

Municipal Services Commission Monthly Meeting  
September 16, 2021, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 8:05 a.m. with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President  
Daniel F. Knox, Commissioner  
Mayor Michael J. Quaranta, Commissioner  
Scott L. Blomquist, Secretary

Staff in Attendance: Kendrick Natale, Comptroller  
Artie Granger, Manager, Electric Utility  
Ryan Jaeger, Supervisor, Water Utility

Minutes

**A motion to approve the Minutes of the August 19, 2021, monthly meeting as presented and the August 19, 2021, executive session was made, seconded and unanimously approved.**

Treasurer's & Human Resources Report – Mr. Natale reporting  
(See attached Report)

Operating cash	\$2.5M
Escrow Meter Deposit/Petty Cash	\$655,000
Investments	\$1.3M

Mr. Natale reported on activity noting that:

- Meter Deposits decreased in order to keep customers who were in arrears from being cut off. In response to a question from Mayor Quaranta, Messrs. Natale and Blomquist provided additional detail on Meter Deposits.
- \$55,000 was refunded to Techmer for their deposit.
- Seventy Percent of investments is "domestic" which includes: US Treasuries, and bonds and equities of US based Corporations. 21% is international Corporations and Governments. Year-to-date investments show a 2.75% increase.
- One hundred thirty days of unrestricted cash is available.

Mr. Blomquist responded to questions from Commissioners on specific line items.

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

Accounting & Customer Service Report – Mr. Natale reporting  
(See attached report)

Mr. Natale reported the following:

- |  |       |
|--|-------|
| • Bills sent:                              | 3,200 |
| • Delinquent Notices sent:                 | 400   |
| • Automatic delinquent calls to customers: | 139   |
| • Customers cut off for non-payment:       | 2     |

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- Approximately 9% of customers are paying in person.
- DEMEC provided analysis showing MSC's rates are 15.5% lower than Delmarva Power which is the second lowest residential rate in the State.

Mayor Quaranta suggested that MSC share data on past-due accounts and/or cut-offs with the City in an effort to merge information on vacant and boarded properties. Mr. Natale noted that Code Enforcement is notified when water is cut off and water balances are reported for Sheriff Sales. Mr. Blomquist stated that the Long-Term Cut List will be sent to the City monthly. Mayor Quaranta suggested that Mr. Blomquist contact the City Administrator to discuss having a representative from MSC attend the City quarterly meeting on vacant and boarded properties.

During discussion it was noted that the Water Department inspects properties that have been cut to ensure the customer has not turned it back on. Mr. Blomquist added that the Electric Department disconnects the wires to ensure customers cannot turn themselves back on, and after one year the customer is disconnected completely from the system and the customer must re-apply for service.

Mr. Natale noted that the Commission contributes approximately \$10,000 yearly to New Castle Cares to assist customers who have fallen on hard times. The fund is administered by The Salvation Army and can distribute a maximum of \$400 in a 12-month period. In the past month three households received the maximum pay-out.

**A motion to approve disbursements was made, seconded and unanimously passed.**

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

Mr. Granger reported the following:  
Developer Projects

- 90 Lukens Drive – Mr. Granger met with Tusi Brothers electric and Grego about planning shut downs to move existing primary underground out of the way of the new building.
- Riverbend Subdivision – MSC met with Freedom Development and Gemcraft Homes to discuss plans moving forward and what is expected from them. Sixteen people are interested in having a house built in the subdivision. It is currently on a temporary electric feed and they are developing a plan for each phase of the project. There are 210 lots and 11 or 12 houses have been built. It is being marketed as a 55+ community.
- Historic Penn Farm Renovations – MSC plans on installing the conduit for the lights, gates and communication the week of September 20<sup>th</sup>, and is working with the contractor and the Trustees to confirm the pole lights.
- St. Peter's Triangle Apartment Complex – Dr. Sippel asked for an update on the project and Mr. Blomquist noted there are plans, but all the details have not been finalized with MSC.

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Capital Projects

- Van Dyke Village – The Water Department has been assisting the Electric Department and work continues on this project. Digging has stopped for this year. The next phase is to have all properties that have been disturbed turned on and converted. Mr. Blomquist noted that Verizon will be the only utility left on poles. He reached out to Verizon several weeks ago but has had no response; therefore, he will try reaching out to the Operations Department.
- EV Chargers – MSC is still waiting for Council approval to move forward. Mayor Quaranta suggested that MSC communicate with the City Administrator to advise that recommended locations have been given to HAC and the Planning Commission, and that Council approval is needed to install the EV chargers. Mr. Blomquist is working with the Rate Group to determine the appropriate fee to charge users. It was noted that permission must be obtained from the owners of the locations for EV chargers before they are installed.

Operations

- Outages – There was one outage last month. MSC was unable to find the problem.

Repairs and Maintenance

- Wilmington Road Substation – GE advised they expect the parts shortly.

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

Mr. Jaeger reported the following:

Developer Projects

- Riverbend Subdivision – MSC was asked if it had the capacity if sprinklers are installed on all the homes being built.

MSC Projects

- Cross Connection Control Program – Hydro Corp's proposal is still being reviewed.
- PFAS Sampling – Vessels continue to be monitored. Based on monthly testing Vessel 2 still has some useful life. There is no break through at point of entry and a minor break through on the lead Vessel. 25% of the carbon in the lag vessel is well within range.
- New Castle Little League Baseball Field – Water service is complete. Pressure testing is complete and if bacterial testing is negative final restoration will be completed. A 2" service to the concession stand was installed and four different branches were installed to water each field. Mayor Quaranta noted that the Trustees are planning to make it a multi-sport complex.
- Penn Farm House Renovation – MSC met with the developer and the plumber and supplied parts to get under the new foundation and to run the new water service. MSC is contributing labor and equipment for the project.

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- School Lane and Frenchtown Road Well / VFD Drives – The VFD for Frenchtown Road has been ordered. MSC met with United Electric's Drives Specialist to review the SL Well Drive configuration.

Operations

- Outages – There were no planned or unplanned water outages for the month of August.
- Reporting –
  - MSC continues to sample the pilot study. Two columns have carbon and two have resins. Calgon is sampling every two weeks to determine how the PFAS breaks through the two different carbons and two different resins. They are seeing very durable testing with resins that show it lasts longer. The State and EPA are concerned with two PFAS compounds but there are 29 that can be tested. The Calgon engineers are seeing that we may be better off with a combination of carbon and resins to remove all 29 compounds. Mr. Jaeger noted that resin is more difficult to dispose of because it is a hazardous material and not many places will accept it; whereas carbon can be burned off.

Mayor Quaranta suggested that the cost of using resin be submitted to the League of Local Government (LOLG) to see if it would qualify for those funds. Mr. Blomquist noted that MSC has discussed several issues with DNREC and it is still not clear how the funds can be used. Mr. Jaeger noted that the State Revolving Fund will cover the cost of the next carbon change out and they are checking into whether resin would also be covered.

MSC recently met with RK&K regarding funding. RK&K offered to find the funding and write the grants if they can be part of the projects.

- Americas Water Infrastructure Act of 2018 – MSC submitted the Vulnerability Assessment and now has six months to submit the Emergency Response Plan.
- WaterSense Program – Mr. Guyer is researching the option of MSC becoming a partner in the US EPA WaterSense Program that promotes water efficient products and water conservation.
- HomeServ – Mr. Guyer is exploring offering a water service line insurance program through HomeServ. Messrs. Guyer and Jaeger will review the HomeServ program with Mr. Blomquist and submit a recommendation to the Commission.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed twice to maintain the Chlorine Residual. Mr. Blomquist noted the developer suggested that they wanted to start with closing the loop with electric and water first and then doing the substation, which has some advantage.

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- Monthly Meter Reading – Monthly meter reading was completed on August 12. There are about 30 failed ERTS. When ERTS were ordered they were told there was a 14-16 week lead time for delivery. It is hoped they will be received by the end of September.
- Equipment Scan – Compliance Environmental completed the Infrared Scan of the well sites and treatment facility. Two issues were reported (hot breaker and wire connection) that are in the process of being corrected.

Grants and Revolving Funds

- Water Infrastructure Advisory Council (WIAC) Grants – MSC had a meeting with RK&K to review all tasks and discuss an updated schedule for the Asset Management Program Project.

Equipment

- 1999 Case CX 70 Tractor – Hoober completed repairs to the Case Tractor electrical and heating/cooling system at a cost of \$3,067.48.
- Water Truck 4 – Four new tires were installed at a cost of \$1,421.00.
- Cam-Superline Tilt Trailer – The trailer was picked up on September 3<sup>rd</sup> and the final cost was \$15,424.00. Insurance, titling and paperwork is being completed.

Personnel and Training

- Delaware Rural Water Conference – Staff attended the conference in August.

Mayor Quaranta commended Mr. Blomquist on his presentation to City Council on the AMI Solution. He opined that Council would give the requisite support to move ahead; but questioned whether additional funding might be available by waiting. Mr. Blomquist stated that Council's direction was for him to work with City Solicitor Losco on a Resolution to be considered at the October Council meeting. He added that as MSC moves forward if additional funding becomes available MSC will apply for it. The Mayor recommended that Mr. Blomquist make that clear to the City.

*Managers were thanked and excused from the meeting.*

Secretary's Report – Mr. Blomquist reporting

DEMEC – Mr. Blomquist reported on the September 14, 2021, regular DEMEC meeting.

Hurricane Ida – Kimberly Schlichting reached out to Dover Public Works regarding Hurricane Ida and offered mutual aid from MSC.

Dover Public Works – DEMEC communicated with Dover Public Works regarding rejoining DEMEC. The Public Works Director and the Mayor of Dover both support being part of DEMEC.

