

Municipal Services Commission Monthly Meeting  
March 18, 2021, 10:00 a.m.  
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 10:00 a.m. with Dr. Roy Sippel, Commissioner, presiding.

**Present:** Dr. Roy J. Sippel, Commissioner, President  
Daniel F. Knox, Commissioner  
Dr. Allen Hansen, Commissioner  
Pamela A. Patone, Secretary

**Staff in Attendance:** Mary Jane Stubbs, Treasurer/Human Resources Manager  
Tara French, Accounting/Customer Service Manager  
Jay Guyer, Manager, Water Department  
Artie Granger, Supervisor, Electric Department

**Staff Absent:** Scott Blomquist, Manager, Electric Department

**Also in Attendance:** Linda Ratchford, City Council President  
Dorothy Fiske  
Philip Gross

Minutes

**A Motion to approve the Minutes of the February 18, 2021, monthly meeting and executive session as presented was made, seconded and unanimously carried.**

Resolution

Secretary Patone read a Resolution in recognition of the extraordinary contributions of Dr. Allen Hansen, whose term on the Commission concludes on March 31, 2021. Secretary Patone, Dr. Sippel and Mr. Knox expressed their appreciation for Dr. Hansen's contributions as Commissioner and the hope that there is an opportunity for him to rejoin the Commission in the future.

**A motion to approve the Resolution in recognition of the extraordinary contributions of Dr. Allen Hansen was made, seconded, and unanimously carried.**

Treasurer's Report – Ms. Stubbs reporting

*(See attached Report)*

Operating cash	\$2,229,878.66
Escrow Meter Deposit/Petty Cash	\$ 699,098.11
Total Cash	\$2,928,976.77

Investments	\$1,272,413.67
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In response to a question from Commissioner Knox, Mr. Guyer explained the expenditure of \$12,395 to ProWorks was for heaters for the utility building and a split unit at the Frenchtown Road building.

**A motion to approve the Treasurer's Report as presented was made, seconded, and unanimously carried.**

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

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

Mr. Granger reported the following:

- The riser cables on the 240 circuit have been completed and tested, and they are back in service.
- Mr. Blomquist met with Comcast and Verizon relative to Delmarva's Five-Year Plan.

Secretary Patone noted that relative to the Delaware Street project, the two communication poles will be removed when all Comcast and Verizon services have not been converted.

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

Railroad Crossing Project - Mr. Hermes of Century Engineering advised that the railroad crossing project at 8<sup>th</sup> and Delaware Streets will be delayed until July 2022. All drawings and plans for waterline work will be finalized by December. As a result, extension of the 12" main down Delaware Street and the 10<sup>th</sup> Street crossing will also be delayed.

Traffic Light Replacement - DeIDOT indicated their expectation that MSC would pay for paving work relative to the traffic light replacement at 6<sup>th</sup> and Delaware Streets. Secretary Patone will follow-up with City Administrator Barthel relative to the City's agreement with DeIDOT.

Delmarva 5-year Plan - The Department is exploring if cleaning and lining water lines can be done in conjunction with Delmarva's 5-year Plan. Mr. Guyer expects cost estimates will be available at the April Commission meeting.

Riverbend Subdivision - General Manager Patone and Mr. Guyer had a very productive meeting with representatives of Gemcraft Homes and the City Building Official relative to water and electric utility requirements for the subdivision.

Cross Connection Control Survey - Mr. Guyer responded to questions raised at the February Commission meeting. The Department is in the process of reviewing the Manual to implement changes that will clarify processes and testing/certification requirements.

PFAS Sampling – Additional samples have been collected and contamination between the two carbon vessels is being monitored. It is expected that a carbon exchange will be schedule within the next month.

Little League Baseball Field – A cost estimate for upgrading water service at the Little League Baseball Field has been submitted to the Trustees for consideration.

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Operations – There were no planned or unplanned outages for the month of February.

Reporting – The Delaware River Basin Annual Water Audit for 2020 will be completed and filed by March 31, 2021.

Systems Repairs & Maintenance –

- Mr. Guyer expects to schedule the MVRS software conversion for the week of March 22.
- The redevelopment of the Frenchtown Road well has been completed. Post TV inspection was completed and it appears the acid wash was effective. The well pump and motor will be set next week.

