

Municipal Services Commission Monthly Meeting  
May 18, 2023, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

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

Present: Dr. Roy J. Sippel, Commissioner, President  
Sheila A. Shannon, Commissioner  
Scott L. Blomquist, Secretary

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

Dr. Sippel 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 Commissioner Shannon to approve the minutes of the April 27, 2023, regular session as amended. The motion was seconded by Commissioner Sippel and unanimously passed.**

#### Comptroller/Treasurer Report – Mr. Natale reporting

*(See attached report)*

- Total cash on hand: \$2.5M
- Investment Portfolio: \$1.1M, which was a net gain of \$4,400 from prior month.
- M&T Sweep Account: \$1.5M. Currently the mutual fund is paying interest at 5.03%. Mr. Natale noted that most those funds are invested in US Government debt, and if that continues he will pull those funds in to avoid a liquidity issue. In response to a question from Commissioner Shannon, Mr. Natale explained the M&T Sweep Account corporate card program, how the expenditures are processed and how statements are reconciled. Mr. Blomquist explained the approval and validation process for the cards. It was noted that no one approves their own card.
- Unrestricted cash on hand: 86 days at April 30, 2023, which was down 13 days from prior month. Mr. Natale explained the budget increase and the calculation for cash-on-hand.
- Check Register Disbursements: Mr. Natale pointed out some particular payments that were fairly large:
  - \$12,000 – Pennoni Associates, related to the Hewlett & Janvier water main replacement.
  - \$16,000 – Utility Engineers PC for substation engineering.
  - \$75,000 – Southern Corrosion for annual tank maintenance.

#### Customer Service/Billing

- There were 26 service cuts in April.
- No customers were assisted through the New Castle Cares program in April. The balance in that fund is \$5,500. Mr. Natale explained the qualification criteria through the Salvation Army, who manages the program. Ten customers did receive an average of \$163 from other agencies.

Municipal Services Commission Monthly Meeting  
May 18, 2023, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

Electric Department

- User charges are unfavorable for the month of April by \$9,000.
- kWh sales decreased by approximately 3%.
- The power purchase adjustment accounted for approximately \$45,000 in revenue in April.
- Operating expenses had a favorable variance of \$64,000.

Water Department

- User charges are unfavorable for the year by \$4,000.
- Consumption was up 41,000 gallons compared with the same period last fiscal year. Fiscal year to date consumption is 4.14% lower than the same time as last year.
- Expenses are favorable YTD \$20,000.

The Auditors were working on final field work last week and Mr. Natale opined that they should be ready to present at the June or July meeting.

The pallet lift was delivered last Friday.

Electric Department Report – Mr. Granger reporting

*(See attached report)*

Developer Projects:

- Riverbend – MSC met with the developer on site to discuss coming from Centerpoint and Mr. Granger has not heard back from them on that matter.

Capital Projects:

- Substation Relay Replacement – Mr. Granger is working on completing the numbers for the Dobbinsville substation. They met with the engineers to review the scope of the Wilmington Road substation.
- Van Dyke Village – Work continues in Van Dyke Village.

Capital Purchases:

- Replacement T-12 Bucket Truck – Mr. Granger continues to work on proposals for the replacement bucket truck.
- AMI – Meters are being replaced as they fail.

Outages:

- There were no outages in the last month.

Repairs and Maintenance:

- T-2 Bucket Truck – The motor of the bucket truck was replaced, all inspections were completed, and the truck is back in service.

Mr. Blomquist reported that MSC received the Excellence in Reliability Award again this year, and has received this Award every year since 2015.

Municipal Services Commission Monthly Meeting  
May 18, 2023, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

Water Department Report – Mr. Guyer reporting

*(See attached report)*

Developer Projects

- Riverbend Subdivision – Revised drawings were received from Civil Engineering Associates. The requested changes were made and MSC will approve it to move forward. The project is progressing. The contractor has been clearing the right-of-way for the interconnection with Centerpoint.
- Sheriffs House Renovation – The fire system double check valve was installed in the correct location. MSC is waiting for the certification of the device to be submitted.