Financial Report – Demand is up about 5% for June and down 3% for July. Cash is up 17% from May 2021 due to capital improvements. Income was up 19%. August demand was up 4% due to the two heat waves.

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Board of Directors – The election for Board of Directors was held and everything remained the same.

Sussex County – Mayor Quaranta asked who provides service for Sussex County and Mr. Blomquist advised that Delaware Co-Op is the provider, and it is not part of DEMEC. During discussion it was noted that growth of the Co-Op could potentially have a negative effect on MSC's rates.

Comcast Agreement – Mr. Blomquist provided Cohen Law and Comcast with a recalculation of the fee of \$27. Comcast would like to keep the rate at \$7.90; and the real number is in the \$20 range. Negotiations are ongoing.

Feasibility Study – There is no update at this time.

AMP/DEMEC AMI funding Opportunities/Presentation – Mr. Blomquist gave a presentation at the September City Council meeting.

Federal Funding – Mayor Quaranta had a conversation with Clair DeMatteis, the Governor's Aide, about whether federal funds can be used to replace water meters. She was uncertain and recommended that question be submitted to the LOLG at the appropriate time. The Mayor recommended that Mr. Blomquist compose a letter(s) to her (or the appropriate person) explaining upcoming MSC projects that might qualify and ask if the projects meet the criteria for funding. The Mayor suggested that Mr. Blomquist also reach out to the City Administrator. Discussion included the reasoning behind why the project(s) are Covid-related.

**A motion was made and seconded to move into executive session at 9:24 a.m. The motion was unanimously approved.**


Commissioners returned to general session at 9:35 a.m.

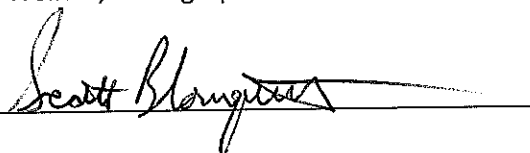
Next Meeting

Commissioners set the next monthly Board meeting to be Wednesday, October 20, 2021, at 8:00 a.m.

Adjournment

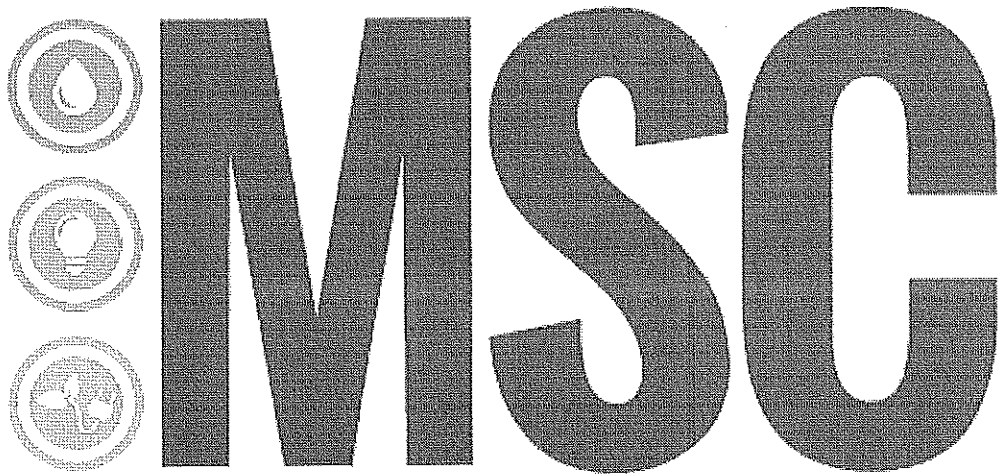
**A motion was made and seconded to adjourn the meeting. The motion received unanimous approval and the meeting was adjourned at 9:45 a.m.**

  
Kathleen R. Weirich, Stenographer

Approved: 

(Minutes transcribed from recording.)

# **Comptroller/Treasurer's Report**



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**Municipal Services Commission  
of the City of New Castle**

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**September 16, 2021 Commission Meeting**  
Prepared By: Ken Natale on September 9, 2021

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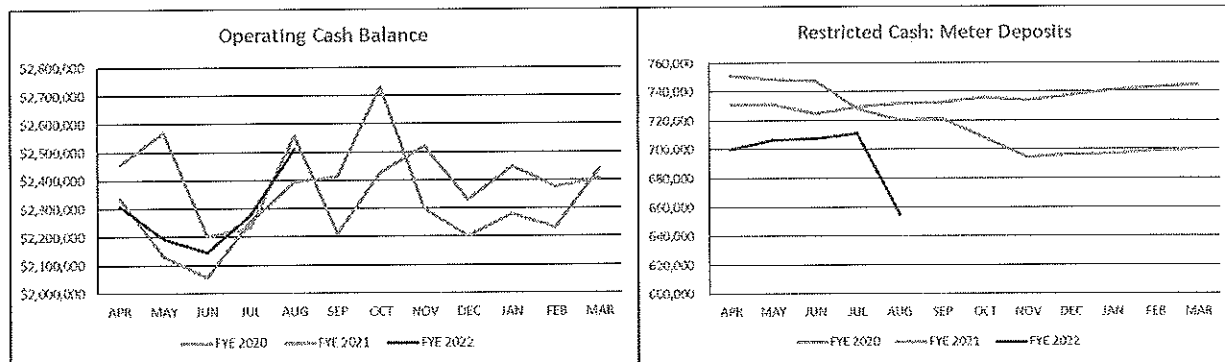


## Comptroller/Treasurer's Meeting Report - September 16, 2021

### Cash & Investments:

As of August 31, 2021 the cash balances were:

PNC Operating Account:	\$2,510,463
PNC Restricted Account:	\$ 654,756
Petty Cash/Change Fund:	\$ 888
<b>Total Cash on Hand:</b>	<b>\$3,166,107</b>



The balance in the restricted cash account decreased in August due to the refunding of a meter deposit for a large commercial customer that ceased operations.

A condensed cash flow summary for August is provided below for the operating account:

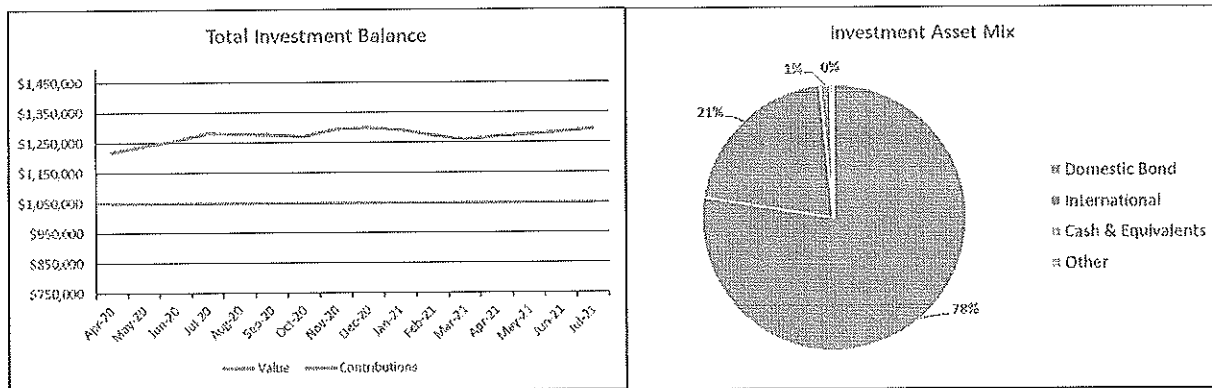
<b>Beginning Balance</b>	<b>\$ 2,274,721</b>
Cash from customers	1,312,508
Refunds to customers - deposits	( 58,153)
Payments to suppliers for goods & services*	( 930,239)
Bank service fees	( 1,492)
Payments to employees for services	( 86,882)
Net Cash Provided(Used)	235,742
<b>Ending Cash Balance</b>	<b>\$ 2,510,463</b>

\*A detailed check register for the month is available on pages 3-5 of this report.

As of August 31, 2021 the Commission's investment portfolios totaled \$1,292,747 which is a net loss of \$900 (0.07%) from the prior month. Fiscal Year to date, the value of the Commission's portfolio has increased by \$34,000 (2.75%).

There was 130 days unrestricted cash on hand at August 31 when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds).

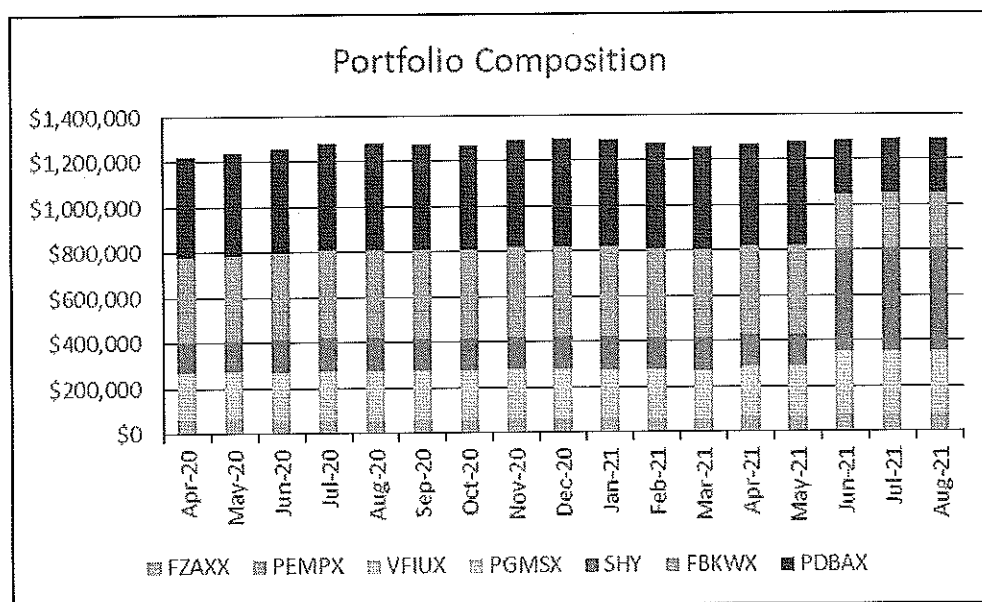
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The "domestic bond" category in the *Investment Asset Mix* chart above, includes US Government instruments and corporate bonds of US based organizations. The "international" category includes debt instruments of foreign governments as well as corporate bonds and equity issued by foreign corporations.