Grants and State Revolving Funds – The SRF program administrator is exploring the possibility of having the carbon exchange covered under a one-time Grant.

Capital Projects – Mr. Guyer stated he will not pursue the two water projects planned this year at this time and hoped to push them to next budget year. Other projects are being explored.

Equipment – Truck-3 was delivered and will be picked up on March 22<sup>nd</sup>.

Training –

- Messrs. Guyer and Blomquist attended the 2021 Annual DelDOT Utility Summit virtually on February 23<sup>rd</sup>.
- Messrs. Guyer and Jaeger attended the League of Local Government Cyber Security Meeting/Training virtually on February 25<sup>th</sup>.
- CPR/AED training was completed for all employees on March 11<sup>th</sup>.
- Fork Lift training for all Utility Building Staff is scheduled for March 26<sup>th</sup>.

Water Supply Coordinating Council – The Drought Advisory Guidelines Sub-Committee met virtually on February 25<sup>th</sup> to discuss drafting of revisions for the Drought Operating Guidelines as well as other germane topics.

Water Operator Advisory Council March 4<sup>th</sup> meeting –

- Water operator applications and licenses were discussed and approved.
- New regulations and new training were discussed.
- The Council elected Clearance Quillen to serve as Chairperson for the coming year.

Dr. Hansen expressed his hope that the Water Councils track reliability and that the Department is recognized for its outstanding reliability in providing water to the community. Secretary Patone concurred. Mr. Guyer noted the Department receives recognition from the EPA and organizations that monitor water quality; however he is not aware of any organization that monitors reliability. He added that topic could be discussed at the Water Supply Coordinating Council meeting.

Secretary Patone noted that Mayor Quaranta is having difficulty joining the meeting.

*Managers were thanked and excused from the meeting.*

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Secretary's Report - Secretary Patone reporting

DEMEC –

Secretary Patone reported the regular monthly DEMEC meeting took place on February March 16<sup>th</sup>. Options for the 2011 Bond Refunding were discussed by the Finance Committee at a Special Meeting on March 12<sup>th</sup>. Another meeting to consider refunding options will be held prior to the April Commission meeting. Appropriate reserve balances and whether any of the reserves should be utilized as part of the refunding were also discussed.

A draft of the Financial Statements for the year ended 12/31/20 will be available for review by March 26<sup>th</sup>.

DEMEC approved a Resolution for the purchase of two parcels at 100 Artisan Drive in Smyrna to be used as a training yard for linemen to continue their education and training.

The DEMEC Board approved the investment policy the Finance Committee approved and recommended at the meeting.

The DEMEC Board approved the designation of Kimberly Schlichting as the NERC CIP Senior Manager for the Beasley Unit.

Under Green Energy and Demand Response, the staff is developing a program that would allow retail customers to choose their own renewable portfolio levels.

DEMEC continues to operate their Demand Response Program that incentivizes customers to drop their load when called upon by PJM.

The town of Clayton installed a weather system at their firehouse that records real-time local weather that can be viewed on their website. The data is retained for future reference.

In connection from a proposal from the City of Newark, DEMEC will again explore having the member communities provide broadband to their citizens.

Old Business

Electric Vehicles –MSC staff, the City Administrator, Emily Green of DEMEC, John Lafferty of the Planning Commission, and Justin Day of the Historic Area Commission met to discuss electric car public charging stations and potential locations in the City of New Castle. A SemaConnect charger was purchased by MSC at the end of 2020. Secretary Patone noted a rebate program for 90% of the cost of chargers has been extended to June 30, 2021, and there is an opportunity to purchase additional charging stations prior to the end of the Program. The Planning Commission and Historic Area Commission will make recommendations to City Council on where electric car chargers should be placed. A follow-up meeting will be held on March 25<sup>th</sup> when SemaConnect will make a presentation. Members of the Trustees have been invited to that meeting since the 3<sup>rd</sup> Street Parking Lot has been recommended as the location for installation of the first charging station.

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Feasibility Study – Secretary Patone updated the Commission on the feasibility study for a Municipal Campus. GMB is revising the parking calculations to reduce the number of parking spaces and continue to develop the possibilities of building an administration building on currently-owned City property without building up. Discussion included ensuring there are sufficient parking spaces for staff, visitors and meeting attendees. It was noted that the time of the MSC Commission meeting may have to move to the evening.