MSC Projects

- Advanced Metering Infrastructure – American Municipal Power (AMP) – MSC received the new First Articles for testing and approval. Mr. Guyer was informed that Itron shipped four more registers to be installed and tested.
- Water System Asset Management Program – Messrs. Guyer and Jaeger are still in the process of reviewing and will submit comments to the engineers.
- Cross Connection Control Program – Hydro Corp’s Proposal – Hydro Corp continues to work on the Cross Connection Control Program.
- Hewlett, Janvier, and Meggison Avenue Water Main Replacement – The Request for Proposal was reviewed and changes were made. It is set to be advertised the week of May 15<sup>th</sup> in the News Journal and it will run for two weeks. The mandatory pre-bid meeting is scheduled for June 12<sup>th</sup>, and bids will be due by June 21<sup>st</sup>.
- Administrative Office Renovation – Water Operators completed work on the Administrative office renovation the week of May 1<sup>st</sup>.

Operations

- Outages – There were no planned or unplanned outages in the month of April. There was one incident last Friday on Shaw Alley at 5<sup>th</sup> Street. A 2” cast iron pipe broke and a repair clamp was installed; however during the process a 2” valve at 5<sup>th</sup> and Shaw broke and there will be an outage on May 19<sup>th</sup> to repair that.
- Calgon Carbon Corporation (CCC) Pilot Study Test – The study is ongoing. Monthly sampling was done. Several engineers from KCI will meet with Messrs. Guyer and Jaeger to review the MSC system and how it was engineered.
- Tri-Annual EPA Sanitary Survey – The Tri-Annual EPA Sanitary Survey was completed on April 18<sup>th</sup> and MSC received a letter on May 10<sup>th</sup> stating that no deficiencies were noted and complimenting MSC on how well the system was run and how it appeared.
- Drinking Water Standards – The USEPA proposed regulation for drinking water standards for six (6) compounds was posted in the Federal Register. The comment period ends on June 12, 2023. They are proposing that utilities must come into compliance with the proposed MCL’s within three years; however many utilities think that will be insufficient time considering the number of utilities impacted and the lead time on getting systems engineered and installed.
- Unregulated Contaminant Monitoring (UCMR 5) – MSC completed the first round of UCMR 5 sampling on March 8<sup>th</sup>. Lab results are pending. Mr. Guyer opined that something will be posted within the next few weeks.

Municipal Services Commission Monthly Meeting  
May 18, 2023, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

- Penn Farm – MSC coordinated with Toby Hagerott, Penn Farm Manager, to give a group of 6<sup>th</sup> grade students a tour of the MSC facilities during Penn Farm Day today.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed on May 1<sup>st</sup> and 10<sup>th</sup> to maintain chlorine residual.
- Meter Readings – Monthly meter reads were completed on May 12<sup>th</sup>. Operators followed up on check/missed reads as needed.
- Carbon Filtration System – Mr. Guyer stated the radioactivity issue is costly and he is not convinced that the carbon in their storage facility belongs to MSC. MSC will have duplicate testing done in the two vessels. The samples will be sent to the same labs that Calgon Carbon uses and they will mirror the testing that was done on the carbon at Calgon’s storage facility. The cost to dispose of the carbon in the Calgon facility is approximately \$40,000 and the cost to dispose of the vessel carbon is approximately \$80,000. In response to a question from Commissioner Sippel, Mr. Guyer stated that they are investigating whether the level of radioactivity is a danger to the employees. Mr. Guyer stated that he reviewed the EPA’s document that includes carbon and waste products from the water treatment process that becomes contaminated with radioactivity; noting that with the exception of Florida on the east coast, all the locations where this happens are centered in the mid-west. Mr. Guyer stated that depending on the results of the duplicate testing, he may reach out to an environmental engineer for guidance to determine if there is a bigger issue that needs to be addressed. Radioactivity has not been seen in the pilot. Mr. Guyer asked if the extended contact time in the water was a factor, and their engineer will research if the system being oversized is a problem. Mr. Guyer opined that if that were the case something would have been observed in the pilot study. He added that neighboring utilities have not had any indicators. When the original canister test was taken radioactivity was not detected in the acceptance canister that was sent back to be regenerated; and two years later radioactivity was detected in that load. Calgon is still cooperating with MSC and is answering questions as they are presented. Calgon stated they anticipate that it will be 8-10 weeks for a delivery and Mr. Guyer asked if that delivery can be expedited. Samples were collected from the three wells and from the DEP, and radium 226-228 and EPA 200.8 tests are being run for radionuclides. Those results should be available in about one month.
- Water Supply Wells – Water samples were collected from the three water supply wells on May 4<sup>th</sup> and radiological testing is being performed. Mr. Guyer reiterated that depending on the results of the testing, he may reach out to an environmental engineer to review the results. In response to a question from Commissioner Shannon, Mr. Guyer explained the process followed in vetting the vendors, noting that Calgon was deemed to be the best choice.

