

Municipal Services Commission Monthly Meeting
June 23, 2022, 8:30 a.m.
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 8:00 a.m. with Dr. Roy Sippel, Commissioner, presiding.

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

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

Mr. Blomquist convened the meeting at 8:00 a.m. Roll call followed and a quorum to conduct business was declared.

Minutes

A motion was made by Mayor Quaranta to approve the Minutes of the May 19, 2022, regular session as presented. The motion was seconded by Commissioner Knox and unanimously passed.

A motion was made by Mayor Quaranta to approve the Minutes of the May 19, 2022, executive session. The motion was seconded by Commissioner Knox and unanimously passed.

A motion was made by Mayor Quaranta to approve the Minutes of the June 10, 2022, special meeting as presented. The motion was seconded by Commissioner Knox and unanimously passed.

Treasurer & Human Resources Report – Mr. Natale reporting

(See attached report)

Mr. Natale reported the following as of May 31, 2022:

- Cash on hand: \$3.2M
- Investment Portfolio: \$1.2M
- There were 117 days of unrestricted cash on hand at May 31st.
- Check Register Disbursements – Mr. Natale explained several items:
 - \$11,000 was paid to Pennoni Associates, Inc., for the Water Department's NOIs.
 - \$72,000 was paid to Roth Rock Motor Sales, Inc., for the purchase of the Electric Department truck.
 - \$11,752 was paid to Pitney Bowes for the purchase of the folder and inserter for the billing process.
 - \$485,597 was paid to DEMEC, Inc., for the Green Energy Fund.
- Billing & Customer Service –
 - There were 33 cuts in service in the month of May for non-payment.

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- New Castle Cares assisted zero households but six customers received assistance from other government agencies and non-profits.
- As requested by the Commissioners, Mr. Natale reached out to several investment advisors that specialize in local government investing. Two firms responded and both indicated the fees being charged by MSC's investment advisors are reasonable.

Electric Department

User charges are unfavorable year to date (\$6,500). May sales decreased by approximately 1.6% from the same period last year. The majority of the decrease was in residential and medium commercial.

Hypothetical Cost Analysis from DEMEC shows that MSC is 21% lower than Delmarva and 3% lower than the co-op. MSC still has the second lowest rates in the State.

Operating expenses are unfavorable year to date with a variance of \$80,000. The variances are anticipated to be reduced or eliminated as the year progresses.

Water Department

Water user charges are favorable FY to date (\$39,000). Consumption for the month was up 2% from last year. Consumption was down across the smaller meters and the larger meters had an increase of 370,000 gallons. Billed water consumption is 3% above the 5 year average.

Water expenses have an unfavorable variance year-to-date (\$64,000) related to the timing of when different purchases happened and it is expected those variances should be reduced or eliminated as the year progresses.

Electric Department Report – Mr. Granger reporting

(See attached report)

Developer Projects

- Riverbend Subdivision – MSC expects meters will be installed in 3-4 houses in the next few weeks. Mr. Granger reported that new meters are on order and no old meters are being ordered.

Capital Projects

- Van Dyke Village – Work continues on the project.
- Center Point Industrial Park – Two splices have failed in the last two years. MSC will continue to work on design and budget numbers to begin installation of conduit throughout the industrial park in anticipation of replacing the cables throughout the park. Mr. Blomquist added that no cables have failed yet. MSC dissected the splice 18 months ago and determined that it was a faulty install; however, because the cable is 25KB rated cable and MSC operated at 7200 it lasted 35 years. The splices in the park are direct buried. Mr. Granger will continue to report on the project periodically.

Capital Purchases

- T-10 Utility Truck – Mr. Granger reported that both trucks ordered this year are at Inercon Truck and Equipment.

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- MSC Replacement Radios – Mr. Granger reached out to Delmarva regarding equipment ordered in January and will continue to follow-up.
- Utility Building – MSC has been approved for the building permit and is working with the supplier to move the project forward.

Operations

- Outages – There were two outages in the past month: One outage was caused by a squirrel and three customers lost power for about 20 minutes. The second outage was caused by a faulted splice in Center Point Industrial Park. This resulted in the Dobbinsville Substation being shut down. Approximately 95% of MSC customers were back on in about 45 minutes. The remaining customers were without power for about two hours.

Repairs and Maintenance

- EV Chargers – Additional chargers will be installed in the Chestnut Street Parking Lot and MSC is looking into installing a charger at the Public Works location.
- Fault Detectors – MSC is looking at installing fault detectors that should help with restoration times. Mr. Granger explained the operation of the detectors.

Personnel

- Miguel Ronquillo was offered a position with the Department and will start on Monday, June 27th.

Water Department Report – Mr. Guyer reporting

(See attached report)

Developer Projects

- Riverbend Subdivision – Mr. Guyer had a conversation with Rail Pros and Civil Engineering Associates (CEA). Rail Pros requested CEA to separate the Water and Electric and resubmit separate permits and plans for each. CEA is working on the revised submission. Freedom Development submitted the proposal for completing the 1-1/2" water services from the main to the curb stop. Mr. Guyer provided an estimate of the funds to be escrowed for service from the main to the curb stop that GEM Craft submitted.
- Courthouse – The water meter has been installed and the fire service is connected but not turned on.
- Sheriffs House Renovation – Market Street – MSC received updated plans and submitted comments to the engineer for revision to meet MSC Water Technical Specifications and Cross Connection Control Standards.

MSC Projects

- Advanced Metering Infrastructure – American Municipal Power (AMP) – The project is progressing.
- Cross Connection Control Program – Hydro Corp's Proposal – Letters were mailed by MSC to all commercial customers introducing Hydro Corp. A few phone calls from customers have been received.
- PFAS Sampling – Carbon Filtration System – Results from the April 11th sampling were received. The carbon system is removing PFAS contaminants to a non-detect level.
- Compliance PFAS Sampling – MSC expects to complete compliance PFAS sampling this month.

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- Penn Farm House Renovation – Trustees – MSC is waiting for the pressure booster pump for the domestic system.
- 216 Chestnut Street Office Building Renovation – Renovation of the meeting/conference room continues. New windows are scheduled to be delivered in September.

Reporting

- Calgon Carbon – The Pilot Study is ongoing.
- Pre-Apprenticeship Water Operators Course – Messrs. Guyer and Jaeger attended a close-out meeting with DRWA and Colonial School District to review the Pre-Apprenticeship Water Operators Course. Messrs. Guyer and Jaeger will work with DRWA to revise course content and make improvements to the course. Colonial School District was very pleased and has agreed to host it again next year as a daytime class that will be part of the curriculum. Mr. Guyer noted that there will be many implications and time commitments that need to be considered, but they are confident that the details will be worked through and have a good program. MSC had inquiries about working with DRWA and Junior Achievement to conduct tours of the MSC facility with other schools and groups around the State. Mr. Guyer reported that he attended a training seminar and one of the issues was training the next workforce. He noted that everyone is struggling to hire utility workers. Mr. Guyer stated that supporting this program is a step forward to develop the next generation. Mayor Quaranta recommended that this information be reported in the Crier and the Weekly to inform parents and students of this opportunity. Mr. Guyer noted that the Colonial School District will be putting information in the flyer they send out to households in the District, and he and Mr. Jaeger were asked to attend the October School Board meeting.
- MSC NOI Projects – Seven NOIs were submitted to the SRF Plan for \$6.5M. All seven projects were prioritized on the Project List. One project was fully funded and the other projects were put in for SRF funds. Messrs. Guyer and Jaeger will evaluate the projects and prioritize them.
- ATSDR PFAS Exposure Assessment Results – ATSDR installed air samplers at the Basin Road Well Site on May 10th and removed the equipment on May 18th.
- Consumer Confidence Report – Messrs. Guyer and Jaeger updated the CCR information for the June Newsletter. The Newsletter was completed and sent to the printer.
- Triennial Lead and Copper Monitoring – Mr. Jaeger organized getting the supplies to each of the 20 locations. Sampling was collected on June 7th and the results were received on June 22nd. The results will be returned to the customers within 30 days.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed on May 11th and 26th to maintain chlorine residual.
- Monthly Meter Reading – 116 door hangers were distributed to houses for the June 13th reads. There were 199 misreads.
- Tank Maintenance – Proposals for the structural and safety improvements were signed and returned to Southern Corrosion. MSC will notify customers when painting will begin when dates are confirmed.

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Grants and State Revolving Funds

- Water Infrastructure Advisory Council (WIAC) Grants – Mr. Jaeger worked with RK&K to install the Condition & Criticality Rating layer in the GIS Mapping System. Some routine maintenance will be required to keep it updated.

Local, State and Federal Agencies

- WRA – Water Resource Agency – Mr. Guyer began sending weekly pump data to the WRA Staff.

Water Operator Advisory Council

- The June 15th meeting went well. The Project Priority List was approved as presented with a few amendments. The seven Projects submitted by MSC were included on the PPL.

In response to a question from Mayor Quaranta, Mr. Guyer explained the issues reported by customers on the Cross Connection Control Program.

AMI Update

Mr. Blomquist stated that management's recommendation is Option 6 (A,B,E,) as the best approach to meeting the goal of a fully implemented Electric and Water AMI Metering System.

