. He went on to advise that DEMEC does not immediately reap the benefits of the lower natural gas prices because of the hedging policy where we purchase forward energy contracts to stabilize the rates. We do not currently benefit from those reduced prices. Secretary Patone reminded the Commissioners there is an estimated \$18 million reserve that DEMEC has and we maintain that reserve in order to stabilize rates moving forward.

Discussion ensued between Dr. Hansen and Secretary Patone regarding lowering wholesale rates based on natural gas prices. Secretary Patone indicated it will be important to understand the loss revenues of each municipality. She went on to report that DEMEC's hedging has grown over the years. The DEMEC Board's desire for stable rates has reduced the amount of power purchased off of the market. Beasley II was built and agreements were established with AMP Fremont to purchase power. In addition, agreements to purchase renewables were put in place to meet state requirements. Dr. Hansen stated he is surprised at President McCullar's answers and believes it is showing DEMEC is putting a massive value on rate stabilization over actual costs.

Secretary Patone also reported that she, Commissioner Hansen and Mr. Blomquist attended the Electric Vehicle Webinar hosted by DEMEC on May 5, 2020.

Old Business

Ordinance changes regarding Cohen Law– Secretary Patone received word from Bill Barthel that the ordinance changes were approved and passed at the March 10, 2020 Council meeting.

Electric Vehicles- Secretary Patone reminded the Commissioners, Mayor Quaranta attended a Commission meeting previously and requested the possibility of an electric vehicle charging station and incentive program be established. She went on to report that she and Mr. Blomquist had been exploring options for potentially developing a program. MSC's staff had a desire to understanding how many electric vehicles were in the community and where they were located. If the MSC incentivized their customers with a rebate information could be accumulated. This would allow staff to understand what kind of loads we may have on transformers and the need for charging stations in the community. The utility industry is also reporting the potential for drawing on the EV batteries hooked up to the system as a demand response mechanism and or shaving peak by incentivizing EV's to charge in off hours. After some preliminary research, Secretary

Municipal Services Commission Meeting Minutes
May 21, 2020

Patone believes a rebate program paid with Green Energy Funds may be suitable for the MSC. Secretary Patone indicated that she would create a written policy to be presented at the next month's meeting. Secretary Patone reminded the Commissioners the MSC identified Green Energy Funds (GEF) to be utilized for the Efficiency Smart program. Currently the GEF are in the amount of \$26,000 and increase approximately \$1,000 per month.

She went on to report that she is researching the possibility of the MSC owning and operating a public EV charging station possibly in the Trustees parking lot. She advised she scheduled appointments with vendors to discuss costs. The webinar she attended suggested approximately \$13,000 for a level two charger and \$56,000 for a level 3 charger. She went on to report she scheduled a meeting with DNREC to explore having a portion of the material cost covered by a grant from DNREC though they do not cover installation costs. The vendors scheduled for meetings are preapproved DNREC vendors. She indicated she would reach out to the Trustees to explore the possibility of the chargers being placed on Trustee property.

Dr. Sippel asked if there are any EV's in the City. Secretary Patone responded she has been advised of approximately three existing electric vehicles in the community. The MSC has not done any surveys or reached out to our customers. Dr. Hansen asks if we put in a level two charger in the parking lot if customers would be charged on their credit card to purchase. Secretary Patone advised her contact at DEMEC has done some exploration and indicated some charging stations are available at a cost of \$2,500 but they cannot be used to charge customers. It is anticipated the \$13,000 chargers would include the ability to charge customers.

Commissioner Knox asked if the charging station is a single port for one vehicle or multi-port for more than one vehicle. Secretary Patone indicated she would do research and respond back regarding the costs for single and double ports. The Commissioners welcome more information on this project.

Feasibility Study- Secretary Patone indicated GMB (consultant) is finalizing the feasibility report. A preliminary report is to be reviewed with Bill Barthel and Secretary Patone on June 1, 2020 with a possible presentation to Council and the Commission the end of July.