Charter Change – The City Council voted to change the MSC Charter to have the Mayor as an automatic Commissioner, with the City Administrator as alternate. City Council would appoint the two remaining Commissioners. City Administrator Barthel advised that Mayor Quaranta will send a letter regarding the Charter change to Senator Poore, and requested that the MSC prepare a letter as well. A draft of a letter for Commission review was prepared by MSC Attorney Daniel McCollom.

City Council President Ratchford added that the topic was discussed in several public meetings and opined that it is a good solution moving forward. The Resolution was approved unanimously by City Council and was supported by the Mayor.

Several edits were recommended to the letter.

**A motion to approve the letter regarding the MSC Charter change to Senator Poore drafted by Mr. McCollom as amended was made, seconded, and unanimously carried.**

Cross Connection Control Program and Manual Review – Secretary Patone noted that Mr. Guyer covered this topic in his Report.

Comcast Agreements – MSC has suggested changes and Mr. Barthel is still working on this item.

New Business

Operating Budget – The Budget being presented to the Commission reflects a net increase in assets of \$28,012 for the Water Department, a net increase in assets of \$131,900, for the Electric Department, and a total net increase of net assets of \$159,912.

Commissioner Knox asked if line items for Capitalized Labor and Materials were necessary on the summary page. Secretary Patone noted that the Commissioners had requested that those items be budgeted in the Operating Budget; however, the software is not allowing for those items to be presented as a negative expense. Secretary Patone added that the summary page is the cash flow which includes 100% of labor and equipment.

**A motion to approve the Operating Budget as presented was made, seconded, and unanimously carried.**

DEMEC Member Certificate and Fremont Energy Center – DEMEC requires members to sign certificates confirming DEMEC's use of tax exempt obligations for gas prepayment which will be used for governmental purposes. The Secretary's ability to sign must be affirmed.

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**A motion to affirm the Secretary's ability to sign Certificates confirming DEMEC's use of tax exempt obligations for gas prepayment was made, seconded and unanimously carried.**

Delmarva 5-year Plan – Phase II of the Plan will begin in 2021. An engineering cost of \$50,000 to develop a design of the entire MSC system was approved on the MSC Capital Budget. This is necessary to develop a comprehensive plan prior to continuing future underground work to ensure the system is designed properly and will work properly. A high-level estimate of the cost to relocate electric, Comcast and Verizon is approximately \$5.6M. City Council desires that the City and MSC identify funding sources and develop a plan to coordinate underground utilities for Phase II. Utility Engineers have agreed to provide a design estimate by April 1, 2021. MSC will meet with Delmarva to ascertain their timeline. Secretary Patone contacted UFS to determine what this would do to rates if it is necessary to increase electric rates in order to accomplish the project.

Council President Ratchford noted that there is a high interest in underground utilities in the community, and it is also part of the Comprehensive Plan. She added there are a variety of ways to fund the project, as well the possibility to complete it over time. She encouraged the City and MSC to work creatively to accomplish the project.

During discussion it was noted that Verizon has been uncooperative relative to paying for their cables to be converted to underground. Federal Law provides for Verizon to have access to above ground cabling and they have no incentive to convert. Comcast has continued to be cooperative.

Staff will continue to share information as it is received.

**Public Comment**

Dorothy Fiske –

Ms. Fiske opined that it (*changes to MSC Charter*) is a very bad move for the City to take, opining that the City is impelling MSC in this matter. She expressed her feeling that the Commission should look at the situation further; noting it is clear from the MSC Charter that MSC is an independent agency, and it was in 2016 that it agreed with City Council to give a portion of its income to the City. Ms. Fiske further opined that City Council is taking it upon itself to say it can present MSC Charter requests to the legislature. She also stated that if a Charter change is made, qualifications should be required for the appointment of Commissioners, opining the absence of required qualifications is a mistake.

Ms. Fiske thanked the Commissioners for the work they do. She also thanked Mr. Guyer for the work of the Water Department.

Philip Gross –

Mr. Gross mirrored Ms. Fiske's opinions regarding the Charter change, noting that MSC should be autonomous and MSC funds should not be mixed up with the possibility of Council having the majority rule on the Commissioner's Board.