Relative to funding, Mr. Blomquist stated that MSC is currently carrying a number of DelDOT projects on the Capital Projects List that DelDOT has pushed back indefinitely. Management is suggesting that funding is re-appropriated to the AMI Project, which would reduce the amount MSC would need to fund to \$122,000 from \$293,000. This would allow MSC to maintain 90 days cash-on-hand. Mayor Quaranta stated that he supports that recommendation. Commissioner Knox stated that he also supports the recommendation. At Mayor Quaranta's request, Mr. Blomquist summarized Option 6 (A,B,E). The DelDOT projects are:

- Delaware St & 6th St Repaving - \$42,500
- Delaware St 12" Main Ext & 10th Street Crossing \$56,100
- Delaware St RR Crossing – Water Main Relocation - \$49,500

A motion to approve that MSC move forward with Option 6 (A,B,E) was made by Mayor Quaranta. The motion was seconded by Commissioner Knox and was unanimously passed.

Commissioner Sippel commended Staff for an excellent analysis of a very complicated issue.

Managers were thanked and excused from the meeting.

Secretary's Report – Mr. Blomquist reporting

DEMEC – Mr. Blomquist reported on the June, 2022, regular DEMEC meeting.

- Training Yard – They are waiting for Kent County Conservation to approve permits to move forward with the project.
- Indian River Power Plant Rate Increase – There has been no further update on this issue.
- January –April Demand was up 2% over 2021.
- Total Income for last month was \$74.3M, which is \$26.2M higher than the same period in 2021, due to the increase in PGM's charges and the generation market.

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- Power sales to members is up about 6.8%, due to the 6.9% increase in the wholesale rate.
- DEMEC approved a resolution to increase their line of credit from \$10M to \$25M due to the daily collateral activity they are seeing. Mr. Blomquist explained that this will give DEMEC the necessary financial flexibility needed to purchase.

A motion to adjourn to Executive Session was made by Mayor Quaranta. The motion was seconded by Commissioner Knox and the meeting moved to Executive Session at 8:41 a.m.

Commissioners returned to general session at 8:53 a.m.

Next Regular Meeting

The Commissioners set the next monthly Board meeting to be Thursday, July 21, 2022, 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 8:56 a.m.

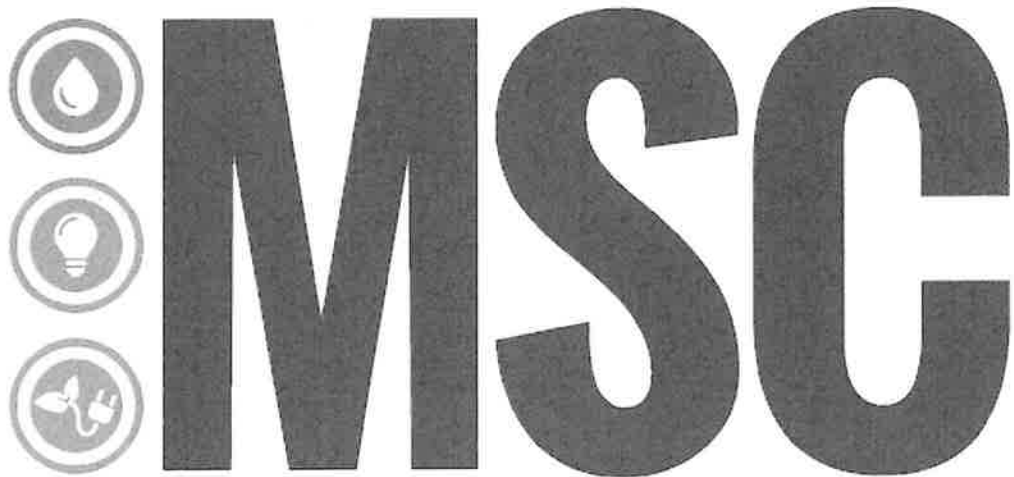


Kathleen R. Weirich, Stenographer

Approved: 

(Minutes transcribed from notes.)

Comptroller/Treasurer's Report



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

June 23, 2022 Commission Meeting

Prepared By: Ken Natale on June 16, 2022

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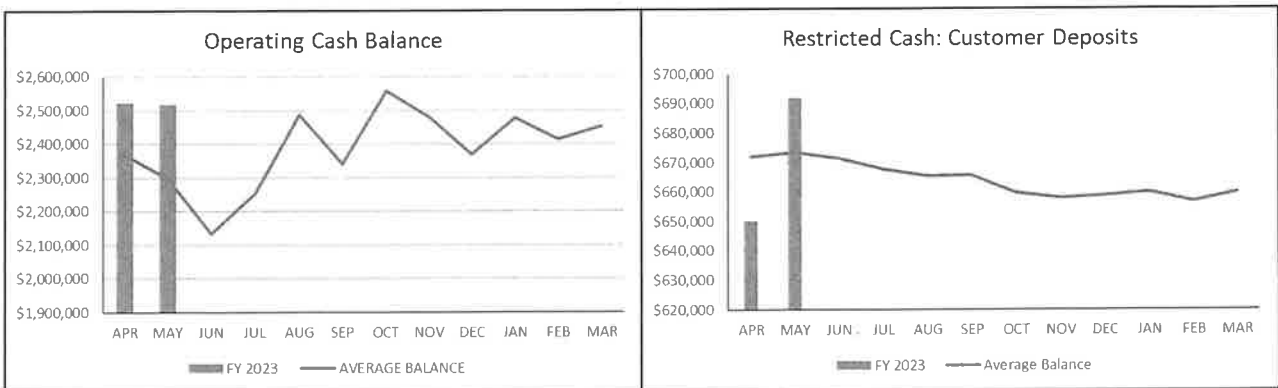
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Cash & Investments

As of May 31, 2022 the cash balances were:

PNC Checking Account:	\$ 43,632
M&T Bank Checking:	\$ 2,474,570
M&T Bank MMA:	\$ 691,984
Petty Cash/Change Fund:	\$ 896
Total Cash on Hand:	\$ 3,211,082



A condensed cash flow summary for May is provided below for the operating accounts:

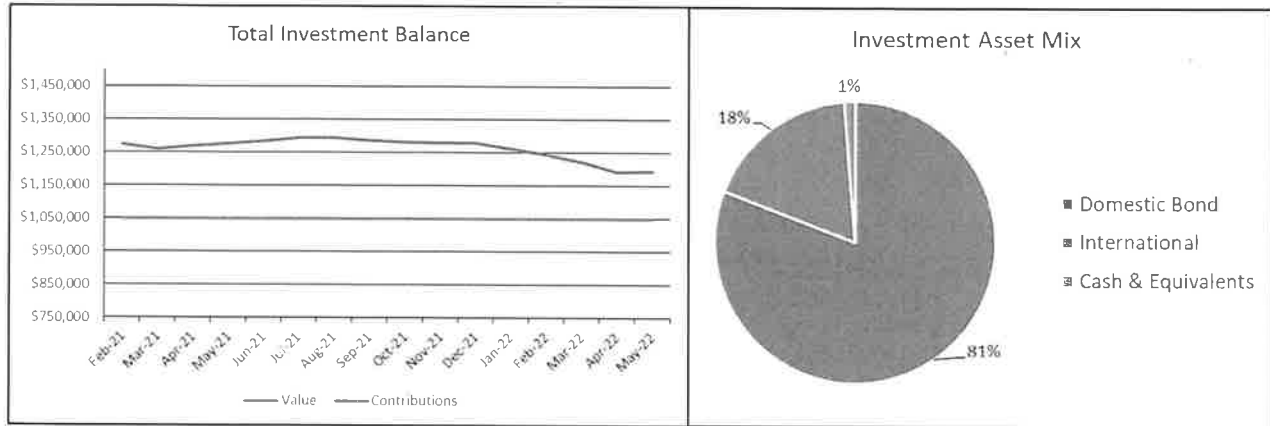
Beginning Balance	\$ 2,520,957
Cash from customers	865,225
Refunds to customers - deposits	(2,834)
Payments to suppliers for goods & services*	(774,096)
Bank service fees	(1,192)
Payments to employees for services	(89,858)
Net Cash Provided(Used)	(2,755)
Ending Cash Balance	\$ 2,518,202

*A detailed check register for the month is available on pages 3-4 of this report.

As of May 31, 2022 the value of the Commission's investment portfolio totaled \$1,192,271 which is a net gain of \$1,110 (0.09%) from the prior month.

There was 117 days unrestricted cash on hand at May 31 (no change day from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds).