New Business

City of New Castle Continuity Operations Plan- Secretary Patone states New Castle County Emergency Management has hired vision planning and consulting to prepare a continuity of operations plan for each Municipality in the County. New Castle is providing information to the Consultant to develop a plan and the MSC has provided some information as well including confidential emergency response plans for both water and electric departments. The MSC is critical infrastructure as it relates to the City. Since the MSC is not employed by the City, the consultant felt the MSC may not need to give as much information as the City.

A motion was made and seconded to enter executive session at 6:28pm

Commissioners returned to general session at 6:33pm.

Municipal Services Commission Meeting Minutes
May 21, 2020

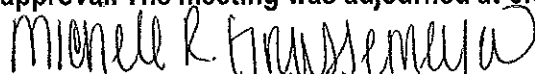
Dr. Sippel suggests to have Summit Financial present at end of the meeting instead of beginning. Discussion ensued regarding. Secretary Patone states she will be sure to make note of the suggestion for future meetings.

Next Meeting

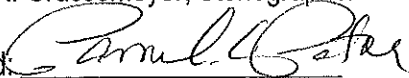
Commissioners set the next monthly Board meeting to be June 18, 2020 4 p.m., location to be determined.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 6:37pm



Michele R. Grussemer, Stenographer

Approved: 

(Minutes transcribed from recording)

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

May 21, 2020

Prepared By: Tara French on May 14, 2020

- **Billing / Customer Service**

The CSD has updated the electric billing rate reduction approved and effective April 13, 2020 in the billing software.

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

Discussions for the CSR I vacant position are resuming in re-entry planning.

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

About one-third of MSC customers now utilize online bill pay.

- **Accounting**

Accounting is updating the software for the fiscal year ended March 31, 2021 approved budget.

Accounting continues to prepare for the annual year end audit.

Accounting prepared and analyzed the Quarterly Capital and Operating Budget vs Actual reports for the 4th quarter ended March 31, 2020.

Accounting prepared the unaudited twelve months ended March 31, 2020 workpapers and Financials Statements. These do not include deferred outflows journal entries for pension or regulatory accounting.

Total assets are \$20,216,189 for the twelve months ended March 31, 2020.

There was a Surplus in Net Assets of \$527,900 of that \$288,104 is due to capitalized labor and equipment. This leaves a net deficit of (\$62,330) in Water and a net surplus of \$302,126 in Electric.

MUNICIPAL SERVICES COMMISSION

Operating Budget vs Actual Summary

Twelve months ended March 31, 2020

Prepared By: Tara French on May 14, 2020

- **Electric**

As previously reported, due to an issue with the 210 relay, additional testing was performed. Professional Fees exceeded budget for this line item slightly.

Overall the Electric Department is underbudget for the twelve months ended March 31, 2020.

- **Water**

As previously reported, the School Lane Well pump motor was in need of repair which exceeded the budget for this line item.

Overall the Water Department is underbudget for the twelve months ended March 31, 2020.

- **General & Administrative**

The Bank Service Fees Account exceeded budget due to the online bill pay transaction fees coupled with more customers using the new website and ability to pay by credit card.

Overall General & Administrative expenses are underbudget for the twelve months ended March 31, 2020.

- **Overall**

The bottom line was positive at the fiscal year ended March 31, 2020. Revenues have exceeded budget and the expenditures which may have exceeded budget were not significant.

MUNICIPAL SERVICES COMMISSION
(A Component Unit of the City of New Castle)
COMBINING SCHEDULES OF REVENUES AND EXPENSES BY DEPARTMENT
FOR THE TWELVE MONTHS ENDING MARCH 31, 2020 AND 2019