The Commission's investment portfolio was invested in the following securities:

Holdings	Symbol	Market Value	Est. Yield
<b>Money Markets</b>			
Fidelity Govt MMKT Capital Reserve	FZAXX	\$ 11,641.16	0.01%
<b>Mutual Funds</b>			
Fidelity Advisor Total Bond CL Z	FBKWX	240,179.40	2.20%
PGIM Total Return Bond CL A	PDBAX	240,004.19	2.47%
PIMCO Emerging Markets Bond I2	PEMPX	59,725.43	4.06%
T Rowe Price Global Multi Sector Bond I	PGMSX	178,988.34	3.11%
Vanguard Intermediate Term Treasury	VFIUX	102,136.25	1.90%
<b>Exchange Traded Funds</b>			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	460,072.08	0.32%
<b>Total</b>		<b>\$1,292,746.85</b>	



Comptroller/Treasurer's Meeting Report - September 16, 2021

CHECK REGISTER - 08/01/2021 - 08/31/2021

Number	Payment Date	Vendor Name	Payment Amount
17702	08/01/2021	ASI COBRA	\$ 892.57
17703	08/01/2021	COLONIAL LIFE	509.00
17704	08/01/2021	Delta Dental of Delaware, Inc.	1,701.28
17705	08/01/2021	Department of Human Resources Financial Services	27,957.06
17706	08/01/2021	EyeMed	233.58
17707	08/01/2021	Principal Financial Group	1,651.65
17708	08/02/2021	Maryland Child Support Account	184.62
17709	08/02/2021	Nationwide Retirement Sol	3,237.71
17710	08/06/2021	Angerstein's Building Supply & Design Center	240.11
17711	08/06/2021	Anixter	591.00
17712	08/06/2021	Artesian Water Co., Inc.	2,021.19
17713	08/06/2021	Assurance Media	367.50
17714	08/06/2021	B Safe, Inc	181.65
17715	08/06/2021	Comcast Business	162.28
17716	08/06/2021	Delmarva Power	106.14
17717	08/06/2021	Exxon Mobil Fleet/GECC/Wex Bank	1,649.95
17718	08/06/2021	Ferguson Enterprises, Inc.	9,132.75
17719	08/06/2021	**Void**	-
17720	08/06/2021	Grainger	20.84
17721	08/06/2021	Hillyard's Inc	375.00
17722	08/06/2021	Home Depot Credit Service	214.30
17723	08/06/2021	HORTY & HORTY, P.A.	970.00
17724	08/06/2021	Jesco INC.	99.39
17725	08/06/2021	Kathleen R Weirich	232.00
17726	08/06/2021	KDI Inc.	41.20
17727	08/06/2021	Martin Marietta Materials, Inc	393.54
17728	08/06/2021	Nationwide Life Ins. Co. of America	17,841.73
17729	08/06/2021	New Castle Cares Fund	5,000.00
17730	08/06/2021	New Castle County	548.83
17731	08/06/2021	Security Instrument Corp.	296.85
17732	08/06/2021	SFS Tools and Safety LLC	275.04
17733	08/06/2021	Stryker Medical	220.00
17734	08/06/2021	United Electric Supply Co.	5,304.02
17735	08/06/2021	Utility Engineers, PC	2,400.00
17736	08/06/2021	Verizon	567.77
17738	08/13/2021	Action Unlimited Resource, Inc.	29.94
17739	08/13/2021	AmGUARD Insurance Company	3,337.24
17740	08/13/2021	B Safe, Inc	158.75
17741	08/13/2021	Barbacane, Thornton & Company LLP	3,550.00
17742	08/13/2021	Bayshore Ford Trucks	370.99
17743	08/13/2021	Benz Hydraulics, Inc.	133.74
17744	08/13/2021	Collins Ent Inc. (Parts Plus)	44.92
17745	08/13/2021	Hach Company	1,182.00
17746	08/13/2021	KDI Inc.	146.02
17747	08/13/2021	Keen Compressed Gas Co	79.78
17748	08/13/2021	New Horizon Communications Corp	476.73
17749	08/13/2021	One Call Concepts Inc	32.48
17750	08/13/2021	Rumsey	8,599.41
17751	08/13/2021	Trans Union LLC	340.50
17752	08/13/2021	TRI Supply & Equipment	484.13
17753	08/13/2021	United Electric Supply Co	588.64
17754	08/13/2021	W. B. MASON, CO., INC.	167.00
17755	08/16/2021	Council 81	429.55
17756	08/16/2021	Maryland Child Support Account	184.62
17757	08/16/2021	Nationwide Retirement Sol	3,248.77
17758	08/19/2021	A. C. Schultes, Inc.	8,867.50
17759	08/19/2021	AC Miller Concrete Prod.	7,238.00

Comptroller/Treasurer's Meeting Report - September 16, 2021

CHECK REGISTER - 08/01/2021 - 08/31/2021 (CONTINUED)

Number	Payment Date	Vendor Name	Payment Amount
17760	08/19/2021	Assurance Media	405.00
17761	08/19/2021	Collins Ent Inc. (Parts Plus)	107.82
17762	08/19/2021	Compliance Environmental, Inc.	5,750.00
17763	08/19/2021	George, Miles & Buhr LLC	905.70
17764	08/19/2021	Holland Mulch Inv	144.00
17765	08/19/2021	KDI Inc.	61.13
17766	08/19/2021	MARKATOS SERVICES	122.50
17767	08/19/2021	Pitney Bowes Purchase Power	2,015.00
17768	08/19/2021	Rumsey	151.83
17769	08/19/2021	ScienceTechnologyResearchInstitute of Delaware (STRIDE)	500.00
17770	08/19/2021	Verizon Wireless	262.15
17774	08/23/2021	Delta Dental of Delaware, Inc.	1,960.76
17775	08/23/2021	Department of Human Resources Financial Services	32,287.22
17776	08/23/2021	Hire Right Solutions, Inc.	93.04
17777	08/23/2021	Principal Financial Group	2,464.25
17778	08/23/2021	ASI COBRA	892.57
17779	08/27/2021	COLONIAL LIFE	509.00
17780	08/27/2021	EyeMed	317.03
17793	08/27/2021	Anixter	348.75
17794	08/27/2021	Antonio's Lawn Service	1,200.00
17795	08/27/2021	Assurance Media	681.25
17796	08/27/2021	Austin & Pruitt Fire	749.50
17797	08/27/2021	**Void**	
17798	08/27/2021	Benz Hydraulics, Inc.	446.37
17799	08/27/2021	Collins Ent Inc. (Parts Plus)	31.48
17800	08/27/2021	Consult Dynamics, Inc./DCA Net	20.00
17801	08/27/2021	Jesco, INC.	913.93
17802	08/27/2021	Kathleen R Weirich	225.00
17803	08/27/2021	MARKATOS SERVICES	122.50
17804	08/27/2021	Newark Kubota Inc	328.87
17805	08/27/2021	Security Instrument Corp.	870.00
17806	08/27/2021	TRI Supply & Equipment	300.00
17807	08/31/2021	Badger Meter, Inc.	4,160.36
17808	08/31/2021	Collins Ent Inc. (Parts Plus)	65.33
17809	08/31/2021	Comcast Business	109.94
17810	08/31/2021	Delmarva Communications	110.00
17811	08/31/2021	Ferguson Enterprises, Inc.	2,578.00
17812	08/31/2021	Four Acres Trailer Sales, Inc.	15,424.00
17813	08/31/2021	Holland Mulch Inv	180.00
17814	08/31/2021	Home Depot Credit Service	418.34
17815	08/31/2021	**Void**	
17816	08/31/2021	TRI Supply & Equipment	2,375.00
17817	08/31/2021	Tyler Technologies Inc.	2,089.66
17818	08/31/2021	United Electric Supply Co	617.00
17819	08/31/2021	Verizon	442.95
DFT0001279	08/06/2021	PNC BANK	5,240.70
DFT0001285	08/19/2021	Delaware Div. of Revenue	17,717.00
DFT0001286	08/06/2021	United States Treasury	6,249.09
DFT0001287	08/06/2021	COMPTROLLER OF MARYLAND	293.02
DFT0001288	08/06/2021	United States Treasury	7,523.90
DFT0001289	08/06/2021	United States Treasury	1,759.60
DFT0001290	08/06/2021	Delaware Div. of Revenue	2,978.58
DFT0001291	08/19/2021	DEMEC, Inc.	52,887.00
DFT0001292	08/19/2021	DEMEC, Inc.	601,727.55
DFT0001293	08/02/2021	OpenEdge	1,455.25
DFT0001294	08/02/2021	OpenEdge	526.20