Mr. Gross asked for clarification of monetary contributions from Comcast and Verizon to relocate utilities underground. He also asked if other vendors have free access to the new conduits. Secretary Patone explained that each utility will have its own conduit. The excavation of the trench and the electric utility is the responsibility of MSC. Additional conduits will be added for Comcast and Verizon.

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Comcast is being incentivized to participate with MSC and share in costs; however, Verizon has the Federal right to utilize above ground poles and is expecting to be paid for laying their conduit. Secretary Patone also addressed the process for other vendors who may wish to have service in the community relative to costs and fees, noting that City Council would be involved in any decisions for new utilities. Mr. Gross suggested that a separate conduit be installed now in anticipation of new vendors.

Dr. Hansen concurred with Ms. Fiske's point of the MSC remaining independent, noting it is a legitimate comment. He expressed his concern that the Mayor and the City Council President can be elected without receiving a majority of the votes. The Charter has a provision for a run-off vote in the case of a tie; but there is no provision if a candidate does not have a majority vote. Dr. Hansen suggested the Charter provide for a run-off vote in the event no candidate receives a majority vote, opining he would then feel more comfortable with the Mayor being automatically appointed as a Commissioner. Ms. Fiske concurred with Dr. Hansen's comments, noting that both the MSC and the City Charters should be looked at. Mr. Gross clarified that "majority vote" refers to the majority of general election votes. Mr. Gross also expressed his concern that on two votes in the last year City Council decisions did not reflect the will of residents in the community.

There being no further business from the floor, Secretary Patone called for a motion to move to Executive Session.

**A motion was made and seconded to move into executive session at 11:14 a.m. The motion was unanimously approved.**

Commissioners returned to general session at 11:33 p.m.

Next Meeting


Commissioners set the next monthly Board meeting to be April 22, 2021, at 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 11:37 p.m.



Kathleen R. Weirich, Stenographer

Approved: 

(Minutes transcribed from recording.)

# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlmsc.delaware.gov/>

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

## Accounting & Customer Service Department Meeting Report

March 18, 2021

Prepared By: Tara French on March 11, 2021

- **Billing / Customer Service**

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

As a follow up to the question of bad debts last month; while as a line item it may appear to be in line with the budget, MSC has given \$20,000 to the New Castle Cares fund (\$5,000 MSC and \$15,000 from DEMEC) to assist past due residents. In addition MSC has applied \$28,778.89 in meter deposits back to accounts to reduce past due balances and has offered 44 contracts totaling \$27,294.95 to those who needed further assistance.

The CSD has completed the annual billing audit.

- **Accounting**

Accounting provided Monthly Budget Reports by Group Summary by Department and in Total, the Investment Performance by Security and Portfolio Holdings by Account at February 28, 2021.

Accounting is preparing for the year end audit. Inventory planning is underway with the auditor's observation scheduled for April 6, 2021.

Accounting reviewed the operating budget vs actual through February 28, 2021. 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



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## Accounting & Customer Service Department Meeting Report

March 18, 2021

Prepared By: Tara French on March 11, 2021

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.
5. R&M Meters and Services line item are overbudget due to unexpected replacement of several residential water meters and one large meter.
6. City Services Billing Water is overbudget due to improper software set up.
7. R&M Utility Building Electric is overbudget due to new carpet installation.

Overall the operating expenses are not expected to be overbudget for the fiscal year.

Loss of revenue analysis indicates residential customers past due balances have increased from the prior month but commercial past due accounts have decreased. Electric, water and waived fees compared to last year are at an estimated loss of \$118,000, an improvement from last month, and overall the operating budget compared to actual is on target.

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**March 18, 2021**

**Prepared by Scott Blomquist on March 10, 2021**

**1. Developer Projects:**

I. There have been no developer deposits in the last month.

**2. Capital Projects:**

**a. Van Dyke Village:**

I. The Electric Department plans to start back on this project after April 1 as weather permits.

**b. Delaware Street:**

I. Comcast is working to get approval from the customers to attach to the buildings so the last 2 services can be removed.

II. Verizon has not transferred the last location to the new underground

III. This leaves 2 poles cut off at communications height that still need to be removed.

**c. System Undergrounding plan:**

I. Manager Blomquist issued a P.O. to Utility Engineers for the System Undergrounding Plan. Access to our existing electric maps, water maps, sewer, storm water, and gas maps were provided. Utility Engineers has been onsite several times completing field work needed to work on design.