	Water Department		Electric Department		Total	
	2020	2019	2020	2019	2020	2019
OPERATING REVENUES:						
User charges	1,966,425	1,747,640	9,061,680	9,474,904	11,028,105	11,222,544
City service charges	19,141	19,141	46,227	49,210	65,368	68,351
Free service	6,983	4,134	46,344	49,084	53,218	53,218
Miscellaneous	15,139	33,511	53,591	49,037	68,730	82,548
TOTAL OPERATING REVENUES	2,007,688	1,804,426	9,207,842	9,622,235	11,215,530	11,426,661
LESS: Free service	(3,457)	(1,376)	(5,320)	(5,828)	(8,777)	(7,204)
NET OPERATING REVENUES	2,004,231	1,803,050	9,202,522	9,616,407	11,206,753	11,419,457
PURCHASE OF POWER AND WATER	(22,632)	(25,770)	(5,690,725)	(6,317,959)	(5,713,357)	(6,343,729)
PURCHASE OF POWER SUBSTATION	-	-	(634,644)	-	(634,644)	-
OPERATING EXPENSES	(1,491,905)	(1,398,626)	(1,385,319)	(1,328,360)	(2,877,224)	(2,726,986)
GENERAL AND ADMINISTRATIVE EXPENSES	(417,919)	(376,436)	(673,153)	(613,805)	(1,091,072)	(990,241)
OPERATING INCOME	71,775	2,218	818,681	1,356,283	890,456	1,358,501
Capitalized Labor	86,427	74,444	151,765	46,344	288,192	120,788
Capitalized Material	30,917	-	18,995	-	49,912	-
OPERATING INCOME AFTER CAPITALIZED ITEMS	189,119	76,662	989,441	1,402,627	1,178,560	1,479,289
NONOPERATING REVENUES (EXPENSES):						
Investment Income	8,436	6,687	49,358	34,598	57,794	41,285
Investment expense	(402)	(495)	(2,274)	(2,805)	(2,676)	(3,300)
Grant income	33,586	-	-	-	33,586	-
Grant expense	(33,863)	-	(338)	-	(34,201)	98,027
Private developer contributions	-	16,060	-	81,967	-	(97)
Realized Gain(Loss) on Sale of Investments	(2,277)	(15)	(12,901)	(82)	(15,178)	-
Realized Gain(Loss) on Sale of Assets	(7,944)	-	1,650	-	(6,294)	-
Other Expense	(4,330)	-	(923)	-	(5,253)	-
Appropriations to the Mayor and Council of New Castle						
Ordinary	(104,859)	(95,647)	(568,494)	(561,987)	(673,353)	(657,634)
City services	(25,917)	(22,951)	-	-	(25,917)	(22,951)
Special	(560)	(4,412)	(5,443)	(3,200)	(6,003)	(7,612)
Unrealized Gains/(Losses) on Investments	4,025	(850)	22,810	(4,815)	26,835	(5,665)
TOTAL NONOPERATING REVENUES (EXPENSES)	(134,105)	(101,623)	(516,555)	(456,324)	(650,660)	(557,947)
CHANGE IN NET POSITION	\$ 55,014	\$ (24,961)	\$ 472,886	\$ 946,303	\$ 527,900	\$ 921,342

ELECTRIC DEPARTMENT COMMISSION REPORT

May 21, 2020

Prepared by Scott Blomquist on May 14, 2020

1. Developer Projects:

a. Sheriffs House:

I. There is nothing to update on this project.

b. 20 Arbutus:

I. This project is complete. EUM Blomquist will work with the Accounting Department to close this project.

c. Read House:

I. There has been no contact on this project over the last month.

d. Fibertech/Crown Castle:

I. Crown Castle has paid application fees to attach to 24 of MSC's poles. Make ready construction cost of \$5890.37 have been sent to Crown Castle. When these costs have been received operations will schedule the work needed.

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

I. There is nothing to update on this project.

2. Capital Projects:

a. Van Dyke Village:

I. Operations started working on this project. Currently we are working on finishing piping in the last 2 customers on transformer 5.

b. Wilmington Rd Substation:

I. This project is complete.

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

ELECTRIC DEPARTMENT COMMISSION REPORT

May 21, 2020

Prepared by Scott Blomquist on May 14, 2020

3. Capital Purchases:

a. Dump Truck:

- I. The new dump truck has a problem with the bed making contact with the lift cylinder. The truck has been sent back to the body manufacture to be corrected.