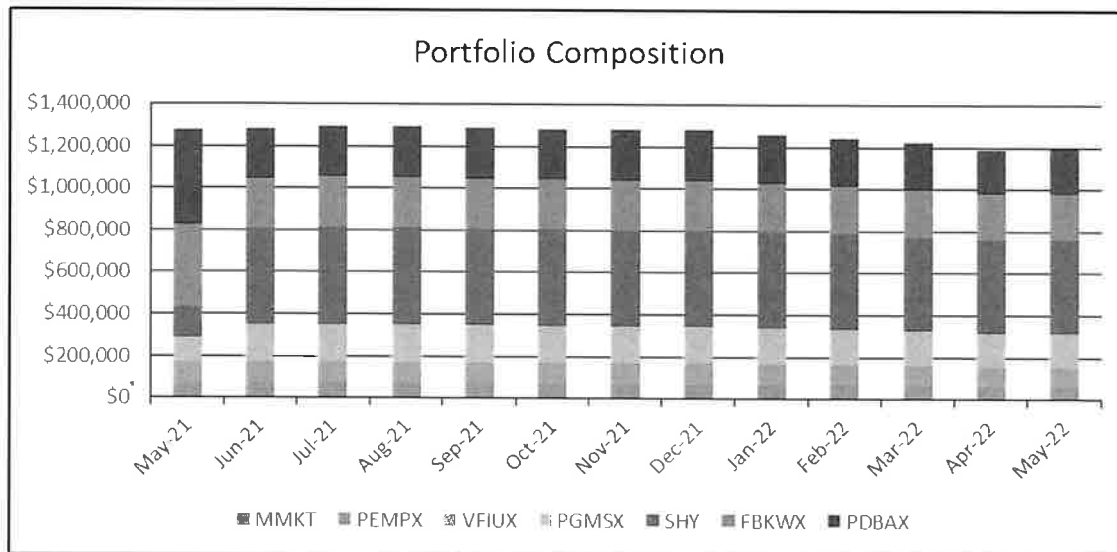
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The “domestic bond” category in the *Investment Asset Mix* chart above, includes US Government instruments and corporate bonds of US based organizations. The “international” category includes debt instruments of foreign governments as well as corporate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

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

Holdings	Symbol	Market Value	Est. Yield
Money Markets			
Cash JP Morgan Chase Bank NA – Insured		\$ 12,418	0.01%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	216,823	2.60%
PGIM Total Return Bond CL A	PDBAX	211,951	3.04%
PIMCO Emerging Markets Bond I2	PEMPX	50,227	4.87%
T Rowe Price Global Multi Sector Bond I	PGMSX	161,977	3.46%
Vanguard Intermediate Term Treasury	VFIUX	93,101	2.21%
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	445,774	0.25%
Total		1,192,271	



CHECK REGISTER - MAY 2022

Number	Date	Vendor Name	Amount
200166	05/10/2022	Anixter	\$ 7,222.44
200167	05/10/2022	Artesian Water Co Inc	1,749.93
200168	05/10/2022	B Safe Inc	194.49
200169	05/10/2022	Barbacane Thornton & Company LLP	675.00
200170	05/10/2022	CBM Insurance Agency LLC	6,572.00
200171	05/10/2022	Collins Ent Inc. (Parts Plus)	263.00
200172	05/10/2022	COLONIAL LIFE	1,172.01
200173	05/10/2022	Comcast Business	167.12
200174	05/10/2022	Cummins Sales and Service	3,871.54
200175	05/10/2022	Delmarva Power	189.06
200176	05/10/2022	Dover Plumbing Supply Co.	766.80
200177	05/10/2022	EyeMed	258.67
200178	05/10/2022	Ferguson Enterprises Inc	125.00
200179	05/10/2022	Grainger	559.80
200180	05/10/2022	Hach Company	1,873.65
200181	05/10/2022	Home Depot Credit Service	4,312.68
200182	05/10/2022	Kathleen R Weirich	262.50
200183	05/10/2022	MARKATOS SERVICES	122.50
200184	05/10/2022	New Horizon Communications Corp	491.01
200185	05/10/2022	One Call Concepts Inc	54.91
200186	05/10/2022	Pennoni Associates Inc.	11,158.75
200187	05/10/2022	Roth Rock Motor Sale Inc	72,142.02
200188	05/10/2022	Security Instrument Corp.	2,868.81
200189	05/10/2022	TRI Supply & Equipment	45.84
200190	05/10/2022	Tri-State Battery & Alternator LLC	70.29
200191	05/10/2022	United Electric Supply Co	80.00
200192	05/10/2022	US Postal Service	269.00
200193	05/10/2022	Utility Engineers PC	300.00
200194	05/10/2022	Verizon	286.02
200195	05/10/2022	W. B. MASON CO INC	151.98
200196	05/10/2022	Water Research Foundation	1,169.00
200197	05/10/2022	Wesco Receivables Corp.	1,283.06
200212	05/25/2022	ASI COBRA	892.57
200213	05/25/2022	Assurance Media	1,728.00
200214	05/25/2022	Bear Materials LLC	200.00
200215	05/25/2022	Collins Ent Inc. (Parts Plus)	30.58
200216	05/25/2022	Connolly Gallagher LLP	100.00
200217	05/25/2022	Consult Dynamics, Inc./DCA Net	20.00
200218	05/25/2022	Council 81	400.00
200219	05/25/2022	Delta Dental of Delaware Inc	1,792.22
200220	05/25/2022	DEMEC Inc	954.84
200221	05/25/2022	Department of Human Resources Financial Services	29,785.88
200222	05/25/2022	Division of Public Health	100.00
200223	05/25/2022	EyeMed	278.38
200224	05/25/2022	Garden State Bobcat	1,050.00
200225	05/25/2022	George Miles & Buhr LLC	181.14
200226	05/25/2022	Grainger	255.16
200227	05/25/2022	ltron Inc.	6,448.16
200228	05/25/2022	Jack Henry & Associates Inc./Profit Stars	1,845.80
200229	05/25/2022	Johnson Controls Security Solutions	2,880.00

CHECK REGISTER - MAY 2022

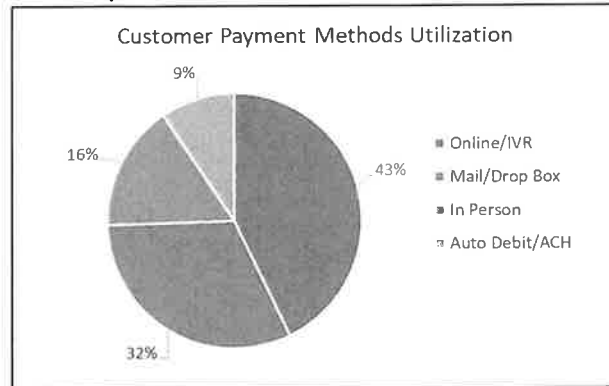
Number	Date	Vendor Name	Amount
200230	05/25/2022	Kathleen R Weirich	307.50
200231	05/25/2022	KDI Inc.	983.69
200232	05/25/2022	Keen Compressed Gas Co	116.40
200233	05/25/2022	MARKATOS SERVICES	122.50
200234	05/25/2022	Martin Marietta Materials Inc	1,531.16
200235	05/25/2022	Pitney Bowes	11,752.10
200236	05/25/2022	Pitney Bowes Purchase Power	2,015.00
200237	05/25/2022	Principal Financial Group	4,756.78
200238	05/25/2022	Reliable Equipment &	918.26
200239	05/25/2022	Sherwin Williams	59.19
200240	05/25/2022	Trans Union LLC	341.28
200241	05/25/2022	TRI Supply & Equipment	798.00
200242	05/25/2022	United Electric Supply Co	1,837.24
200243	05/25/2022	Verizon Wireless	569.76
200244	05/25/2022	W. B. MASON CO INC	541.19
DFT000161	05/06/2022	PNC BANK	5,706.62
DFT000163	05/13/2022	Nationwide Retirement Sol	289.26
DFT000163	05/13/2022	Nationwide Retirement Sol	130.05
DFT000163	05/13/2022	Nationwide Retirement Sol	200.08
DFT000163	05/13/2022	Nationwide Retirement Sol	97.54
DFT000163	05/13/2022	Nationwide Retirement Sol	941.84
DFT000163	05/13/2022	Nationwide Retirement Sol	1,015.00
DFT000163	05/13/2022	Nationwide Retirement Sol	1,405.00
DFT000163	05/13/2022	Maryland Child Support Account	184.62
DFT000164	05/13/2022	United States Treasury	7,325.23
DFT000164	05/13/2022	United States Treasury	8,420.24
DFT000164	05/13/2022	United States Treasury	1,969.26
DFT000164	05/13/2022	Delaware Div. of Revenue	3,394.67
DFT000164	05/19/2022	Delaware Div. of Revenue	14,976.00
DFT000164	05/19/2022	DEMEC Inc	485,597.14
DFT000164	05/27/2022	Nationwide Retirement Sol	289.26
DFT000164	05/27/2022	Nationwide Retirement Sol	146.92
DFT000164	05/27/2022	Nationwide Retirement Sol	200.08
DFT000165	05/27/2022	Nationwide Retirement Sol	110.19
DFT000165	05/27/2022	Nationwide Retirement Sol	686.18
DFT000165	05/27/2022	Nationwide Retirement Sol	1,015.00
DFT000165	05/27/2022	Nationwide Retirement Sol	1,405.00
DFT000165	05/27/2022	Maryland Child Support Account	184.62
DFT000165	05/27/2022	United States Treasury	7,026.10
DFT000165	05/27/2022	United States Treasury	8,149.84
DFT000165	05/27/2022	United States Treasury	1,906.04
DFT000165	05/27/2022	Delaware Div. of Revenue	3,296.54
DFT000166	05/23/2022	COMPTROLLER OF MARYLAND	628.56
DFT000166	05/25/2022	Nationwide Life Ins. Co. of America	19,513.25
DFT000166	05/02/2022	OpenEdge	1,564.50
		Total Payments	\$ 774,096.29