Grants and State Revolving Funds

- Water Infrastructure Advisory Council Grants – the Project Priority list was officially posted and MSC projects were ranked as follows:
  - #5 – PFAS Treatment System Improvements – School Lane Treatment Facility. This could be fully funded as a Grant. As soon as Hewlett & Janvier is underway they will look into moving forward on this project.

Municipal Services Commission Monthly Meeting  
May 18, 2023, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

#11 – Lead Service line Inventory – Physical Survey for Inventory Preparation. This was zero percent interest.

#16 – SACADA System Improvements – Update software and functionality. This was a 2% loan. During internal discussions, it was noted that the SCADA system needs to be done and they will move forward with this project.

- School Lane Treatment Facility – Messrs. Guyer and Jaeger worked with the University of Delaware to submit an application for a DEMA grant to install a fixed natural gas generator at the School Lane facility. An application was submitted by the April 21<sup>st</sup> deadline, and the application is in the FEMA review process. Several additional documents and information were requested, and that data has been provided.

#### Equipment

- There were no equipment issues in April.
- Toyota Walkie Stacker Forklift – The Walkie Stacker was delivered on May 11<sup>th</sup> and training will begin shortly.

#### Personnel and Training

- First Aid Training – Staff attended Basic First Aid training on May 3<sup>rd</sup> and 4<sup>th</sup>. Mr. Blomquist noted that all staff attended the training.

#### Safety

- Tailgate Talks – Morning Tailgate Talks are conducted daily to discuss jobs/tasks.
- Safety Committee – The Safety Manual is done, and will be handed out. It will be reviewed internally with all departments before the June Committee Meeting.

#### Local, State and Federal Agencies

- Water Operator Advisory Council – The May 4<sup>th</sup> meeting went well. Licenses and applications for training were approved. There is still an open seat on the Council and advertisements will be issued. The Sub Committee will continue to work on Operator Certification Regulation review and amendments, and written examinations.

#### Secretary's Report – Mr. Blomquist reporting

##### DEMEC Meeting

- The May meeting was virtual.
- Baker-Tilly presented the DEMEC audit and an unmodified opinion was received.
- Lincoln Willis from the Willis Group provided updates to the Energy Legislation that is currently in the House and the Senate. Most of the bills focus on carbon emissions. PGM did present in front of legislation regarding the economics behind many of the bills. Most of the bills are currently being pushed forward regardless of the cost. Their suggestion was to reach out the Senators and Representatives.
- The Board approved changes (mostly grammatical corrections) to the Risk Management and Trading Authority and Hedging Policy that DEMEC operates under.
- The Board approved the Long Term Service Agreement they have with GE for the Beasley Generating Facility.
- Unit 1 ran for a total of 7 hours and Unit 2 ran for a total of 21 hours.

Municipal Services Commission Monthly Meeting  
May 18, 2023, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

Safety Manual – The updated Safety Manual has been completed and Operations Departments are now reviewing. It is expected that changes will be made throughout the year.

Mayoral Election – Mayor Best resigned and a special election will be held within 90 days.

MSC Newsletter – Mr. Blomquist asked Commissioner Shannon to provide a photo and bio for the MSC Newsletter.

Electric & Water Infrastructure Agreement – Work continues on the Draft of the Electric and Water Infrastructure Agreement that will give the Developer the ability to use a performance Bond or Letter of Credit vs escrowing cash with MSC. It is hoped this will facilitate the MSC process.

Next Regular Meeting

The Commissioners set the next monthly Board meeting to be Thursday, June 15, 2023, at 8:00 a.m.

**A motion to adjourn was made by Commissioner Shannon and seconded by Commissioner Sippel. The motion received unanimous approval and the meeting was adjourned at 8:42 a.m.**