4. Operations:

a. Outages :

- I. We had 2 outages on April 30th. One outage was from a tree that fell in the back of Vandyke, 60 customers were affected for 2 hours and 28 minutes. The second outage was the secondary drop to 816 Clayton Street. This was the only customer affected and it was 44 minutes.
- II. 05/01/2019 – 05/01/2020

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
20.5	0.185	110.76	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.

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

ELECTRIC DEPARTMENT COMMISSION REPORT

May 21, 2020

Prepared by Scott Blomquist on May 14, 2020

b. Dobbinville 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.
- II. Management has purchased masks and other safety equipment.

7. Delaware Street Rehabilitation City:

- I. Manager Blomquist and Supervisor Granger continue inspections on this project.
- II. Henkels has a good portion of the work completed between 2nd and the Strand.
- III. Henkels got down to the water table while digging the manhole in at the end of Dalby Alley. They have a company that specializes in dewatering coming to dewater the area around the manhole.
- IV. Manager Blomquist feels that the project is going well and he feels Henkels will be done ahead of schedule.

8. Training:

- I. The Electric Department has been attending some online training provided by AMP and DEMEC.

9. Electric Vehicle Program:

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

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

May 21, 2020

Prepared By: Jay Guyer on May 18, 2020

1. Projects

A. Garrison Apartment Complex – 7th Street

1. MSC Representatives had a teleconference meeting with Garrison representatives on May 5th to discuss outstanding administrative and water punch list items. Garrison representatives acknowledged the items and will start working on correcting them.

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.
2. MSC crews completed paving the trenches for the new water and electric service installed at the end of Delaware Street near the Wharf. The City will be invoiced for the materials and rental equipment used on the project.
3. Delmarva Power Gas Main and Service Replacement – Contractor Hinkles McCoy has approximately 10 gas services remaining to transfer from the old main to the new main. They plan to complete this when restrictions are lifted permitting access the homes.

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

- 1) Nothing to update on this project. Water meters will be installed and bacteria testing completed when requested.

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

1. Nothing to update on this project.

F. Sherriff's House Improvements – National Park Service

1. WUM Guyer responded to additional questions from VHB Engineering for the project. They will revise and resubmit the water plans for review and approval.

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

May 21, 2020

Prepared By: Jay Guyer on May 18, 2020

G. New Castle Foundry Apartments - 7th Street

1. Nothing to update on this project.

H. Carrie Downie Elementary School

1. WUM Guyer responded to additional questions from GPI Engineering, Inc. in reference to the water service point of entry into the building and cross connection control requirements. The engineer will complete the preliminary drawings and forward for review and comment.

I. 16 Arbutus Avenue – New House

1. WUS Jaeger is coordinating the water service installation with C & K Builders and their contractor Christiana Excavating. Installation is scheduled for May 20th. Money for escrow has been received and MSC will inspect the new service.

J. RT – 273 / Frenchtown Road Repaving by Del DOT

1. Del DOT's contractor Harmony Construction started milling and paving Frenchtown Road between DuPont Highway and Basin Road. MSC Operators are inspecting valve boxes in the roadway to ensure they are not damaged by the contractor.

2. Operations

A. Outages and Reporting

1. There were no planned or unplanned water outages for the month of April 2020.
2. ATSDR Testing in New Castle County – ATSDR plans to release the PFAS test results to the customers that participated in New Castle Study on Friday, May 22nd. MSC is reviewing the testing process to prepare for questions from our customers.
3. TA Instruments Real Time Water Metering - GM Patone, EUM Blomquist, City Building Official Jeff Bergstrom, and WUM Guyer had a follow up teleconference meeting with John Burns. WUM Guyer discussed several water meter reading options and will forward the information on EKM Metering to Mr. Burns.

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

May 21, 2020

Prepared By: Jay Guyer on May 18, 2020

4. WUM Guyer started downloading the information and data from the Office of Drinking Water Web site for our Consumer Confidence Report. MSC water quality information will be included in the June Newsletter which must be delivered to our customers by June 30th.