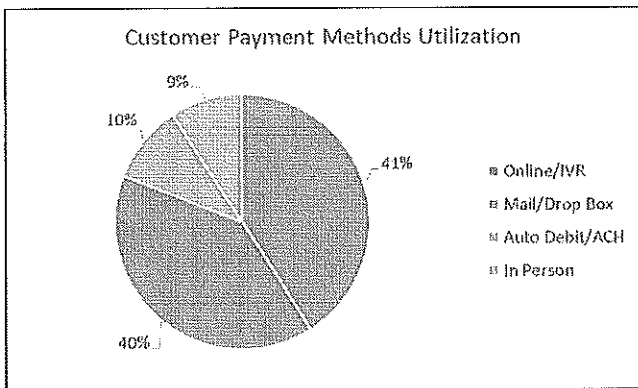
# Comptroller/Treasurer's Meeting Report - September 16, 2021

## CHECK REGISTER - 08/01/2021 - 08/31/2021 (CONTINUED)

Number	Payment Date	Vendor Name	Payment Amount
DFT0001295	08/20/2021	United States Treasury	6,261.27
DFT0001296	08/20/2021	COMPTROLLER OF MARYLAND	293.02
DFT0001297	08/20/2021	United States Treasury	7,864.90
DFT0001298	08/20/2021	United States Treasury	1,839.34
DFT0001299	08/20/2021	Delaware Div. of Revenue	3,131.57
DFT0001306	08/31/2021	Maryland Child Support Account	184.62
DFT0001308	08/31/2021	Nationwide Retirement Sol	200.03
DFT0001309	08/31/2021	Nationwide Retirement Sol	126.27
DFT0001310	08/31/2021	Nationwide Retirement Sol	150.03
DFT0001311	08/31/2021	Nationwide Retirement Sol	94.70
DFT0001312	08/31/2021	Nationwide Retirement Sol	336.68
DFT0001313	08/31/2021	Nationwide Retirement Sol	975.00
DFT0001314	08/31/2021	Nationwide Retirement Sol	1,355.00
			<b>\$ 930,238.81</b>

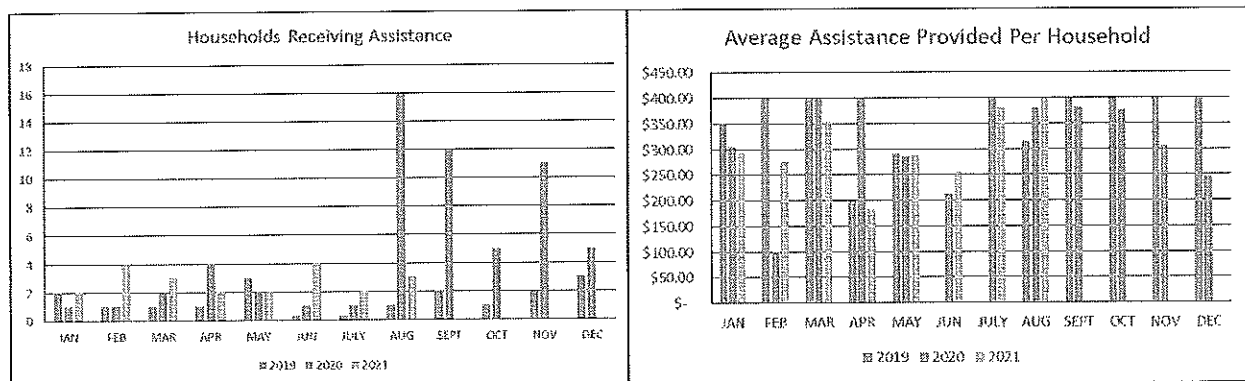
## Billing/Customer Service:

Bills sent	3,215
Delinquent & past due notices	399
Automated phone notifications	179
Door postings	2
Payment arrangements	41
Contracts	2
Service cuts	2
Accounts sent to collections	3
Electric bad debt expense	\$2,429.42
Applications for service	30
Customers assisted in person	479
Customers assisted on telephone	453



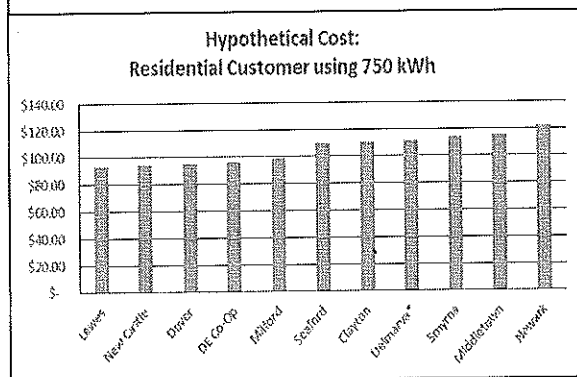
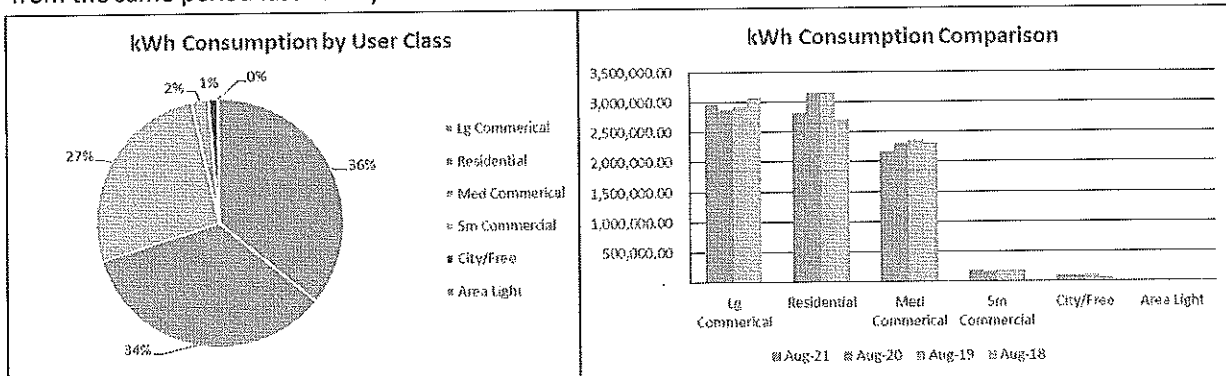
## New Castle Cares

The Salvation Army oversees the New Castle Cares Fund which is funded by the Commission to assist households having trouble making their utility payments. During the month of August, the fund assisted 3 households with an average assistance provided of \$400, the maximum allowed by the program.



## Electric Revenues:

User charges are favorable for the month (\$231,500) and year to date (\$165,000). This is due to amounts billed to customers for electric consumption being higher than anticipated when the budget was adopted. The variance was likely caused by uncertainty related to the COVID-19 pandemic which saw a change in how electric was consumed by different classes of customers. Looking at data prior to COVID-19, electric consumption is 1% lower than in August 2018. Overall, electric consumption for the month was down 4.2% from the same period last fiscal year.

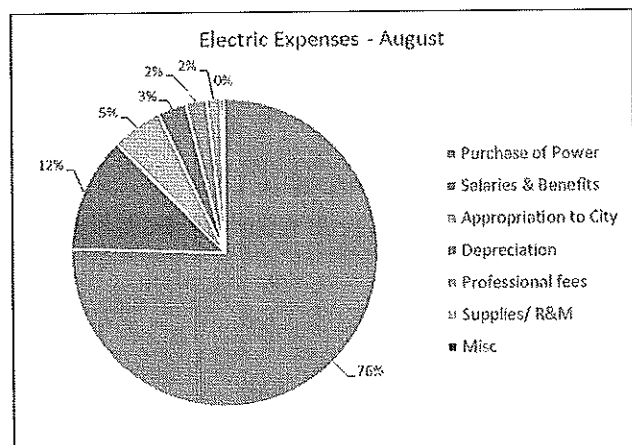


Each month, DEMEC provides a comparison of the cost of residential electric service. The analysis assumes a residential customer who uses 750 kWh per month. MSC's rate is 15.5% lower than Delmarva\* and 1.8% lower than the co-op.

\*Approximate. DP&L's transmission capacity charge is based on each individual's Peak Load Contribution (PLC) to the overall transmission load. Each customer has a unique PLC that changes every January.

## Electric Expenses:

Electric expenses have a year to date unfavorable variance (\$173,000). When compared to purchases from DEMEC for April-August 2020, this year's purchases are \$70,000 higher than last year, due to increased customer usage and a 1.97% rate increase from DEMEC. A large portion of the variance is also related to work on projects that will ultimately be capitalized. Accounting is researching options to account for those amounts differently during the year to avoid reporting artificial budget variances caused by MSC construction projects as well as work on City and Trustee projects.

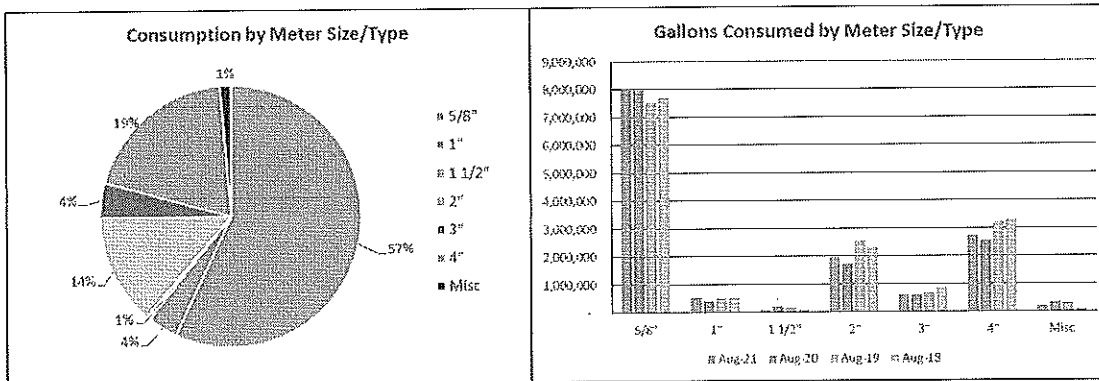


As previously reported, the line item for substation repairs and maintenance is expected to be over budget for the year due to unanticipated repairs that are needed at the Wilmington Road circuit switcher.