**d. Delmarva Gas 5 year plan:**

I. Manager Blomquist has been assisting Utility Engineers to get this portion of the system designed. When we have a design we will forward to Verizon and Comcast so they can follow a similar path for their design.

**3. Capital Purchases:**

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

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**March 18, 2021**

**Prepared by Scott Blomquist on March 10, 2021**

**4. Operations:**

**a. Outages :**

- I. There have been no outages over the last month
- II. 3/01/2020 – 3/01/2021

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
53.5	0.46	114	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.

**b. Dobbinsville Substation:**

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

**c. System:**

- I. Electric Department personal have been trimming trees over the winter months.

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**March 18, 2021**

**Prepared by Scott Blomquist on March 10, 2021**

- II. Electric Department personal have been doing pole change outs as part of our normal winter system maintenance.
  - III. Electric Department personal changed out on of the riser cables on the 240 circuit. Two of the terminations were damaged and the grounds were burned off. Testing is scheduled for March 12<sup>th</sup>.
6. **Safety:**
- I. Daily tailgate sections are performed each morning.
7. **EIA-861:**
- I. Manager Blomquist submitted the EIA-861 report to the Department of Energy
8. **Interconnection Application:**
- I. The Interconnection Application has been approved. The contractor has installed the system. Final inspection by the MSC, meter install, and Approval to Operate are scheduled for March 15<sup>th</sup>.
9. **DLGG:**
- I. Manager Blomquist attended the Delaware League of Local Governments virtual meeting on February 25<sup>th</sup> regarding Cyber Security.
10. **PJM GATS:**
- I. There have been no changes to the amount of SREC's approved by PJM. Manger Blomquist reached out to PJM via email with no response.

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## Water Department Commission Meeting Report

March 18, 2021

Prepared By: Jay Guyer on March 11, 2021

### 1. Developer Projects

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

1. WUM Guyer contacted Jon Hermes of Century Engineering in reference to the status of the project. Per Mr. Hermes the project has been delayed until July 2022. The water plans are being finalized and a draft copy will be forwarded for MSC review. Del DOT plans to have the project bid and awarded by January 2022 to meet the July 2022 start date. I did confirm with Mr. Hermes that Del DOT's contractor will perform the necessary water main work with MSC providing the parts/materials.

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

1. The City has delayed final paving of Delaware Street until Spring 2021.

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

1. WUM Guyer received preliminary plans of the traffic signal replacement and discussed with EUM Blomquist. WUM Guyer and EUM Blomquist met on site February 19<sup>th</sup> with the Del DOT Engineer and City Building Official Jeff Bergstrom. Del DOT's position is for their contractor to complete their work in July 2021 and have MSC complete paving of the intersection, and striping of the cross walks and lanes with no contribution. WUM Guyer discussed their approach with GM Patone who is following up with City Representatives on their agreement with Del DOT.

#### D. Delmarva Power 5 Year Gas Plan

1. WUM Guyer received the revised copy of Delmarva Power's 5 Year Gas Plan for the down town area. WUM Guyer is reviewing and evaluating the plan to determine if any water main cleaning / lining or replacement projects can be coordinated with Delmarva gas work. WUM Guyer will develop estimated costs for cleaning / lining and replacement options for review and discussion with a focus on Phase 2 of the plans.

#### E. Riverbend Subdivision

1. WUM Guyer was contacted by a Riverbend Subdivision resident in reference to the property being sold and the details of their meeting with the perspective buyer. GM Patone scheduled a March 11<sup>th</sup> meeting with the Gemcraft Representatives and City

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## **Water Department Commission Meeting Report**

**March 18, 2021**

**Prepared By: Jay Guyer on March 11, 2021**

Building Official Jeff Bergstrom to review the water and Electric utility requirements for the subdivision. The meeting was very positive and productive.

### **2. MSC Projects**

#### **A. Advanced Metering Infrastructure – American Municipal Power (AMP)**

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

#### **B. Cross Connection Control Survey**

1. WUM Guyer provided responses to questions related to the Cross Connection Control (CCC) Manual and MSC's program. Revisions to the State Drinking Water Regulations including the new section on CCC requirements were adopted on February 1<sup>st</sup> and took effect on February 11<sup>th</sup>. Water Utilities in Delaware have 3 years to develop and implement a comprehensive CCC Program. WUM Guyer is working revisions to our CCC Manual to make sure it aligns with the new regulations and to clarify testing requirements. WUM Guyer contacted City Building Official Jeff Bergstrom to advise him of the new regulations, changes to our manual, and a draft copy will be forwarded.