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Billing/Customer Service

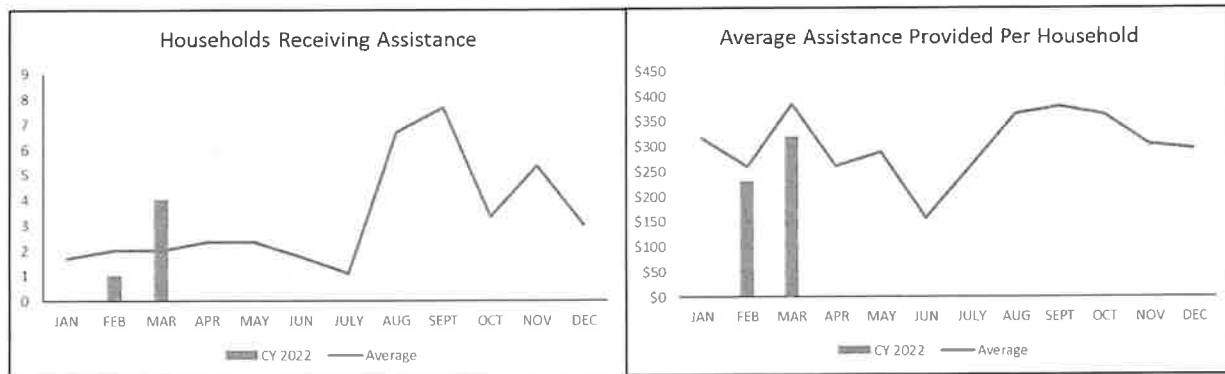
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,212
Delinquent & past due notices	301
Automated phone notifications	165
Payment arrangements	32
Contracts	0
Service cuts – May	33
Accounts sent to collections	1
Electric bad debt write offs	\$219.81
Applications for service	25
Customers assisted in person	428
Customers assisted on telephone	1,106



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 May, the fund assisted zero household(s). The maximum allowed by the program is \$400. The current balance in the fund is \$2,535.



In addition to assistance provided through the New Castle Cares fund, six customers received an average of \$357.37 from other agencies or nonprofits that provide assistance for utility bills.

Below is a condensed aging report for active customers as of June 15, 2022

Total	Current	30 Days	60 Days	90 Days	120 Days
\$114,158	\$111,251	\$2,830	\$77	\$0	\$0

Accounting & Customer Service Department Updates

Work on the FYE 2022 Audit is continuing. The Commission's auditors (Barbacane Thornton & Company) have made a few follow up requests after they were onsite for field work at the end of May, those requests were all responded to the same day. The auditors will be at the Commission's July meeting to review the audit with the Commissioners.

Discussions (and analysis) of procurement card programs offered by JP Morgan Chase and M&T Bank are continuing. The Accounting and Customer Service Department are reviewing MSC's vendor list to determine which vendors would accept card for payment in order to determine which program is best for MSC's needs.

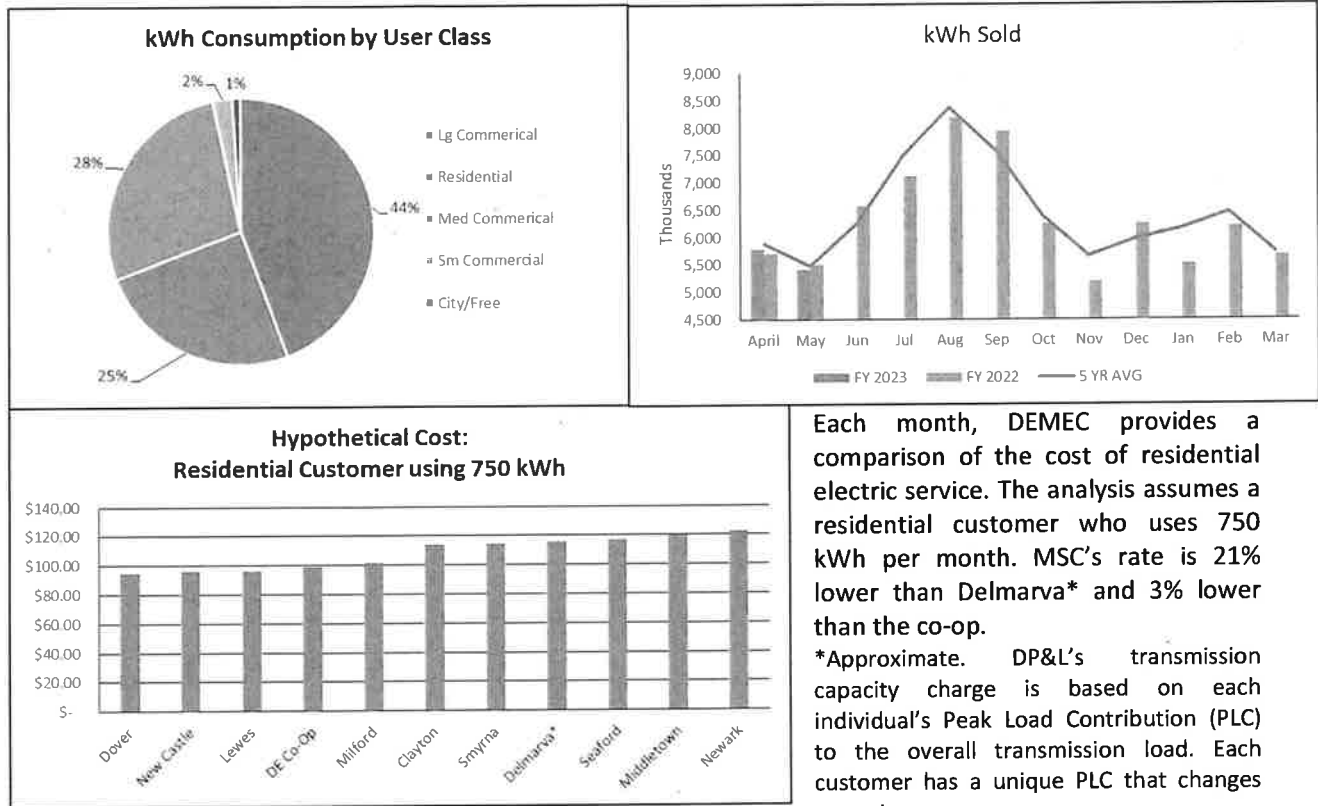
Several accounting and financial policies have been sent to Harty and Harty for review. These include policies for things such as procurement, investing, and accounting and financial reporting. Harty and Harty have decided they cannot comment on the draft policies because they do not have standards to compare the policies against. The draft policies should be introduced at the July meeting, currently the water and electric department are reviewing some financial policies that would directly affect them to see if they have any comments or suggestions. Once the Commission adopts the policies, the Accounting and Customer Service Department will begin drafting standard operating procedures for all processes and send them to Harty and Harty who will be able to review those against established frameworks for adequacy of internal controls (COSO).

Pension Investment Fees Follow-up

At the May Commission Meeting, a question was raised about the fees MSC is charged by Hub International (formerly Summit Financial) for managing the pension. Requests were sent to multiple investment advisors who specialize in local government investing. Two firms responded Marquette Associates and Bolton. The Director of Client Services for Bolton said the fees charged by the Commission's advisors are "in the ballpark". The Managing Partner of Marquette Associates, said he believes the fees are "reasonable given the size of the investment pools."

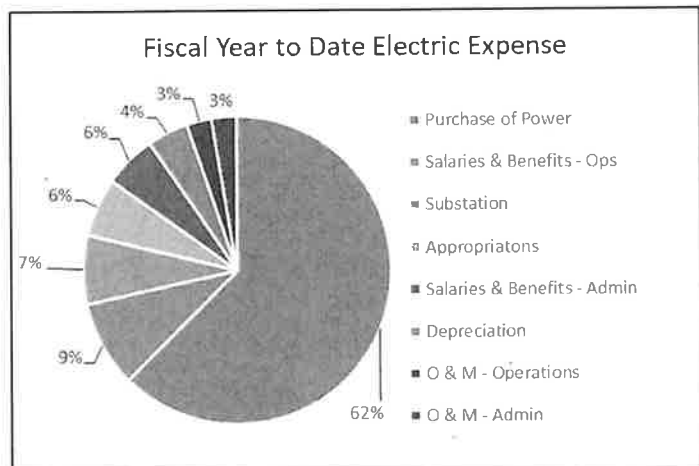
Electric Revenues

User charges are unfavorable fiscal year to date (\$6,000). May sales decreased by approximately 1.6% (91,000 kWh) from the same period last year. Consumption was down across all user classes, however, the majority of the decrease was in residential (24,000 kWh) and medium commercial (62,000 kWh) which may be related to mild temperatures from mid-April to mid-May.



Electric Expenses

Electric operating expenses have a year to date unfavorable variance (\$80,000). This is related to timing differences in how the budget was allocated for capitalized labor & equipment, purchase of tools and the completion of the pension valuation report for the annual audit. These variances are anticipated to be reduced/eliminated as the year progresses.