### Water Revenues:

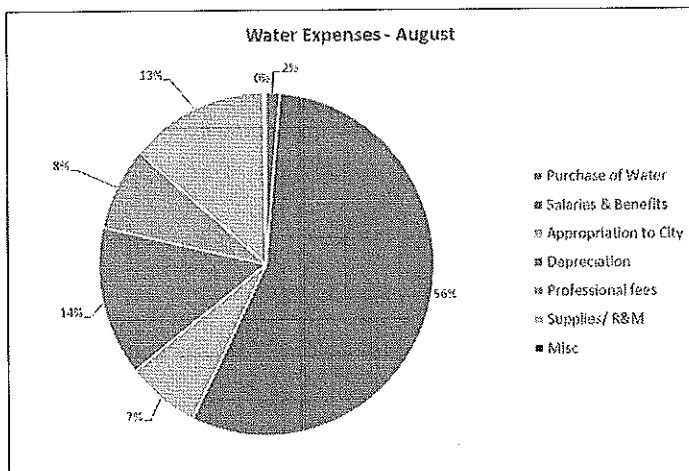
User charges are favorable for the month (\$10,100) and unfavorable year to date (\$13,200). This variance is likely the result of a data entry error when the budget was adopted which spread the projected revenue evenly across the year instead of based on historical trends. Overall, water consumption for the month was up 2.64% from the same period last fiscal year. Looking at data prior to COVID-19, water consumption is 4.6% lower than in August 2018, the majority of the variance is concentrated in commercial/school board accounts which have been affected by disruptions to their operations related to COVID-19.



### Water Expenses:

Water expenses have a favorable year to date variance of (\$57,000). \$29,000 of the variance is related to lower than anticipated depreciation expense due to delaying several projects. Most of the rest of the positive variance (\$27,000) is related to timing of purchases and will likely decrease during the remainder of the year.

The favorable YTD variance reported above is understated due to the way that MSC, Trustee, and City projects are accounted for. The Water Department has \$138,000 in labor and equipment cost for work on electric, city, and trustee projects. Accounting is researching options to account for those amounts differently during the year to avoid reporting artificial budget variances.



Comptroller/Treasurer's Meeting Report - September 16, 2021

**Municipal Services Commission**  
**Budget to Actual Comparison – Electric**  
**As of August 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
<b>Operating Revenues</b>				
400 - User Charges	\$ 3,743,377.05	\$ 3,907,930.53	164,553.48	\$ 8,987,700.00
420 - City Service Charges	19,159.00	18,523.92	(635.08)	46,000.00
440 - Free Service Revenue	18,742.50	15,923.79	(2,818.71)	45,000.00
486 - Miscellaneous Income	17,909.50	10,173.74	(7,735.76)	43,000.00
<b>Total Operating Revenues</b>	<b>3,799,188.05</b>	<b>3,952,551.98</b>	<b>153,363.93</b>	<b>9,121,700.00</b>
550 - Free Service Expense	(1,666.00)	(1,470.06)	195.94	(4,000.00)
<b>Net Operating Revenues</b>	<b>3,797,522.05</b>	<b>3,951,081.92</b>	<b>153,559.87</b>	<b>9,117,700.00</b>
500 - Purchase of Power/Water	2,330,382.05	2,564,169.79	(233,787.74)	5,595,155.00
505 - Purchase of Power Substation	264,329.20	264,435.00	(105.80)	634,644.00
<b>Total Purchase of Power</b>	<b>2,594,711.25</b>	<b>2,828,604.79</b>	<b>(233,893.54)</b>	<b>6,229,799.00</b>
<b>Operating Expenses</b>				
<b>Operations</b>				
600 - Salaries and Wages	277,805.50	211,352.63	66,452.87	667,000.00
601 - Payroll Taxes	21,658.00	18,555.18	3,102.82	52,000.00
607 - Pension Expense	39,984.00	34,078.92	5,905.08	96,000.00
608 - Employee Benefits	65,696.60	53,545.19	12,151.41	157,735.00
610 - Insurance	20,825.00	25,584.52	(4,759.52)	50,000.00
611 - Utilities	4,456.55	3,120.46	1,336.09	10,700.00
612 - Storm Damage	1,041.25	-	1,041.25	2,500.00
631 - Lines and Poles	7,788.55	10,576.07	(2,787.52)	18,700.00
632 - Street Lights	2,707.25	1,731.54	975.71	6,500.00
633 - Meters and Services	1,790.95	805.89	985.06	4,300.00
641 - Substation	2,665.60	15,354.87	(12,689.27)	6,400.00
644 - Building and Grounds	1,249.50	1,275.00	(25.50)	3,000.00
647 - Plant Materials and Supplies	2,415.70	1,037.31	1,378.39	5,800.00
650 - Truck Expense	11,245.50	9,345.58	1,899.92	27,000.00
661 - Tools & Equip Supplies	9,017.20	8,886.15	131.05	21,650.00
662 - Equipment Rental	624.75	216.78	407.97	1,500.00
671 - Clothing Allowance	4,248.30	6,263.26	(2,014.96)	10,200.00
672 - Safety Expense	1,332.80	1,703.85	(371.05)	3,200.00
680 - Training/Seminars	3,165.40	13.19	3,152.21	7,600.00
682 - Computer Expense	5,997.60	4,010.12	1,987.48	14,400.00
684 - Professional Fees	1,666.00	-	1,666.00	4,000.00
686 - Security System	1,416.10	1,245.27	170.83	3,400.00
687 - Sampling and Testing	5,914.30	4,552.00	1,362.30	14,200.00
691 - Depreciation-Plant and Equipment	96,419.75	86,651.92	9,767.83	231,500.00
693 - Depreciation-Trucks and Auto	33,320.00	33,320.85	(0.85)	80,000.00
<b>Total Operating Expenses</b>	<b>624,452.15</b>	<b>533,226.55</b>	<b>91,225.60</b>	<b>1,499,285.00</b>
<b>General &amp; Administrative</b>				
700 - Office Salaries	141,610.00	177,208.26	(35,598.26)	340,000.00
706 - Payroll Taxes	11,662.00	14,546.80	(2,884.80)	28,000.00
707 - Pension Expense	20,408.50	20,699.28	(290.78)	49,000.00
708 - Employee Benefits & Related Expenses	25,638.00	25,164.49	473.51	61,556.00
709 - Professional Fees	16,040.40	16,312.95	(272.55)	38,512.50
710 - Insurance	7,288.75	7,652.90	(364.15)	17,500.00
717 - Utilities	749.70	736.79	12.91	1,800.00



Comptroller/Treasurer's Meeting Report - September 16, 2021

**Municipal Services Commission**  
**Budget to Actual Comparison – Electric**  
**As of August 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
721 - Bad Debts	5,414.50	11,239.40	(5,824.90)	13,000.00
722 - Administrative	30,414.85	26,113.76	4,301.09	73,025.00
751 - R&M Equip/Bldg/Grounds	5,876.80	3,751.23	2,125.57	14,110.00
761 - Office Supplies	6,372.45	4,967.81	1,404.64	15,300.00
771 - Clothing	416.50	176.75	239.75	1,000.00
780 - Training-Administrative	4,096.20	398.20	3,698.00	9,835.00
781 - Dues and Subscriptions	1,082.90	912.72	170.18	2,600.00
782 - Computer Expense	11,133.00	11,929.49	(796.49)	26,730.00
785 - Office Supplies	6,955.55	6,203.22	752.33	16,700.00
786 - Security System	1,082.90	1,236.14	(153.24)	2,600.00
788 - Telephone	4,123.35	3,872.72	250.63	9,900.00
789 - Key Accounts	1,145.35	-	1,145.35	2,750.00
792 - Depreciation-Furniture and Fixtures	12,495.00	11,451.34	1,043.66	30,000.00
<i>Total General &amp; Administrative Expenses</i>	<u>314,006.70</u>	<u>344,574.25</u>	<u>(30,567.55)</u>	<u>753,918.50</u>
<i>Operating Income</i>	264,351.95	244,676.33	(19,675.62)	634,697.50
698 - Capitalized Labor	-	135,330.00	135,330.00	-
651 - Allocated Equipment Costs	-	100,643.00	100,643.00	-
	-	235,973.00	235,973.00	-
<i>Operating Income after Capitalized Items</i>	264,351.95	480,649.33	216,297.38	634,697.50
<i>Nonoperating Revenue (Expenses)</i>				
480 - Investment Income	15,202.25	9,851.91	(5,350.34)	36,500.00
950 - Investment Expenses	-	(1,244.54)	(1,244.54)	-
487 - Grant Income	-	54,552.98	54,552.98	-
930 - Grant Expense	-	(54,552.98)	(54,552.98)	-
810 - Gain on Sale of Asset	-	2,597.29	2,597.29	-
900 - Ordinary Appropriations	(224,618.45)	(222,691.84)	1,926.61	(539,300.00)
920 - Special Appropriations	-	(6,547.61)	(6,547.61)	-
940 - Change in Value of Investments	-	19,148.76	19,148.76	-
<i>Total Nonoperating Revenue(Expenses)</i>	<u>(209,416.20)</u>	<u>(198,886.03)</u>	<u>10,530.17</u>	<u>(502,800.00)</u>
<i>Change in Net Position</i>	<u>\$ 54,935.75</u>	<u>\$ 281,763.30</u>	<u>\$ 226,827.55</u>	<u>\$ 131,897.50</u>

Amounts may vary slightly from the Combining Schedule due to rounding.