B. System Repairs and Maintenance

1. Riverbend Subdivision - Flushed on May 12th to maintain required Chlorine Residual.
2. Monthly Meter Reading - Completed on May 12th. Water Operators followed up on water check reads and 43 missed reads.
3. Cross Roads Well - Keystone Engineering was on site May 8th correcting the issue with the Cross Roads Well SCADA logic and several other SCADA logic issues. Cross Roads well was placed in service on May 8th and will be used in a 3 month's rotation plan with School Lane and Frenchtown Road Wells. WUM Guyer notified the Office of Drinking Water and Office of Engineering the well was being placed in service.
4. Well driller AC Schultes mobilized and completed the abandonment of 2 old test wells, one located at School Lane Treatment Facility and one located on Luken's Drive near the pond. When creating the FYE 2020 Budget, I used an outdated quote. The budgeted cost was \$5,320.00 and the invoice for the completed work was \$6,068.00 which is over the approved budget amount. The Budgeted amount was based upon the original estimate completed 3 years ago for abandoning all MSC Test Wells. WUM Guyer discussed with GM and Patone the work being over budget and will take steps to avoid this going forward.
5. Water Operators are cleaning and recoating the corroded nuts and bolts on the column of the Gray Street Tank with epoxy.
6. Water Operators and Linemen completed paving on West 12th Street (Water Main Break), 9th and Gray Street (car hit and damaged hydrant), and 16 Arbutus Avenue (electric conduits installation for new house).
7. Water Operators started cutting the 300ft radius Well Head Protected areas around Cross Roads, Frenchtown Road, and School Lane Wells.

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

May 21, 2020

Prepared By: Jay Guyer on May 18, 2020

8. 100 Municipal Boulevard - Water Operators and Linemen cleared the area around the drainage trough behind the Utility Building. The area was regraded, Geo-Tech fabric placed in the drainage swale and stone riprap placed to control water flow and runoff.
9. Water Operators and Linemen completed installation of the concrete foundation for the Utility Building flag pole. The old pole was cleaned, polished and installed. A flood light was mounted on the Utility Building peak to properly illuminate the flag at night.
10. Water Operators have started working with the electric crew on the Van Dyke Underground Electric conversion project.

C. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger and FP Jones continue inputting key attribute data for horizontal assets (mains, valves, hydrants, fittings) in ArcPRO software. WUM Guyer is reviewing attributes and researching/field verifying ones in question for accuracy. WUS Jaeger continues gathering key attribute data for vertical assets (storage tanks, wells, treatment facility, pumps) and inputting data in spreadsheets to review with WUM Guyer and RKK.
2. WUM Guyer is reviewing the Capital Budget proposed timeline for prioritizing water projects and purchases in case one or several need to be delayed due to Budget constraints.
3. WUM Guyer met with GM Patone and discussed the Draft Operations & Maintenance Budget for FYE 3-31-2021. WUM Guyer is completing revisions including projected timing of expenses and will forward a revised copy to GM Patone and AM French.

D. Equipment

1. The new T-9 Dump Truck was returned to Intercon Trucking on May 6th to evaluate a clearance issue between the dump bed lifting cylinder and the dump bed frame. Intercon will evaluate and correct the clearance issue and return the truck.

E. Personnel and Training

1. No personnel issues to report at this time.

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

May 21, 2020

Prepared By: Jay Guyer on May 18, 2020

2. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety.

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 and EUS Granger are working to standardize a "Tail Gate Talk" form for both Departments to use.
2. MSC Water Operators and Facility Person have not been able to conduct formal Safety Training since splitting into 2 groups.
3. The Utility Building water sites are cleaned daily following CDC Guidelines. The Utility Building was deep cleaned on May 7th by AKS Cleaning Services.

3. Reporting Agencies

A. WSCC - Water Supply Coordinating Council

1. The next WSCC meeting is scheduled for May 28, 2020.
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 resume sending weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA) when requested in Spring 2020.

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 June 4, 2019.

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