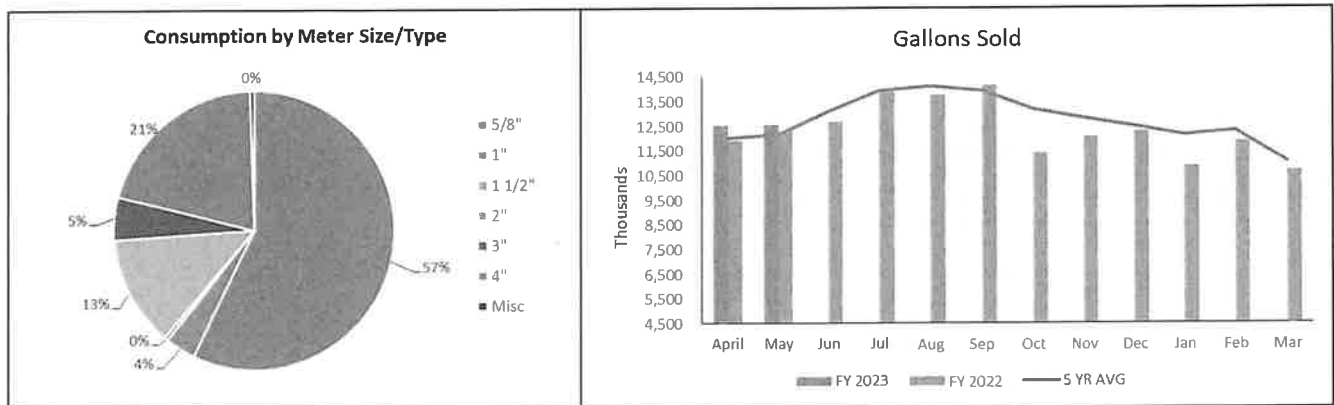
Comptroller/Treasurer's Meeting Report – June 23, 2022

Municipal Services Commission
Budget to Actual Comparison – Electric
As of May 31, 2022

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User charges	1,276,100	1,268,164	(7,936)	9,149,590
City service charges	7,422	7,353	(69)	45,450
MSC service charges	6,660	6,691	31	42,500
Miscellaneous income	4,208	6,063	1,855	36,570
<i>Total Operating Revenues</i>	<u>1,294,390</u>	<u>1,288,271</u>	<u>(6,119)</u>	<u>9,274,110</u>
Less: Free Service	746	664	82	4,000
<i>Net Operating Revenues</i>	<u>1,293,644</u>	<u>1,287,607</u>	<u>(6,037)</u>	<u>9,270,110</u>
Operating Expenses				
Purchase of Power	876,800	910,486	(33,686)	6,400,000
DEMEC - Substation	105,774	105,774	-	561,271
<i>Operations</i>				
Salaries and benefits	132,092	124,693	7,399	742,650
Insurance	10,689	9,004	1,685	63,681
Utilities	1,623	1,628	(5)	11,700
Repairs and maintenance	(25,091)	4,003	(29,094)	(111,130)
Supplies and materials	5,924	25,062	(19,138)	71,399
Professional fees	4,356	5,353	(997)	50,000
Depreciation	48,731	58,039	(9,308)	292,500
<i>Operations total</i>	<u>178,324</u>	<u>227,782</u>	<u>(49,458)</u>	<u>1,120,800</u>
<i>General & administrative</i>				
Salaries and benefits	85,874	80,035	5,839	485,100
Insurance	3,664	3,253	411	21,400
Utilities	1,798	1,935	(137)	11,500
Repairs and maintenance	2,317	7,748	(5,431)	14,700
Supplies and materials	3,594	3,252	342	30,000
Professional fees	11,840	15,095	(3,255)	87,500
Misc	17,647	6,902	10,745	98,375
Depreciation	4,998	4,335	663	30,000
<i>Total general & administrative</i>	<u>131,732</u>	<u>122,555</u>	<u>9,177</u>	<u>778,575</u>
<i>Total operating expenses</i>	<u>1,292,630</u>	<u>1,366,597</u>	<u>(73,967)</u>	<u>8,860,646</u>
Operating income	<u>1,014</u>	<u>(78,990)</u>	<u>(80,004)</u>	<u>409,464</u>
Nonoperating revenue(expense)				
Investment income	2,412	3,336	924	20,000
Investment expense	(590)	-	590	(2,500)
Unrealized gain(loss) on investment	2,666	(28,011)	(30,677)	16,000
Realized gain(loss) on sale of asset	-	(2,654)	(2,654)	-
Grant income	-	-	-	-
Grant expense	-	-	-	-
Other Expense	-	-	-	-
Appropriations				
Mayor and Council	(90,000)	(88,815)	1,185	(540,000)
City Services	-	-	-	-
Special	-	(1,534)	(1,534)	-
Contributed Capital	-	-	-	-
<i>Total nonoperating revenue(expense)</i>	<u>(85,512)</u>	<u>(117,678)</u>	<u>(32,166)</u>	<u>(506,500)</u>
Change in Net Position	(84,498)	(196,668)	(112,170)	(97,036)

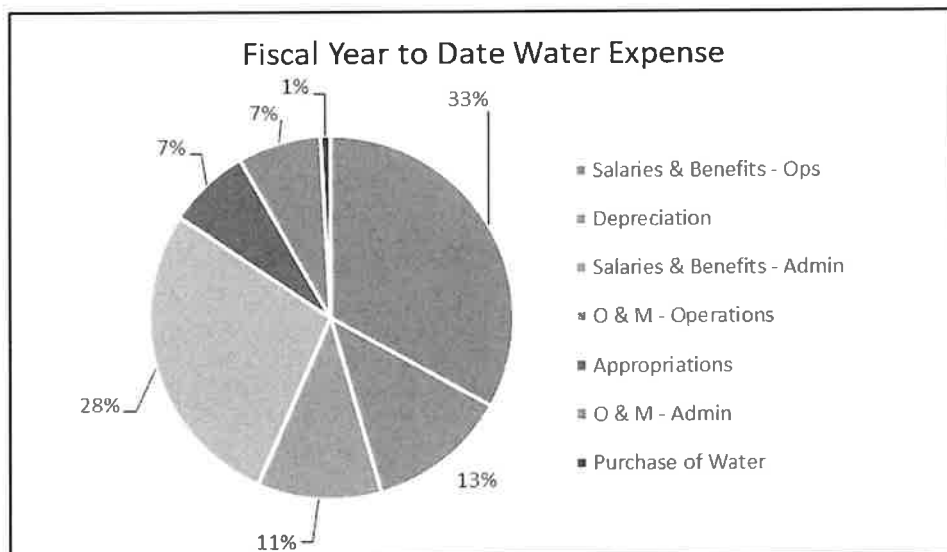
Water Revenues

User charges are favorable fiscal year to date (\$39,500). Water consumption for the month was up 2% from the same period last fiscal year (263,000 gallons). Consumption was down across all meters sizes smaller than 2". 3" meters and larger had increased consumption of 370,000 gallons. This is most likely the result of a return to normalcy from the pandemic as people have gone from staying at home to returning to work and companies have ramped up operations. Billed water consumption is 3% above the 5 year average of gallons sold in the month of May from 2016 through 2021.



Water Expenses

Water expenses have an unfavorable year to date variance (\$64,000). \$63,000 is related to timing differences in how the budget was allocated for capitalized labor and equipment, tank maintenance, and the completion of the pension valuation report for the annual audit, and engineering fees for assistance with preparation of notices of intent which were filed with the State. These variances are expected to be reduced/eliminated as the year progresses.



Comptroller/Treasurer's Meeting Report – June 23, 2022

Municipal Services Commission
Budget to Actual Comparison – Water
As May 31, 2022

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	360,484	397,745	37,262	2,366,000
City Service Charges	4,332	5,873	1,542	26,000
MSC Service Charges	756	552	(204)	5,000
Miscellaneous Income	1,727	2,566	838	(138,861)
<i>Total Operating Revenues</i>	<i>367,299</i>	<i>406,736</i>	<i>39,438</i>	<i>2,258,139</i>
Less: Free Service	685	555	131	4,000
<i>Net Operating Revenues</i>	<i>366,614</i>	<i>406,181</i>	<i>39,569</i>	<i>2,254,139</i>
Operating Expenses				
Purchase of water	4,467	3,606	861	26,000
<i>Operations Dept</i>				
Salaries and benefits	132,401	143,393	(10,992)	779,862
Insurance	8,608	7,367	1,241	52,103
Utilities	4,329	3,717	612	26,895
Repairs and maintenance	31,196	83,973	(52,777)	117,752
Supplies and materials	13,256	11,039	2,217	106,327
Professional fees	3,828	14,444	(10,616)	55,214
Depreciation	55,378	51,062	4,316	332,400
<i>Total operations</i>	<i>248,996</i>	<i>314,995</i>	<i>(65,999)</i>	<i>1,470,553</i>
<i>General & administrative</i>				
Salaries and benefits	51,284	47,736	3,548	283,500
Insurance	2,979	2,661	318	17,500
Utilities	1,426	1,583	(157)	9,100
Repairs and maintenance	1,898	6,339	(4,441)	12,000
Supplies and materials	2,345	2,119	226	22,400
Professional fees	5,806	9,276	(3,470)	40,000
Miscellaneous	14,699	10,154	4,545	104,450
Depreciation	3,332	2,920	412	20,000
<i>Total general & administrative</i>	<i>83,769</i>	<i>82,788</i>	<i>981</i>	<i>508,950</i>
<i>Total operating expenses</i>	<i>337,232</i>	<i>401,389</i>	<i>(64,157)</i>	<i>2,005,503</i>
Operating Income	29,382	4,792	24,590	248,636
Nonoperating revenue(expense)				
Investment income	468	634	166	4,000
Investment expense	(118)	-	118	(500)
Unrealized gain(loss) on investment	483	(4,943)	(5,426)	2,900
Realized gain(loss) on sale of asset	-	(3,152)	(3,152)	-
Grant income	-	-	-	-
Grant expense	-	-	-	-
Other Expense	-	(2,721)	(2,721)	-
Appropriations				
Mayor and Council	(20,992)	(22,158)	(1,166)	(126,000)
City Services	(5,197)	(5,928)	(731)	(32,000)
Special	-	(3,731)	(3,731)	-
Contributed Capital	-	-	-	-
<i>Total nonoperating revenue(expense)</i>	<i>(25,356)</i>	<i>(41,999)</i>	<i>(16,643)</i>	<i>(151,600)</i>
Change in Net Position	4,026	(37,207)	(41,233)	97,036