Comptroller/Treasurer's Meeting Report - September 16, 2021

**Municipal Services Commission**  
**Budget to Actual Comparison – Water**  
**As of August 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
<b>Operating Revenues</b>				
400 - User Charges	\$ 947,905	\$ 934,714	\$ (13,190.69)	\$ 2,275,883.00
420 - City Service Charges	11,495	13,297	1,801	27,600
440 - Free Service Revenue	2,749	1,589	(1,160)	6,600
486 - Miscellaneous Income	9,865	5,809	(4,056)	22,000
<b>Total Operating Revenues</b>	<b>972,014</b>	<b>955,409</b>	<b>(16,605)</b>	<b>2,332,083</b>
550 - Free Service Expense	(1,374)	(1,613)	(238)	3,300
<b>Net Operating Revenues</b>	<b>970,640</b>	<b>953,796</b>	<b>(16,367)</b>	<b>2,328,783</b>
500 - Purchase of Power/Water	11,037	10,476	561	26,500
<b>Operating Expenses</b>				
<b>Operations</b>				
600 - Salaries and Wages	274,473.50	268,128.23	6,345.27	659,000.00
601 - Payroll Taxes	21,241.50	19,581.16	1,660.34	51,000.00
607 - Pension Expense	39,984.00	36,655.02	3,328.98	96,000.00
608 - Employee Benefits	55,552.30	49,462.96	6,089.34	133,379.00
610 - Insurance	25,614.75	20,932.79	4,681.96	61,500.00
611 - Utilities	12,109.65	10,247.87	1,861.78	29,075.00
616 - R&M System Maintenance	3,248.70	8,867.50	(5,618.80)	7,800.00
620 - Pumping Stations	12,773.95	6,116.75	6,657.20	30,670.00
621 - Water Treatment Supplies	23,082.40	21,648.60	1,433.80	55,420.00
630 - Hydrants, Mains and Valves	7,209.60	1,103.61	6,105.99	17,310.00
633 - Meters and Services	5,876.80	4,070.95	1,805.85	14,110.00
644 - Building and Grounds	3,102.90	3,187.50	(84.60)	7,450.00
647 - Plant Materials and Supplies	2,065.80	678.57	1,387.23	4,960.00
650 - Truck Expense	8,232.10	10,790.01	(2,557.91)	19,765.00
661 - Tools & Equip Supplies	6,944.25	4,354.69	2,589.56	16,673.00
662 - Equipment Rental	304.85	177.36	127.49	732.00
671 - Clothing Allowance	3,324.90	2,872.00	452.62	7,983.00
672 - Safety Expense	974.60	490.57	484.03	2,340.00
680 - Training/Seminars	2,394.85	404.66	1,990.19	5,750.00
682 - Computer Expense	5,184.20	5,747.63	(563.43)	12,447.14
684 - Professional Fees	1,249.50	-	1,249.50	3,000.00
686 - Security System	379.80	133.58	246.22	912.00
687 - Sampling and Testing	5,626.90	4,570.00	1,056.90	13,510.00
691 - Depreciation-Plant and Equipment	154,771.40	125,857.58	28,913.82	371,600.00
693 - Depreciation-Trucks and Auto	10,412.50	12,855.10	(2,442.60)	25,000.00
<b>Total Operations Expenses</b>	<b>686,135.70</b>	<b>618,934.69</b>	<b>67,200.73</b>	<b>1,647,386.14</b>
<b>General &amp; Administrative</b>				
700 - Office Salaries	81,634.00	102,931.22	(21,297.22)	196,000.00
706 - Payroll Taxes	7,122.15	8,742.50	(1,620.35)	17,100.00
707 - Pension Expense	9,163.00	10,554.21	(1,391.21)	22,000.00
708 - Employee Benefits & Related Expenses	17,522.95	16,355.23	1,167.72	42,072.00

Comptroller/Treasurer's Meeting Report - September 16, 2021

**Municipal Services Commission**  
**Budget to Actual Comparison – Water**  
**As of August 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
709 - Professional Fees	13,229.00	13,372.31	(143.31)	31,762.50
710 - Insurance	6,455.75	6,261.46	194.29	15,500.00
717 - Utilities	624.75	602.81	21.94	1,500.00
721 - Bad Debts	1,041.25	-	1,041.25	2,500.00
722 - Administrative	21,480.90	15,860.55	5,620.35	51,575.00
751 - R&M Equip/Bldg/Grounds	4,660.60	3,124.24	1,536.36	11,190.00
761 - Office Supplies	3,456.95	2,831.77	625.18	8,300.00
771 - Clothing	416.50	144.60	271.90	1,000.00
780 - Training-Administrative	1,942.95	325.80	1,617.15	4,665.00
781 - Dues and Subscriptions	1,749.30	1,881.78	(132.48)	4,200.00
782 - Computer Expense	9,108.80	9,760.48	(651.68)	21,870.00
785 - Office Supplies	5,747.70	5,075.36	672.34	13,800.00
786 - Security System	916.30	1,011.36	(95.06)	2,200.00
788 - Telephone	3,373.65	3,168.53	205.12	8,100.00
789 - Key Accounts	937.10	-	937.10	2,250.00
792 - Depreciation-Furniture and Fixtures	7,497.00	7,104.97	392.03	18,000.00
<i>Total General &amp; Admin Expenses</i>	<u>198,080.60</u>	<u>209,109.18</u>	<u>(11,028.58)</u>	<u>475,584.50</u>
<i>Operating Income</i>	<u>75,386.40</u>	<u>115,275.69</u>	<u>(73,099.94)</u>	<u>179,312.36</u>
698 - Capitalized Labor	-	93,205.00	93,205.00	-
651 - Allocated Equipment Costs	-	45,250.00	45,250.00	-
	<u>-</u>	<u>138,455.00</u>	<u>138,455.00</u>	<u>-</u>
<i>Operating Income after Capitalized Items</i>	<u>75,386.40</u>	<u>253,730.69</u>	<u>65,355.06</u>	<u>179,312.36</u>
<b><i>Nonoperating Revenue (Expenses)</i></b>				
480 - Investment Income	2,175.05	1,638.00	(536.39)	6,000.00
950 - Investment Expenses	-	(220.00)	(219.62)	-
487 - Grant Income	-	1,379.00	1,379.40	-
930 - Grant Expense	-	(1,379.00)	(1,379.40)	-
810 - Gain on Sale of Asset	-	458.00	458.35	-
960 - Other Expenses	-	(562.00)	(561.22)	-
900 - Ordinary Appropriations	(54,269.95)	(48,994.00)	5,275.99	130,300.00
910 - City Service Appropriations	(11,245.50)	(13,357.00)	(2,111.47)	27,000.00
920 - Special Appropriations	-	(978.00)	(977.39)	-
940 - Change in Value of Investments	-	3,379.00	3,379.21	-
<i>Total Nonoperating Revenue (Expenses)</i>	<u>(63,340.40)</u>	<u>(58,636.00)</u>	<u>4,707.46</u>	<u>163,300.00</u>
<b><i>Change in Net Position</i></b>	<u>\$ 12,046.00</u>	<u>\$ 195,095</u>	<u>\$ 70,062.52</u>	<u>\$ 342,612.36</u>

Amounts may vary slightly from the Combining Schedule due to Rounding.

Comptroller/Treasurer's Meeting Report - September 16, 2021

**Municipal Services Commission  
Statement of Net Position  
As of August 31, 2021**

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 2,511,351
Investments	1,292,747
Accounts receivable, net	810,563
Grants receivable	1,379
Other receivables	2,665
Inventory	736,858
Prepaid expenses	123,816
Total Current Assets	<u>5,479,379</u>
Restricted Assets:	
Cash and cash equivalents - restricted	\$ 654,756
Noncurrent Assets:	
Land	45,386
Construction-in-progress	1,331,901
Property, plant and equipment	25,542,883
Less: Accumulated depreciation	(14,672,826)
Total Noncurrent Assets	<u>12,247,344</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows - pension	164,836
Deferred outflows - regulatory accounting	3,124,345
Total Deferred Outflows	<u>3,289,181</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 21,670,660</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	
LIABILITIES	
Current Liabilities:	
Accounts payable	\$ 654,280
Payroll withholdings payable	26,875
Accrued wages	57,331
Accrued appropriations	108,674
Developer deposits	6,455
Other liabilities	1,859
Total Current Liabilities	<u>855,474</u>
Noncurrent Liabilities:	
Customer deposits	654,756
Accrued compensated absences	405,279
Net pension liability	474,757
Total Noncurrent Liabilities	<u>1,534,792</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows - pension	<u>659,474</u>
NET POSITION	
Net investment in capital assets	12,247,344
Unrestricted	6,373,576
TOTAL NET POSITION	<u>18,620,920</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u>\$ 21,670,660</u>

**Municipal Services Commission**  
**Combining Schedules of Revenues & Expenses by Department**  
**For the five months ending August 31, 2021 and 2020**