#### **C. PFAS Sampling - Vessel 2 Carbon Consumption**

1. PFAS Sampling was completed on February 17<sup>th</sup>. Results received on February indicated the carbon in Lead Vessel 2 has been nearly consumed with break through into Lag Vessel 1. Results for PFOA were 14ppt and PFOS were non – detect. The next sampling is scheduled for March 17<sup>th</sup> with testing being performed at the Center for PFAS Solutions Lab on Quigley Boulevard. WUM Guyer confirmed with Calgon Carbon there is approximately a 2 week lead time for scheduling a carbon exchange and will evaluate the March 17<sup>th</sup> sample results when received for planning the exchange.

#### **D. New Castle Little League Baseball Field – Water Service Upgrade**

1. Trustees of the Common requested MSC provide a quote to install a new 2" water service to supply the facility. WUM Guyer reviewed the project and developed a quote for MSC to perform the requested work. The quote was forwarded to GM Patone for communication to the Trustees. The quote was developed following our approved approach of MSC providing labor and equipment for the installation and the Trustees will reimburse MSC for the materials and contracted services.

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## Water Department Commission Meeting Report

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Prepared By: Jay Guyer on March 11, 2021

### 3. Operations

#### A. Outages

1. There were no planned or unplanned water outages for the month of February 2021.

#### B. Reporting

1. ATSDR PFAS Testing in New Castle County – WUM Guyer is researching the PFAS compound PFHxSA/PFHxS (Perfluorohexanesulfonic Acid) as GM Patone received an inquiry from ATSDR Senior Toxicologist Karl Markiewicz in reference to MSC testing for this contaminant. MSC's testing includes this contaminant when reporting on the full list of 19 compounds is requested.
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. Further evaluation and comparison of the results will be conducted as more data is collected.
3. WUM Guyer and WUS Jaeger started updating the new Version 6.0 of the DRBC Annual Water Audit Report for 2020. Updates will be completed and the report filed by the March 31, 2021.

#### C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed February 10<sup>th</sup> and 24<sup>th</sup> to maintain Chlorine Residual.
2. Monthly Meter Reading – Completed on February 12<sup>th</sup>. Water Operators followed up on water check reads and missed reads. Water Operators replaced 2 water meter registers and ERT's.
3. WUM Guyer is working to schedule the Migration from the old MVRs Software and Hardware Meter Reading System to the new FCS Software and Hardware System after the March 12<sup>th</sup> meter reading cycle.
4. AC Schulte's started well redevelopment on March 1<sup>st</sup> which took 5 days to complete. Post TV Inspection was completed on March 9<sup>th</sup>. WUM Guyer and WUS Jaeger were pleased with the results observed on the Post TV inspection. AC Schultes is scheduled to be on site the week of March 15<sup>th</sup> to start setting the new pump assembly and motor. The project is currently on budget.

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Prepared By: Jay Guyer on March 11, 2021

### D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger continues working through the process of publishing maps to ESRI On-Line to enhance the data available to Operators in Arc Field Maps. WUM Guyer and WUS Jaeger are received the Water Main Condition and Criticality Factors worksheet for review and comment. RK&K is working on a first draft of the prioritization model and will forward to WUM Guyer and WUS Jaeger for review and discussion when completed.
2. WUM Guyer followed up SRF Program Administrator Sandi Spiegel requesting additional information on project qualifications for loans and grants. Ms. Spiegel provided additional information in reference to applying for the SRF loans and grants and is following up on several other inquires in reference to loans, principle forgiveness on loans, and state grants.

### E. Capital and Operation & Maintenance Budgets

1. WUM Guyer and WUS Jaeger will review the Capital Water Projects list for possible projects to complete as a result of the Delaware Street RR Track crossing project being delayed another year. This delay will force the water main work for the RR crossing project and the 12" main extension and 10<sup>th</sup> crossing to be delayed another year. Projects will be identified and discussed with GM Patone.
2. WUM Guyer, WUS Jaeger, and FP3 Jones updated the Water Operation & Maintenance Budget for FYE 2022 and submitted a draft to GM Patone on January 6<sup>th</sup>.