Comptroller/Treasurer's Meeting Report – June 23, 2022

**Municipal Services Commission
Statement of Net Position
As of May 31, 2022 and 2021**

	FYE 2023	FYE 2022
ASSETS:		
Current assets:		
Cash and equivalents	\$ 2,519,098	\$ 2,191,744
Investments	1,192,271	1,275,247
Accounts receivable, net	663,733	785,376
Inventories	783,621	704,322
Prepays	146,715	123,435
Restricted cash	691,984	705,631
Total current assets	5,997,422	5,785,755
Noncurrent assets:		
Capital assets not being depreciated:		
Land	45,386	45,386
Construction in progress	203,349	1,053,843
Capital assets net of accumulated depreciation:		
Buildings	270,610	295,967
Equipment	746,464	814,288
Infrastructure	10,951,118	9,916,601
Total noncurrent assets	12,216,927	12,126,085
Total assets	18,214,349	17,911,840
DEFERRED OUTFLOWS OF RESOURCES		
Pension	319,164	164,836
Regulatory accounting - substation	3,436,566	3,124,345
Total deferred outflows	3,755,730	3,289,181
LIABILITIES		
Current liabilities:		
Accounts payable	737,014	717,415
Accrued liabilities	31,125	23,075
Customer Deposits	729,149	712,406
Due to other funds	-	-
Total current liabilities	1,497,288	1,452,896
Noncurrent liabilities:		
Compensated absences	418,779	441,567
Net pension liability	720,831	474,757
Total noncurrent liabilities	1,139,610	916,324
Total liabilities	2,636,898	2,369,220
DEFERRED INFLOWS OF RESOURCES		
Pension	472,843	659,474
Total deferred inflows	472,843	659,474
NET POSITION		
Investment in capital assets	12,216,927	12,126,085
Unrestricted	6,643,411	6,046,242
Total net position	\$ 18,860,338	\$ 18,172,327

Comptroller/Treasurer's Meeting Report – June 23, 2022

Municipal Services Commission
Statement of Revenues, Expenses, and Changes in Net Position
As of May 31, 2022 and 2021

	FYE 2023	FYE 2022
Operating Revenues:		
Water sales	\$ 404,170	\$ 358,983
Power sales	1,282,208	1,284,021
Miscellaneous	8,629	6,259
Total operating revenues	1,695,007	1,649,263
Less: free service	(1,219)	(1,120)
Net operating revenues	1,693,788	1,648,143
 Purchase of water and power	 1,019,866	 939,445
 Operating Expenses		
Salaries and benefits	395,857	389,272
Repairs and maintenance	111,095	(18,637)
Supplies	37,859	20,016
Utilities	8,863	8,615
Insurance	22,285	23,967
Professional fees	32,149	22,089
Administrative	23,656	20,449
Depreciation	116,356	114,953
Total operating expenses	748,120	580,724
Operating income (loss)	(74,198)	127,974
 Nonoperating revenues (expenses):		
Net investment income	3,970	3,803
Realized gain (loss) on investments	(980)	(290)
Unrealized gain(loss) on investments	(32,954)	13,741
Gain (loss) on disposal of assets	(4,826)	-
Grant income	-	55,932
Grant Expense	-	(55,932)
Miscellaneous	(2,721)	(140)
Appropriations to Mayor & Council of New Castle		
Ordinary	(110,973)	(108,674)
City Services	(5,928)	(4,326)
Special	(5,265)	(3,820)
Total nonoperating revenues (expenses)	(159,677)	(99,706)
Income before capital contributions	(233,875)	28,268
 Capital Contributions	 -	 -
 Change in net position	 (233,875)	 28,268
 Net position - beginning	 19,094,213	 18,144,059
 Net position - ending	 \$ 18,860,338	 \$ 18,172,327

**Municipal Services Commission
Combining Balance Sheet by Department
As of May 31, 2022 and 2021**

	Water		Electric		Total	
	FYE 2023	FYE 2022	FYE 2023	FYE 2022	FYE 2023	FYE 2022
ASSETS:						
Current assets:						
Cash and equivalents	-	-	2,519,098	2,191,744	2,519,098	2,191,744
Investments	178,841	191,287	1,013,430	1,083,960	1,192,271	1,275,247
Accounts receivable, net	182,020	168,103	481,713	617,273	663,733	785,376
Inventories	107,063	87,838	676,558	616,484	783,621	704,322
Prepays	49,845	42,303	96,870	81,132	146,715	123,435
Restricted cash	-	-	691,984	705,631	691,984	705,631
Total current assets	517,769	489,531	5,479,653	5,296,224	5,997,422	5,785,755
Noncurrent assets:						
Capital assets not being depreciated:						
Land	45,386	45,386	-	-	45,386	45,386
Construction in progress	69,401	76,251	133,948	977,592	203,349	1,053,843
Capital assets net of accumulated depreciation:						
Buildings	125,461	136,975	145,149	158,992	270,610	295,967
Equipment	294,214	271,223	452,250	543,065	746,464	814,288
Infrastructure	7,040,045	7,327,056	3,911,073	2,589,545	10,951,118	9,916,601
Total noncurrent assets	7,574,507	7,856,891	4,642,420	4,269,194	12,216,927	12,126,085
DEFERRED OUTFLOWS OF RESOURCES						
Pension	143,624	74,176	175,540	90,660	319,164	164,836
Regulatory accounting - substation	-	-	3,436,566	3,124,345	3,436,566	3,124,345
Total deferred outflows	143,624	74,176	3,612,106	3,215,005	3,755,730	3,289,181

(Continued)

**Municipal Services Commission
Combining Balance Sheet by Department
As of May 31, 2022 and 2021**

	Water		Electric		Total	
	FYE 2023	FYE 2022	FYE 2023	FYE 2022	FYE 2023	FYE 2022
LIABILITIES						
Current liabilities:						
Accounts payable	48,731	35,500	688,283	681,915	737,014	717,415
Accrued liabilities	14,006	10,384	17,119	12,692	31,125	23,075
Customer Deposits	-	-	729,149	712,406	729,149	712,406
Due to other funds	846,581	1,351,208	(846,581)	(1,351,208)	-	-
Total current liabilities	909,318	1,397,092	587,970	55,804	1,497,288	1,452,896
Noncurrent liabilities:						
Compensated absences	239,868	251,693	178,911	189,874	418,779	441,567
Net pension liability	324,374	213,641	396,457	261,116	720,831	474,757
Total noncurrent liabilities	564,242	465,334	575,368	450,990	1,139,610	916,324
DEFERRED INFLOWS OF RESOURCES						
Pension	212,779	296,763	260,064	362,711	472,843	659,474
Total deferred inflows	212,779	296,763	260,064	362,711	472,843	659,474
NET POSITION						
Investment in capital assets	7,574,507	7,856,891	4,642,420	4,269,194	12,216,927	12,126,085
Unrestricted	(1,024,946)	(1,595,482)	7,668,357	7,641,724	6,643,411	6,046,242
Total net position	6,549,561	6,261,409	12,310,777	11,910,918	18,860,338	18,172,327

Municipal Services Commission
Combining Schedules of Revenues & Expenses by Department
For the two months ending May 31, 2022 and 2021

	Water		Electric		Total	
	FYE 2023	FYE 2022	FYE 2023	FYE 2022	FYE 2023	FYE 2022
Operating Revenues:						
Charges for services	\$ 404,170	\$ 358,983	\$ 1,282,208	\$ 1,284,021	\$ 1,686,378	\$ 1,643,004
Miscellaneous	2,566	2,266	6,063	3,993	8,629	6,259
Total operating revenues	406,736	361,249	1,288,271	1,288,014	1,695,007	1,649,263
Less: free service	(555)	(557)	(664)	(563)	(1,219)	(1,120)
Net operating revenues	406,181	360,692	1,287,607	1,287,451	1,693,788	1,648,143
Purchase of water and power	3,606	3,973	1,016,260	935,472	1,019,866	939,445
Operating Expenses						
Salaries and benefits	191,129	185,275	204,728	203,997	395,857	389,272
Repairs and maintenance	91,292	8,850	19,803	(27,487)	111,095	(18,637)
Supplies	12,766	6,536	25,093	13,480	37,859	20,016
Utilities	5,300	5,337	3,563	3,278	8,863	8,615
Insurance	10,028	10,785	12,257	13,182	22,285	23,967
Professional fees	21,949	10,552	10,200	11,537	32,149	22,089
Administrative	11,337	1,485	12,319	18,964	23,656	20,449
Depreciation	53,982	62,425	62,374	52,528	116,356	114,953
Total operating expenses	397,783	291,245	350,337	289,479	748,120	580,724
Operating income (loss)	4,792	65,474	(78,990)	62,500	(74,198)	127,974

(Continued)