	Water Department		Electric Department		Total	
	2021	2020	2021	2020	2021	2020
<b>OPERATING REVENUES:</b>						
User charges	934,714	806,425	3,907,931	3,912,468	4,842,645	4,718,893
City service charges	13,297	7,975	18,524	18,556	31,821	26,531
Free service	1,589	1,491	15,924	16,159	17,513	17,650
Miscellaneous	5,809	5,412	10,174	35,630	15,983	41,042
<b>TOTAL OPERATING REVENUES</b>	<b>955,409</b>	<b>821,303</b>	<b>3,952,553</b>	<b>3,982,813</b>	<b>4,907,962</b>	<b>4,804,116</b>
LESS: Free service	(1,613)	(1,189)	(1,470)	(1,568)	(3,083)	(2,757)
<b>NET OPERATING REVENUES</b>	<b>953,796</b>	<b>820,114</b>	<b>3,951,083</b>	<b>3,981,245</b>	<b>4,904,879</b>	<b>4,801,359</b>
<b>PURCHASE OF POWER AND WATER</b>	<b>(10,477)</b>	<b>(11,472)</b>	<b>(2,828,605)</b>	<b>(2,758,499)</b>	<b>(2,839,082)</b>	<b>(2,769,971)</b>
<b>OPERATING EXPENSES</b>	<b>(618,935)</b>	<b>(646,228)</b>	<b>(533,224)</b>	<b>(527,062)</b>	<b>(1,152,159)</b>	<b>(1,173,290)</b>
<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>	<b>(209,105)</b>	<b>(169,219)</b>	<b>(344,575)</b>	<b>(294,141)</b>	<b>(553,680)</b>	<b>(463,360)</b>
<b>OPERATING INCOME</b>	<b>115,279</b>	<b>(6,805)</b>	<b>244,679</b>	<b>401,543</b>	<b>359,958</b>	<b>394,738</b>
Capitalized Labor	93,205	9,800	135,330	33,612	228,535	43,412
Capitalized Equipment	45,250	5,619	100,643	19,735	145,893	25,354
<b>OPERATING INCOME AFTER CAPITALIZED ITEMS</b>	<b>253,734</b>	<b>8,614</b>	<b>480,652</b>	<b>454,890</b>	<b>734,386</b>	<b>463,504</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>						
Investment income	1,538	1,882	9,851	11,224	11,489	13,106
Investment expense	(220)	(209)	(1,245)	(1,187)	(1,465)	(1,396)
Grant income	1,379	0	54,553	-	55,932	-
Grant expense	(1,379)	(5,551.00)	(54,553)	(6,784)	(55,932)	(12,335)
Realized Gain(Loss) on Sale of Investments	458	3,669.00	2,597	20,790	3,055	24,459
Other Expense	(562)	(1,228)	-	(1,652)	(562)	(2,880)
Appropriations to the Mayor and Council of New Castle						
Ordinary	(48,994)	(49,161)	(222,692)	(226,542)	(271,686)	(275,703)
City services	(13,357)	(10,622)	-	0	(13,357)	(10,622)
Special	(978)	(1,639.00)	(6,548)	(2,697)	(7,526)	(4,336)
Unrealized Gains/(Losses) on investments	3,379	7,705	19,148	43,663	22,527	51,368
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>(58,636)</b>	<b>(55,154)</b>	<b>(198,889)</b>	<b>(163,185)</b>	<b>(257,525)</b>	<b>(218,339)</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ 195,098</b>	<b>\$ (46,540)</b>	<b>\$ 281,763</b>	<b>\$ 291,705</b>	<b>\$ 476,861</b>	<b>\$ 245,165</b>

Comptroller/Treasurer's Meeting Report - September 16, 2021

**Municipal Services Commission**  
**Combining Schedules of Operating Expenses by Department**  
**For the five months ending August 31, 2021 and 2020**

	Water Department		Electric Department		Total	
	2021	2020	2021	2020	2021	2020
<b>OPERATING EXPENSES:</b>						
Clothing allowance	\$ 2,872	\$ 1,071	\$ 6,263	\$ 4,556	\$ 9,135	\$ 5,627
Computer expense	5,748	6,938	4,010	4,675	9,758	11,613
<b>Depreciation:</b>						
Plant and equipment	125,857	157,469	86,652	88,090	212,509	245,559
Trucks and autos	12,855	8,433	33,321	31,958	46,176	40,391
Employee benefits	49,463	52,872	53,545	55,622	103,008	108,494
Equipment rental	177	136	217	166	394	302
Insurance	20,933	25,121	25,584	20,564	46,517	45,685
Payroll taxes	19,581	17,999	18,555	18,417	38,136	36,416
Pension expense	36,655	39,686	34,079	37,461	70,734	77,147
Plant materials and supplies	679	1,951	1,037	1,656	1,716	3,607
<b>Repairs and maintenance:</b>						
Buildings and grounds	3,187	3,375	1,275	1,350	4,462	4,725
Hydrants, mains, and valves	1,104	17,729	-	-	1,104	17,729
Lines and poles	-	-	10,576	878	10,576	878
Meters and services	4,071	4,795	806	683	4,877	5,478
Pumping stations	6,117	4,329	-	-	6,117	4,329
Street lights	-	-	1,731	1,074	1,731	1,074
Substations	-	-	15,355	775	15,355	775
Storm Damage	-	-	-	37	-	37
System Maintenance	8,867	-	-	-	8,867	-
Salaries and wages	268,128	256,413	211,353	244,316	479,481	500,729
Safety expense	490	338	1,704	986	2,194	1,324
Sampling and testing	4,570	6,737	4,552	438	9,122	7,175
Security	134	189	1,245	443	1,379	632
Seminars/Training	405	100	13	607	418	707
Tools & Equip Supplies	4,355	2,549	8,886	5,508	13,241	8,057
Truck expense	10,790	4,414	9,345	3,914	20,135	8,328
Utilities	10,248	10,847	3,120	2,888	13,368	13,735
Water Treatment Supplies	21,649	22,737	-	-	21,649	22,737
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 618,935</b>	<b>\$ 646,228</b>	<b>\$ 533,224</b>	<b>\$ 527,062</b>	<b>\$ 1,152,159</b>	<b>\$ 1,173,290</b>

**Municipal Services Commission**  
**Combining Schedules of General & Administrative Expenses by Department**  
**For the five months ending August 31, 2021 and 2020**

	Water Department		Electric Department		Total	
	2021	2020	2021	2020	2021	2020
GENERAL AND ADMINISTRATIVE EXPENSES:						
Administrative	\$ 15,860	\$ 9,273	26,114	31,831	41,974	\$ 41,104
Bad debts	-	-	11,239	9,996	11,239	9,996
Clothing	144	-	177	-	321	-
Computer expense	9,760	8,517	11,930	10,409	21,690	18,926
Depreciation - furniture and fixtures	7,105	7,105	11,451	11,627	18,556	18,732
Dues and subscriptions	1,882	2,189	913	1,288	2,795	3,477
Employee benefits	16,355	14,693	25,165	22,206	41,520	36,899
Insurance	6,261	6,416	7,653	7,195	13,914	13,611
Office salaries	102,931	77,714	177,208	134,097	280,139	211,811
Office supplies	7,907	5,649	11,171	8,075	19,078	13,724
Payroll taxes	8,742	5,660	14,547	9,875	23,289	15,535
Pension expense	10,554	11,255	20,699	22,309	31,253	33,564
Professional fees	13,372	11,037	16,313	13,361	29,685	24,398
Repairs and maintenance - equipment/building/grounds	3,124	4,227	3,751	5,166	6,875	9,393
Security system	1,011	845	1,236	1,033	2,247	1,878
Telephone	3,168	3,301	3,873	4,036	7,041	7,337
Training - administrative	326	870	398	1,064	724	1,934
Utilities and other expenses	603	468	737	573	1,340	1,041
TOTAL GENERAL AND ADMINISTRATIVE EXPENSES	\$ 209,105	\$ 169,219	\$ 344,575	\$ 294,141	\$ 553,680	\$ 463,360

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P.O. BOX 208

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**September 16, 2021**

**Prepared by Artie Granger on September 9, 2021**

**1. Developer Projects:**

**a. 90 Lukens Dr:**

- I. On August 25<sup>th</sup> we met with Tusi Brothers Electric and Grego about planning shut downs to move existing primary underground out of the way of the new building. Also mentioned to them they need to order there PMH-9.

**b. Riverbend Subdivision:**

- I. On August 19<sup>th</sup> we met with Freedom Development and Gemcraft Homes to discuss what their plans are moving forward and what is expected from them moving forward.

**c. Historic Penn Farm Renovations**

- I. MSC is planning on installing the conduit for the lights, gates and communication the week of the 20<sup>th</sup>. MSC is working with the contractor and the Trustee's to confirm the pole lights.

**2. Capital Projects:**

**a. Van Dyke Village:**

- I. The Electric Department has continued to work on this project. At this time the electric department has stopped digging for this year. Additional materials have been ordered / quoted for the conversion. The electric departments plans are to complete blacktop concrete and making sure all yards are completely restored over the next couple of weeks. Once everything has been restored we will start pulling wire and converting from aerial to underground and installing light fixtures.

**b. Delaware Street:**

- I. There has been no conversation over the past month regarding this project.

**c. System Undergrounding plan:**



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I. There has been nothing new on this project.

d. **EV Chargers:**

I. There has been not contact about this.

e. **6<sup>th</sup> St Traffic Light:**

I. There has been no contact about this.

f. **Dobbinsville Park**

I. There has been no contact about this.

3. **Capital Purchases:**

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

4. **Operations:**

a. **Outages :**

I. There was one outage this past month.

i. We has a trip on the 420 Circuit. The fault current was high enough to trip the 138KV circuit switcher. This also shut off the 440 and 410 circuit. The outage length was as follows. 410 – 57 Minutes, 420 – 88 Minutes, 440 – 50 Minutes. MSC Electric Department drove and walked the 420 circuit for over 4 hours and were unable to find a cause of the trip.

II. 9/01/2020 – 9/01/2021

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<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
50.142	0.45	111.319	99.9904

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. GE has contacted me and let me know they are waiting for parts.
- II. 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. The Electric Department performed the annual infrared report, and has started making repairs.