### F. Equipment

1. Truck – 3 was delivered to NuCar Chevrolet then transferred to Dejana Trucks in Baltimore for the emergency lighting and tool box to installed. Estimated delivery date is the end of March.
2. Truck 4 – 2008 Utility Truck – Water Operators completed the utility body rehab and painting. The truck has been placed back in service.
3. Truck 8 – 2007 Utility Truck – Required rear brake and axle seals service totaling \$1,125.96.



# 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

March 18, 2021

Prepared By: Jay Guyer on March 11, 2021

### 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 and EUM Blomquist attended the 2021 Annual Del DOT Utility Summit virtually on February 23<sup>rd</sup>.
4. WUM Guyer and WUS Jaeger attended League of Local Government Cyber Security Meeting/Training on February 25<sup>th</sup>.

### I. Safety

1. MSC Water Operators and when requested 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. The committee members have been tasked with gathering specific information related to their positions. The next meeting is scheduled for March 19<sup>th</sup>.
3. CPR / AED and Basic First-Aid Training was completed on March 11<sup>th</sup>.
4. Fork Lift Training is scheduled for March 26<sup>th</sup> for all Utility Building Staff.

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

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

1. The next WSCC meeting is scheduled for May 27, 2021.
2. The Drought Advisory Guidelines Sub - Committee members met virtually on February 25<sup>th</sup> to discuss revisions to the Northern New Castle County Guidelines, drafting Southern New Castle County-Kent and Sussex County Guidelines, developing supplements to the Water Conditions Index, Delaware Geological Survey observation wells, defining different types of drought indicators – agricultural - surface water supply-

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ground water supply, and the impact of agricultural wells on the aquifers. The next subcommittee meeting is scheduled for March 25<sup>th</sup>.

### B. WRA – Water Resource Agency

1. WUM Guyer will resume sending weekly pump data to Jerry Kauffman of U of D.

### 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 March 4<sup>th</sup> conference call/meeting went well. Council reviewed Water Operator License Applications and approved/denied based upon the regulations, approved the December 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. Reviewed and discussed the Drinking Water Regulation revisions and Operator Certifications Program updates. Vacant seats on the Council was discussed and the attempts being made to fill them. The Council elected Clearance Quillen to serve as the Chairperson for the coming year.
2. The next meeting is scheduled for June 3, 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:** February 2021 Water Works Report  
February 2021 Water Outage Tracking Sheet

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**Monthly Water Works Report**

February 1 - 28, 2021

Prepared By: Jay Guyer on March 11, 2021

Water Production		FT 300		Gallons	
Month	Year	Raw Total Gallons	Adjusted Total Gallons	Raw	Finished
February	2020	10,280,500	10,248,101	10,335,600	10,335,600
February	2021	10,335,600	10,266,651	10,266,651	10,266,651
Difference		55,100	18,550	-68,949	-68,949
Percentage Difference		0.5	0.2	Percentage Difference 0.7	

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped	Resting	OOS for Rehab by AC Schultes	Resting	XXX
				28

Water Quality	MSC Average	Goal	Range
Average Chlorine Residual	1.46 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	6.9	7.6	7.4 - 7.8
Average Fluoride Residual	0.86 ppm	1.00 ppm	0.80 - 1.20 ppm

General Water System Report	# Collected	# Absent	# Present
Routine Bacteria Sampling (Office of Drinking Water)	10	10	0

Miss Utility Locate Requests (Water and Electric Locates)	# Received	# Completed	# of Damages
	15	15	0

Building Permit Review (Water Related Conflicts)	# Reviewed	# Approved	# Not Approved
	19	19	0

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**Monthly Water Outages / Interruptions Report**  
 February 1 - 28, 2021

Prepared By: Jay Guyer on March 11, 2021

**Planned Outage / Interruptions**

Date	Approximate Duration Hours / Minutes	Location	No. of Customers	Comments
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No Planned Outages or Interruptions for the Month of February 2021.

**Unplanned Outage / Interruptions**

Date	Approximate Duration Hours / Minutes	Location	No. of Customers	Comments
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No Unplanned Outages or Interruptions for the Month of February 2021.