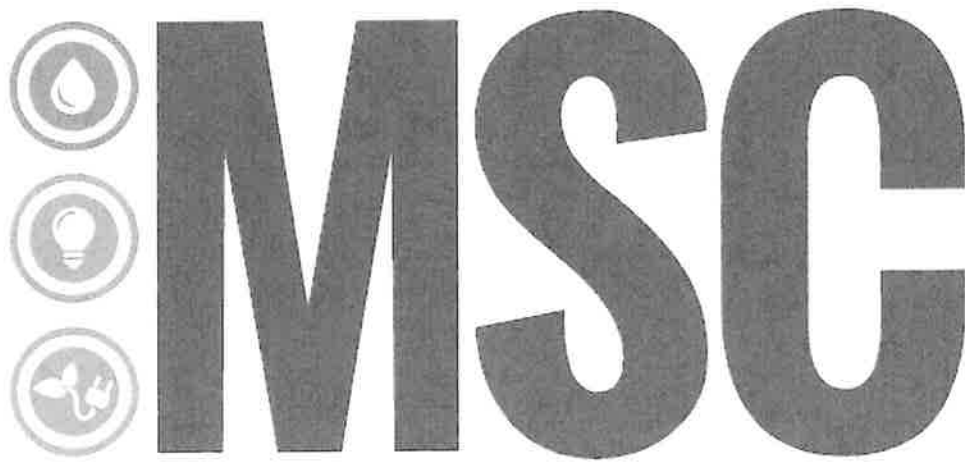


Kathleen R. Weirich, Stenographer

Approved: \_\_\_\_\_

(Minutes transcribed from notes.)

# Comptroller/Treasurer's Report



---

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

---

**May 18, 2023 Commission Meeting**  
Prepared By: Ken Natale on May 10, 2023

Contents

Cash & Investments ..... 1  
Customer Service/Billing..... 4  
    New Castle Cares ..... 4  
Electric Revenues..... 5  
Electric Expenses..... 5  
Budget to Actual Comparison – Electric ..... 6  
Water Revenues..... 7  
Water Expenses ..... 7  
Budget to Actual Comparison – Water ..... 8  
Statement of Net Position ..... 9  
Statement of Revenues, Expenses, and Changes in Net Position ..... 10  
Combining Balance Sheet by Fund ..... 11  
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Fund ..... 13  
Capital & Projects Budget to Actual..... 15

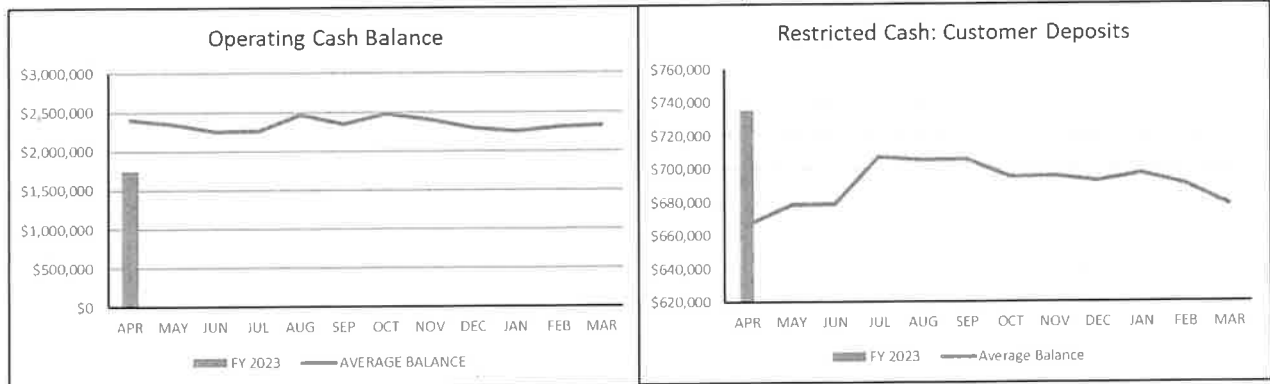


Comptroller/Treasurer's Report – May 18, 2023

Cash & Investments

As of April 30, 2023 the cash balances were:

M&T Bank Checking:	\$	255,858
M&T Investment Sweep:		1,486,667
M&T Bank MMA:		735,012
Petty Cash/Change Fund:		897
<b>Total Cash on Hand:</b>	<b>\$</b>	<b>2,478,434</b>



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

<b>Beginning Balance</b>	<b>\$ 1,955,472</b>
Cash from customers	713802
Interest Income	6,360
Bond Proceeds	29,646
Refunds to customers - deposits	( 2,059)
Payments to suppliers for goods & services*	( 864,455)
Bank service fees	( 764)
Payments to employees for services	( 94,580)
Net Cash Provided(Used)	<u>(212,050)</u>
<b>Ending Cash Balance</b>	<b>\$ 1,743,422</b>