**6. Training:**

- I. There has been no training over the last month.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**September 16, 2021**

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## **Water Department Commission Meeting Report**

**September 16, 2021**

**Prepared By: Jay Guyer on September 9, 2021**

### **1. Developer Projects**

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

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

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

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

#### **C. Riverbend Subdivision**

1. MSC, City, and GEM Craft Homes Representatives met on August 19<sup>th</sup> to discuss the recent excavation activity, project status, and work schedule. Jeff Riley of Freedom Development, LLC representing GEM Craft Homes will follow up on several action items from the meeting.

### **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 Program – Hydro Corp's Proposal**

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

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

1. PFAS Sampling was completed on August 18<sup>th</sup> and the results continue to indicate the carbon in Lead Vessel 2 is being consumed at a slow rate with minimum break through into Lag Vessel 1. WUM Guyer and WUS Jaeger are reviewing the PFAS test results with Adam Reading from Calgon Carbon for comparison to the Pilot Study results.

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

1. MSC Water and Electric crews began installing the new 2" water service the week of August 23<sup>rd</sup>. Brandywine Construction is scheduled to perform the 12" X 4" wet tap on Friday, September 10<sup>th</sup>. The meter pit and final connections will be completed and the service will be hydrostatic tested and bacteria tested.

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## **Water Department Commission Meeting Report**

**September 16, 2021**

**Prepared By: Jay Guyer on September 9, 2021**

### **E. Penn Farm House Renovation – Trustees**

1. WUM Guyer and WUS Jaeger met with Nowland Associates Representatives on site to discuss the water service installation. MSC supplied Cochran Plumbing with 2" Poly to be used as a sleeve under the foundation. MSC is scheduled to install the new water and electric services the week of September 20<sup>th</sup>. MSC will invoice the Trustees directly for the materials used on the project.

### **F. Van Dyke Village – Undergrounding Electric System**

1. Water Operators continue working with the Electric crew on the Van Dyke underground electric project. 2 - 3 Operators are assisting with test excavations, trenching, conduit installation, backfill, restoration, concrete, blacktop patching, and clean up.

### **G. School Lane and Frenchtown Road Well - VFD Drives**

1. WUM Guyer contacted United Electric and worked with their Drives Group to ensure the proper drives are specified. Updated specs and quote were received for the Frenchtown Road Well and the Drive was ordered. WUM Guyer and WUS Jaeger met with United Electric's Drives Specialist on site at School Lane Treatment Facility to review the SL Well Drive configuration. He will provide a revised quote based upon his observations.

## **3. Operations**

### **A. Outages**

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

### **B. Reporting**

1. The Calgon Carbon Corporation (CCC) Pilot Study Test Skid Unit is ongoing collecting and transmitting daily data to CCC. MSC continues to collect bi-weekly PFAS samples. Evaluation and comparison of the sample results continues as additional data's collected. On August 27<sup>th</sup>, WUM Guyer and WUS Jaeger had a conference call with Adam Redding of Calgon Carbon Corporation to review the PFAS Pilot Study results to determine if Resin or GAC should be used during our next exchange based upon the results from the Pilot Study. Extending the Pilot Study to include a scale test using a combination of Resin and Carbon was discussed.

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## **Water Department Commission Meeting Report**

**September 16, 2021**

**Prepared By: Jay Guyer on September 9, 2021**

2. Americas Water Infrastructure Act of 2018 – WUM Guyer and WUS Jaeger have started updating our Emergency Response Plan (ERP) for certification which is due to EPA by December 30, 2021.
3. WUM Guyer is researching the option of MSC becoming a Partner in the US EPA WaterSense Program. WaterSense is a voluntary partnership program promoting water efficient products and resources for helping to conserve water for future generations. WUM Guyer and WUS Jaeger will review the program with GM Blomquist and make a recommendation on membership.
4. WUM Guyer is exploring the option of MSC offering a water service line insurance program through HomeServ. HomeServ is currently partnered with several other water utilities in the area offering warranty programs to their customers. Several MSC water customers have the service line insurance through Artesian Water Company. WUM Guyer and WUS Jaeger will review their program with GM Blomquist and make a recommendation on membership.

### **C. System Repairs and Maintenance**

1. Riverbend Subdivision – Flushed on August 9<sup>th</sup> and 19<sup>th</sup> to maintain Chlorine Residual.
2. Monthly Meter Reading – Completed on August 12<sup>th</sup>. Water Operators followed up on water check reads and missed reads. Replacement meter registers and ERT's are on order. Failing units will be replaced when they are received.
3. Water Operators continue performing general water system maintenance including cutting the well head protected areas, bush hogging easements and right of ways, trimming around system fire hydrants, performing monthly site/equipment inspections, and reviewing the long term cut list for discrepancies.
4. Compliance Environmental completed (during the Electrical System Infrared Scan) the Infrared Scan of all electrical equipment including pumps, motors, controls, and load centers at the well sites and treatment facility on July 27<sup>th</sup> and 28<sup>th</sup>. Two issues were noted in the report that are in the process of being corrected (hot breaker and wire connection).

### **D. Grants and State Revolving Funds**

1. Water Infrastructure Advisory Council (WIAC) Grants – WUM Guyer and WUS Jaeger have scheduled a meeting for Friday, September 10<sup>th</sup> with RK&K to discuss an updated

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## **Water Department Commission Meeting Report**

**September 16, 2021**

**Prepared By: Jay Guyer on September 9, 2021**

schedule for the Asset Management Program Project. Updated project documents will be forwarded for review prior to the meeting.

### **E. Capital and Operation & Maintenance Budgets**

1. WUM Guyer and WUS Jaeger have reviewed the Capital and O & M Budgets for approved purchases for planning purposes.

### **F. Equipment**

1. Hooper, Inc. completed repairs to the Case Tractor electrical system and heating/cooling system at a cost of \$3,067.48.
2. Water Truck 4 had new tires installed at a cost of \$1,421.00.
3. The new Cam-Superline Tilt Trailer was picked up on September 3<sup>rd</sup>. Final cost was \$15,424.00. Insurance, titling, and paperwork is being completed.

### **G. 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 WUS Jaeger completed annual employee evaluations, reviewed, and forwarded to GM Blomquist for review.

### **H. Safety**

1. MSC Water Operators hold daily morning Tailgate Talks discussing jobs/tasks to be performed each day.

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

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

1. The next WSCC meeting is scheduled for September 23<sup>rd</sup>.

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## **Water Department Commission Meeting Report**

**September 16, 2021**

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2. The next Drought Advisory Guidelines Sub – Committee meeting is pending.

### **B. WRA – Water Resource Agency**

1. WUM Guyer resumed sending weekly pump data to the WRA Staff.

### **C. DEWARN – Delaware Water/Wastewater Agency Response Network**

1. The next DEWARN meeting is scheduled for September 14<sup>th</sup>.

### **D. Water Operator Advisory Council**

1. The September 2<sup>nd</sup> conference call/meeting went well. New appointees were introduced to the council and welcomed. Council reviewed Water Operator License Applications and approved/denied based upon the regulations, approved the June 3<sup>rd</sup> meeting minutes, reviewed and approved new training courses from Del Tech, Delaware Rural Water Association, Chesapeake Section of American Water Works Association, and the US EPA. Reappointment of sitting Council members was discussed. Council discussed motioned, and approved increasing meeting frequency to bi-monthly. A special Council meeting will be scheduled for late September to discuss transition of duties within the Office of Drinking Water due to the recent resignation of the Program Administrator.
2. The next meeting is scheduled for November 4<sup>th</sup>.

### **E. WIAC - Water Infrastructure Advisory Council**

1. The next meeting is scheduled for October 20<sup>th</sup>.

### **F. Miss Utility of Delmarva Monthly Meeting**

1. The next meeting is scheduled for September 16<sup>th</sup> via Zoom.

### **End of Report**

**Attachments:** August 2021 Water Works Report  
August 2021 Water Outage Tracking Sheet



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## Monthly Water Works Report

August 1 - 31, 2021

Prepared By: Jay Guyer on September 9, 2021

Water Production		FT 300	Adjusted Finished		Gallons	
Month	Year	Raw	Total Gallons	Total Gallons	Raw	Finished
August	2019	12,601,900	12,603,977	12,603,977	13,562,000	13,372,547
August	2020	13,562,000	13,372,547	13,372,547	13,372,547	-189,453
Difference		960,100	768,570	768,570	1.4	
Percentage Difference		7.1	5.7	5.7	Percentage Difference	

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped	XXX	XXX	XXX	XXX
	1	1	31	31

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.37 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.2	7.6	7.4 - 7.8
Average Fluoride Residual	0.93 ppm	0.70 ppm	0.60 - 1.00 ppm

## General Water System Report

Routine Bacteria Sampling  
(Office of Drinking Water)

# Collected	# of Damages
10	0
10 Absent	0
0 Present	0

Miss Utility Locate Requests  
(Water and Electric Locates)

# Received	# Completed	# of Damages
27	27	0

Building Permit Review  
(Water Related Conflicts)

# Reviewed	# Approved	# Not Approved
35	35	0

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## Monthly Water Outages / Interruptions Report

August 1 - 31, 2021

Prepared By: Jay Guyer on September 9, 2021

### Planned Outage / Interruptions

Approximate

Duration

Hours / Minutes

Date

Location

No. of

Customers

Comments

No Planned Outages or Interruptions for the Month of August 2021.

### Unplanned Outage / Interruptions

Approximate

Duration

Hours / Minutes

Date

Location

No. of

Customers

Comments

No Unplanned Outages or Interruptions for the Month of August 2021.