Municipal Services Commission
Combining Schedules of Operating Expenses by Department
For the two months ending May 31, 2022 and 2021

	Water		Electric		Total	
	FYE 2023	FYE 2022	FYE 2023	FYE 2022	FYE 2023	FYE 2022
Nonoperating revenues (expenses):						
Net investment income	634	571	3,336	3,232	3,970	3,803
Realized gain (loss) on investments	(980)	(43)	-	(247)	(980)	(290)
Unrealized gain(loss) on investments	(4,943)	2,061	(28,011)	11,680	(32,954)	13,741
Gain (loss) on disposal of assets	(2,172)	-	(2,654)	-	(4,826)	-
Grant income	-	1,379	-	54,553	-	55,932
Grant Expense	-	(1,379)	-	(54,553)	-	(55,932)
Miscellaneous	(2,721)	(140)	-	-	(2,721)	(140)
Appropriations to Mayor & Council of New Castle						
Ordinary	(22,158)	(19,515)	(88,815)	(89,159)	(110,973)	(108,674)
City Services	(5,928)	(4,326)	-	-	(5,928)	(4,326)
Special	(3,731)	(137)	(1,534)	(3,683)	(5,265)	(3,820)
Total nonoperating revenues (expenses)	(41,999)	(21,529)	(117,678)	(78,177)	(159,677)	(99,706)
Income before capital contributions	(37,207)	43,945	(196,668)	(15,677)	(233,875)	28,268
Capital Contributions	-	-	-	-	-	-
Change in net position	(37,207)	43,945	(196,668)	(15,677)	(233,875)	28,268
Net position - beginning	6,586,768	6,217,464	12,507,445	11,926,595	19,094,213	18,144,059
Net position - ending	<u>\$ 6,549,561</u>	<u>\$ 6,261,409</u>	<u>\$12,310,777</u>	<u>\$11,910,918</u>	<u>\$18,860,338</u>	<u>\$18,172,327</u>

Comptroller/Treasurer's Meeting Report – June 23, 2022

Municipal Services Commission Capital & Projects Budget to Actual As of May 31, 2022

Project		Total Approved Budget	Materials as of 5/31/2022	Remaining Budget as of 5/31/2022	Total Capitalized To Date (1)	Status
Vandyke Village Undergrounding		\$ 886,000.00	\$ 382,722.00	\$ 503,278.00	\$ 1,050,884	In Progress
AMI System - Electric		665,000	2,025	662,975	-	Not Started
Debt Principal Pymt - 6months DEMEC		30,000	-	30,000	-	N/A
Dobbinsville Relay Replacement		85,000	-	85,000	-	Not Started
Stake Body Truck		90,000	-	90,000	-	Not Started
Overhead/Underground Fault Indicators		10,000	-	10,000	-	Not Started
T-10 Replacement Ram 3500		-	73,142	(73,142)	-	PO Issued
WIAC AMP Grant - MSC Asset Management \$100,000 RK&K Engineering (approved 07-01-19)		100,000	51,407	48,593	-	In Progress
AMI System - Water		1,011,000	6,321	1,004,679	-	RFP Issued
Debt Principal Pymt - 6months SRLF		50,000	-	50,000	-	N/A
Delaware St & 6th Street Paving		42,500	-	42,500	-	On Hold
Delaware St 12" Main Ext & 10 St Xing approved 04/2021 \$42,500 + \$13,600 (increase) approved 04/2022		56,100	-	56,100	-	On Hold
Delaware Street RR Xing - Water Main Relocation approved 04/2021 \$37,500 + 12,000 (increase) approved 04/2022		49,500	-	49,500	-	On Hold
Structural Improvements to Water Tanks		100,000	-	100,000	-	Not Started
VFD Upgrades		44,000	-	44,000	-	Not Started
Toyota Pallet Lift		10,500	-	10,500	-	In Progress
T-8 Replacement		92,500	-	92,500	-	Cancelled
60'x120' Pole Building for storage						
	Electric	203,500	3,325	200,175	-	In Progress
	Water	166,500	874	165,626	-	In Progress
2 Way Radio Replacement						
	Electric	8,250	-	8,250	-	Not Started
	Water	6,750	-	6,750	-	Not Started
Admin Conference Room Furnishings						
	Electric	8,250	6,855	1,395	-	In Progress
	Water	6,750	5,634	1,116	-	In Progress
Phone System Replacement						
	Electric	8,250	-	8,250	-	Not Started
	Water	6,750	-	6,750	-	Not Started

Comptroller/Treasurer's Meeting Report – June 23, 2022

Municipal Services Commission Capital & Projects Budget to Actual As of May 31, 2022

Project		Total Approved Budget	Materials as of 5/31/2022	Remaining Budget as of 5/31/2022	Total Capitalized To Date (1)	Status
Admin Copier/Folding Machine						
	Electric	16,500	11,987	4,513	11,987	Complete
	Water	13,500	9,807	3,693	9,807	Complete
Master Campus Plan/Admin Facility approved \$19,000 12/2019 + 2ND Phase \$15,000						
	Electric	18,700	14,955	3,745	-	In Progress
	Water	15,300	12,236	3,064	-	In Progress
Accounting Policies/Procedures manual						
	Electric	3,328	1,075	2,252	-	In Progress
	Water	2,723	880	1,843	-	In Progress
		\$ 3,807,150.00	\$ 583,245.88	\$ 3,223,904.13		

(1) Includes capitalized labor and equipment costs.

Special Appropriations

City & Trustee Projects	Donated Labor & Equipment	Billable Material	Invoiced Date	Paid Date
Penn Farm Water	\$ 2,680.62	\$ 502.83	2/28/2022	

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

June 23, 2022

Prepared by: Jay Guyer on June 16, 2022

1. Developer Projects

A. Riverbend Subdivision

1. WUM Guyer followed up on the Water and Electric Crossing Agreements and Plans with Rail Pros and Civil Engineering Associates (CEA). Rail Pros requested CEA to separate the Water and Electric and re-submit separate permits and plans for each. Per Ron Sutton of CEA, he is working on the revised submission. Jeff Riley of Freedom Development submitted their contractor's proposal for completing the 1 ½" water services from the main to curb stop. WUM Guyer provided an estimate of the funds to be escrowed for the water services which GEM Craft submitted. WUM Guyer requested the contractor's costs for the water services from the curb stop to the house be submitted so an estimate can be developed for funds to be escrowed.

B. Court House – Delaware Street

1. The domestic water service is completed and the water meter installed. The fire service is connected in the building but has not been turned on. WUM Guyer will follow up with the contractor in reference to completing the water service work.

C. 165 East 2nd Street – New Home

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

D. Sheriffs House Renovation – Market Street

1. WUM Guyer and WUS Jaeger received updated plans which included the revised location of the fire system. The plans were reviewed and comments returned to the engineer for revision to meet MSC Water Technical Specifications and Cross Connection Control Standards. Revised fire system plans will be forwarded when completed.

2. MSC Projects

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

1. MSC drafted and advertised a Request for Proposal (RFP) for the Water System portion of the AMI Metering Upgrade. A mandatory Pre-Bid meeting was held on May 19th and one (1) Bid was received from AMP. The Bid was opened and evaluated however it came in over budget. MSC staff evaluated the Bid and

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

June 23, 2022

Prepared by: Jay Guyer on June 16, 2022

developed options to complete the program utilizing the SRF Loan with principle forgiveness. Options were presented to the Commissioner's at the June 10th Special Commission Meeting. MSC Staff completed further review and included additional information on the Options presented and will review at the June 23rd regularly scheduled Commission Meeting including the Staff's recommendation.

B. Cross Connection Control Program – Hydro Corp's Proposal

1. WUS Jaeger drafted and reviewed customer letters that were mailed by MSC to all commercial customers introducing Hyrdro Corp as our partner in administering our Cross Connection Control (CCC) program. A follow up meeting was held and final details worked out for the first round of notices to be mailed for certification testing. Hydro Corp will start mailing first notices on Tuesday, June 12th. WUM Guyer is following up with Hydro Corp on their recommended revisions to our Cross Connection Control Manual.

C. PFAS Sampling - Carbon Filtration System

1. WUM Guyer followed up with STRIDE Lab on our April 11th sampling results. The equipment issues were resolved and results were received. The carbon system is removing PFAS contaminants to the Non-detect level. This non-compliance sampling is being used to gauge the effectiveness of the new 40,000lbs of carbon at removing PFAS contamination and determine carbon consumption in the lead vessel.
2. Compliance PFAS sampling is being planned and will be completed in June for reporting to the Office of Drinking Water. It will include sampling at the System Distribution Entry Point (DEP1), 100 Municipal Boulevard, and 220 Delaware Street.

D. Penn Farm House Renovation – Trustees

1. WUM Guyer is waiting for the domestic pressure booster pump for the Farm House water service to be delivered. Lead time was 8-10 weeks when the unit was ordered. When received MSC will get the unit installed.

E. 216 Chestnut Office Building - Renovation

1. Water Operators continue with the renovation of the meeting room / conference room area. Painting is complete and new windows are scheduled to be delivered in September.