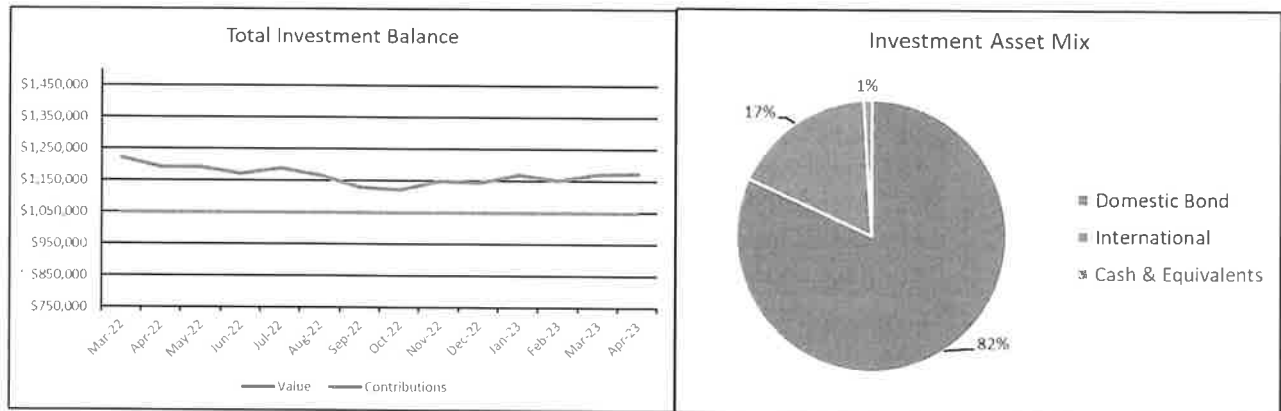
\*A detailed check register for the month is available on page 3 of this report.

As of April 30, 2023 the value of the Commission's investment portfolio totaled \$1,175,208 which is a net gain of \$4,429 (0.04%) from the prior month.

The M&T Investment Sweep account is where cash that is not immediately needed for operations is placed to earn interest on the funds. Currently, those funds are invested in a Goldman Sachs Government Money Market Mutual Fund (FGTXX) which currently pays **5.03% interest** and has a stable net asset value of \$1.00. As most of these funds are invested in US Government Debt, if Congress takes no action on the debt ceiling prior to June 1, when the Treasury Department expects to run out of "extraordinary measures" a lot of these funds will be shifted back to the checking account in order to maintain adequate liquidity.

There was 86 days unrestricted cash on hand at April 30 (-13 days from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds). The driving factor of this decrease is related to the increase in the budget for depreciation expense related to the Dobbinsville substation. The adopted budget accounts for this by planning to **not spend \$292,000 of FYE 2024 revenues in order to maintain reserves.**

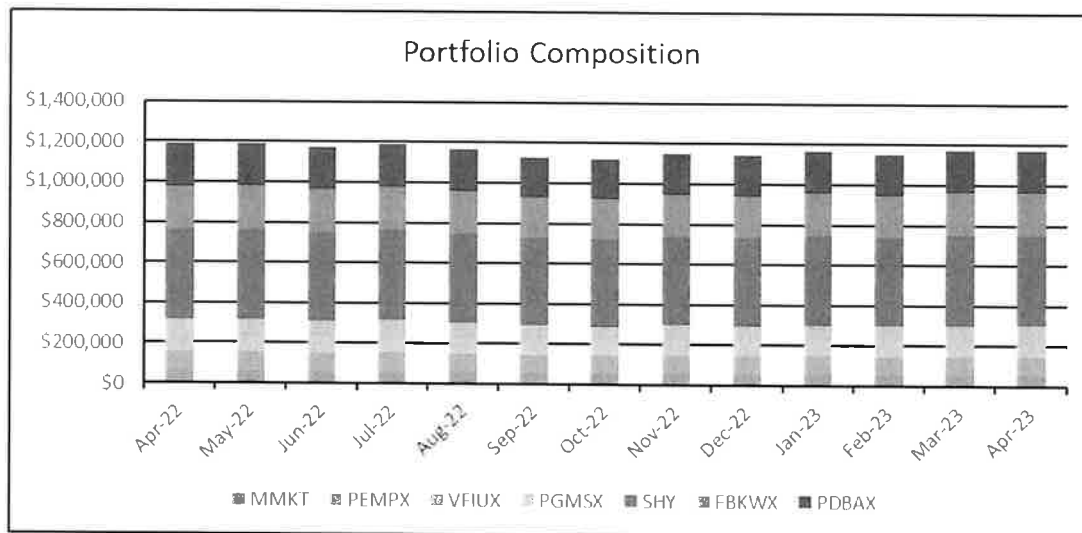
Comptroller/Treasurer's Report – May 18, 2023