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F. Hermitage Park – 9th Street

1. WUM Guyer has no update from the Trustees on this project.

3. Operations

A. Outages

1. There were no planned or unplanned water outages for the month of May 2022.

B. Reporting

1. The Calgon Carbon Corporation (CCC) Pilot Study Test is ongoing collecting and transmitting daily data to CCC. MSC collects monthly PFAS samples for evaluation and comparison to historic data collected.
2. WUM Guyer and WUS Jaeger attended a close out meeting with Delaware Rural Water Association (DRWA) and Colonial School District to review the Pre-Apprenticeship Water Operators Course. Colonial agreed to host the class again in the 2022/2023 School Year. A follow up meeting is being scheduled with DRWA to review the course content and options to make improvements.
3. WUM Guyer and WUS Jaeger were advised by Pennoni Associates Engineering all 7 of MSC's NOI projects were ranked by DWSRF Staff and placed on the Project Priority List (PPL). The PPL was presented to the WIAC Drinking Water Sub-Committee and approved for presentation to the WIAC Council at their June 15th Council Meeting. WUM Guyer and WUS Jaeger will review the projects and develop a plan for moving forward. Total value of the projects submitted equals \$6,461,000.

NOI's were submitted for the following projects:

- a. Purchase / Installation of a second Calgon Carbon Model 12-40 Filter System. SRF Loan
- b. Backup Generator for School Lane Water Treatment Facility. SRF Loan
- c. Expansion of the Solar System – Green Facility. SRF Loan
- d. Lead and Copper Rule Revision Compliance – Software for data management and water service survey. SRF Loan
- e. Water Main Replacement on Hewlett Avenue and Janvier Avenue. Subsidized

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- f. Phase II Water Main Extension on Delaware Street from 10th Street to 8th Street. SRF Loan
 - g. SCADA System Software and Communication Upgrades. SRF Loan
4. ATSDR PFAS Environmental Sampling – WUM Guyer has no update on the ATSDR PFAS Environmental Sampling for those who live in New Castle County, DE, near the New Castle Air National Guard Base.

ATSDR was on site May 10th and installed the air samplers at Basin Road Well Site and returned on May 18th to remove the equipment.

5. WUM Guyer and WUS Jaeger started gathering information for updating the Annual Consumer Confidence Report (CCR) data and the information to be included in the June Newsletter. The Newsletter must be distributed to our customers containing our CCR by June 30th.
6. WUS Jaeger started preparing for our Triennial Lead and Copper Monitoring. Suburban Labs was contacted for supplies and paperwork and forms were updated and prepared for each of the 20 locations to be sampled. Sampling supplies will be distributed to customers on starting on June 6th with collection starting on June 7th.

C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on May 11th and 26th to maintain Chlorine Residual.
2. Monthly Meter Reading – On June 9th prior to completing the June 13th monthly meter reads, 116 door hangers were distributed to residential houses where the water meter has stopped transmitting reads. The hangers requested the customer obtain a visual meter read and call it into the office of call to schedule an appointment to have the meter read. Meters were read on June 13th with 199 missed reads. Water Operators will follow up on check reads and missed reads as needed.
3. Tank Maintenance – The revised proposals for the structural and safety improvements to the Gray Street and Million Gallon Tanks have been signed and returned to Southern Corrosion who will get the work scheduled prior to tank painting. SC currently plans to begin mobilizing in July at the Gray Street Tank to start the painting process. MSC will plan to notify our customers when dates are confirmed.

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D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger and WUM Guyer updated Condition & Criticality Rating Criteria for Horizontal Assets and forwarded to RK&K who finalized the risk-based GIS model. WUS Jaeger worked with RK&K to install the Condition & Criticality Rating layer in our GIS Mapping System.

E. Capital and Operation & Maintenance Budgets

1. WUM Guyer has Water Capital projects on hold until a final decision is made on funding the AMI Metering Project.

F. Equipment

1. No equipment issues to report for May 2022.

G. Personnel and Training

1. No personnel issues to report at this time.

H. Safety

1. MSC Water Operators hold daily morning Tailgate Talks discussing jobs/tasks to be performed each day with potential hazards and control measures.

3. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. The next meeting is scheduled for July 27th.

B. WRA – Water Resource Agency

1. WUM Guyer began sending weekly pump data to the WRA Staff on June 1st.

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C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. WUM Guyer was not able to attend the June 16th meeting.
2. The next DEWARN meeting is tentatively scheduled for August 17th.

D. Water Operator Advisory Council

1. The next meeting is scheduled for July 7, 2022.
2. The next meeting is pending for the 5 person Advisory Council Sub - Committee tasked with review and update of the Water Operator Certification Regulations.

E. WIAC - Water Infrastructure Advisory Council

1. The June 15th meeting went well. The council held a public hearing to review the Federal Fiscal Year (FFY) 2022 Project Priority List (PPL) and Intended Use Plans (IUP) for funding. The PPL and IUP were presented and discussed by Council. Council held their regular meeting and voted to approve the FFY2022 CWSRF and DWSRF PPL's and IUP's as presented. MSC's 7 Projects submitted were included on the PPL. MSC will review the PPL and reach out to DWSRF Program Manager Sandi Spiegel to review the projects to develop a plan moving forward.
2. The next meeting is scheduled for September 21, 2022.

End of Report

Attachments: May 2022 Water Works Report
May 2022 Water Outage Tracking Sheet

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Monthly Water Works Report

May 1 - 31, 2022

Prepared By: Jay Guyer on June 16, 2022

Water Production		FT 300		Gallons	
Month	Year	Raw	Adjusted	Raw	Finished
May	2021	11,371,700	Total Gallons	12,936,600	12,789,642
May	2022	12,936,600	11,231,161	Difference	-146,958
		1,564,900	12,789,642	Percentage Difference	1.1
		12.1	1,558,481		
			12.2		

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped	Reserve Status	XXX	XXX	Resting
		10	21	

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.38 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.3	7.6	7.4 - 7.8
Average Fluoride Residual	0.87 ppm	0.70 ppm	0.60 - 1.00 ppm

General Water System Report

Routine Bacteria Sampling
(Office of Drinking Water)

# Collected	Results
10	10 Absent
	0 Present

Miss Utility Locate Requests
(Water and Electric Locates)

# Received	# Completed	# of Damages
37	37	0

Building Permit Review
(Water Related Conflicts)

# Reviewed	# Approved	# Not Approved
36	36	0

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Monthly Water Outages / Interruptions Report

May 1 - 31, 2022

Prepared By: Jay Guyer on June 16, 2022

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

No Planned Outages or Interruptions for the Month of May 2022.

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

No Unplanned Outages or Interruptions for the Month of May 2022.

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ELECTRIC DEPARTMENT COMMISSION REPORT

June 23, 2022

Prepared by Artie Granger on June 16, 2022

1. Developer Projects:

a. 90 Lukens Dr:

- I. There has been nothing new with this project.

B. Riverbend Subdivision:

- I. Gemcraft Home
 - i. MSC has been in contact with Gemcraft Homes to establish escrow/deposit amounts for the electric services.
 - ii. Gemcraft Homes has been in contact with the electric department and we expect to begin serving homes shortly. This might take place within the next week or so.

2. Capital Projects:

a) Van Dyke Village:

- a. MSC has started with the installation of the conduits for this year. MSC plans on completing the conduit installation for New Amstel and Casimir Court this year.

b) Center Point Industrial Park

- a. MSC has had 2 splices fail in the last 2 years. MSC will continue to work on design and budget numbers to begin to install conduit throughout the industrial park. This project would be in anticipation of replacing the cables throughout the park. The cables in the park are around 40 years old. These cables are getting to the end of their life cycle.

c) Grant Opportunities

- a. At this time there is nothing new to report.

3. Capital Purchases:

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- I. **MSC Utility Building**
 - 1. MSC has been told that we have been approved to get a building permit. We will work with Graber to get the building into production.
 - 2. Once the building is ordered MSC will begin to notify suppliers / subcontractors of the schedule so we can begin to move forward.
- II. **MSC Replacement Radios**
 - i. Delmarva Communications has ordered the equipment.
- III. **T-10 Utility Truck Replacement**
 - i. Intercon Truck and Equipment has received the truck and will be painting and installing the body on it. Once this is complete we will send the truck to AUI Fabrication for the completion of the body.
- IV. **New Stake Body**
 - i. Intercon Truck and Equipment has received the truck and will be painting and installing the body on it. We expect it to be completed in about 4-6 weeks.

4. Operations:

a. Outages :

- I. There were two outages the past month.
 - i. One outage was caused by a squirrel on a transformer which caused 3 customers to lose power for about 20 minutes.
 - ii. One outage was caused by faulted splice in Centerpoint Industrial Park. This outage was on Sunday evening and resulted in Dobbinsville Substation being shut off. About 95% of our customers we back on in about 45 minutes. The remaining customers had power off for about 2 hours.

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
47.42	1.0419	45.511	99.9909

II. 6/1/21 – 6/1/22

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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 has performed the monthly inspections at this location.

B. Dobbinsville Substation:

- I. The Electric Department performed the monthly inspection at this location.
- II. MSC has received the replacement insulator and will schedule replacement when we turn off the substation at a later time.

C. EV Chargers

- I. MSC has discussed with the city installing EV chargers in the parking lot by the old recycling area. MSC will get this location scheduled and installed.
- II. MSC will also install one additional charger at the city's public works location.

D. Fault Detectors

- I. MSC has been looking into purchasing and installing fault detectors. This will assist us with locating faults. This will improve restoration times.

6. Personal

- a. MSC has offered the open position to Miguel Ronquillo. We feel Miquel will be a great asset to the MSC.

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