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
<b>Money Markets</b>			
Insured Cash Accounts		\$ 9,403	0.59%
<b>Mutual Funds</b>			
Fidelity Advisor Total Bond CL Z	FBKWX	215,696	3.70%
PGIM Total Return Bond CL A	PDBAX	208,912	5.00%
PIMCO Emerging Markets Bond I2	PEMPX	49,567	7.64%
T Rowe Price Global Multi Sector Bond I	PGMSX	154,211	3.64%
Vanguard Intermediate Term Treasury	VFIUX	90,178	3.29%
<b>Exchange Traded Funds</b>			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	447,241	1.61%
<b>Total</b>		<b>\$1,175,208</b>	



## Comptroller/Treasurer's Report – May 18, 2023

**APRIL 2023 CHECK REGISTER**

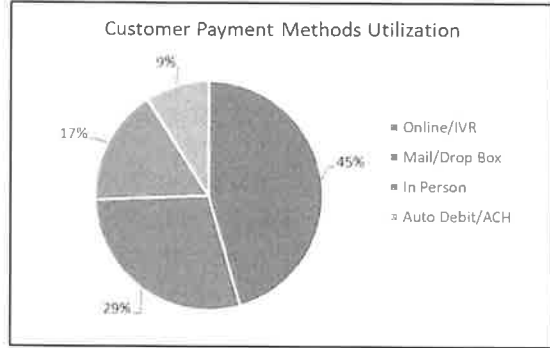
<b>Number</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Amount</b>
200877	04/11/2023	Baker Tilly US LLP	\$ 1,198.75
200878	04/11/2023	City of New Castle	178.29
200879	04/11/2023	Delmarva Power	659.19
200880	04/11/2023	Kathleen R Weirich	225.00
200881	04/11/2023	Pennonni Associates Inc.	12,112.66
200882	04/11/2023	Petty Cash	125.32
200883	04/11/2023	Rummel Klepper and Kahl LLP	3,891.00
200884	04/11/2023	Sunbelt Rentals Inc.	246.11
200885	04/11/2023	Tyler Technologies Inc.	72.50
200886	04/11/2023	Utility Engineers PC	16,490.00
200901	04/26/2023	Anixter	805.12
200902	04/26/2023	Artesian Water Co Inc	1,822.71
200903	04/26/2023	Council 81	415.50
200904	04/26/2023	Coyne Chemical Co	523.00
200905	04/26/2023	Delta Dental of Delaware Inc	1,854.82
200906	04/26/2023	Department of Human Resources Financial Services	34,173.12
200907	04/26/2023	Jolly Jumpers LLC	423.30
200908	04/26/2023	Kendall Electric INC	7,837.75
200909	04/26/2023	New Castle County	523.12
200910	04/26/2023	Principal Financial Group	2,490.05
200911	04/26/2023	RPW SOLUTIONS LLC	8,000.00
200912	04/26/2023	Southern Corrosion Inc	75,610.86
200913	04/26/2023	Trans Union LLC	435.51
200914	04/26/2023	Tyler Technologies Inc.	5,247.10
200916	04/28/2023	COLONIAL LIFE	781.34
DFT0001930	04/03/2023	Delaware Div. of Revenue	14,844.00
DFT0001931	04/14/2023	Maryland Child Support Account	184.62
DFT0001932	04/14/2023	Nationwide Retirement Sol	4,449.97
DFT0001935	04/14/2023	United States Treasury	17,338.97
DFT0001938	04/19/2023	DEMEC Inc	531,703.08
DFT0001939	04/14/2023	M&T ONE CARD	44,384.18
DFT0001941	04/17/2023	BRINKS CAPITAL	589.00
DFT0001942	04/19/2023	DEMEC Inc	7,500.19
DFT0001943	04/17/2023	Nationwide Life Ins. Co. of America	22,897.42
DFT0001949	04/28/2023	Nationwide Retirement Sol	4,453.41
DFT0001952	04/28/2023	United States Treasury	18,202.88
DFT0001953	04/28/2023	COMPTROLLER OF MARYLAND	1,065.08
DFT0001954	04/28/2023	Maryland Child Support Account	184.62
DFT0001959	04/03/2023	OpenEdge	1,598.40
DFT0001970	04/28/2023	M&T ONE CARD	7,970.51
DFT0001974	04/28/2023	M&T ONE CARD	10,946.20
<b>Total Payments</b>			<b>\$ 864,454.65</b>

Comptroller/Treasurer’s Report – May 18, 2023

**Customer Service/Billing**

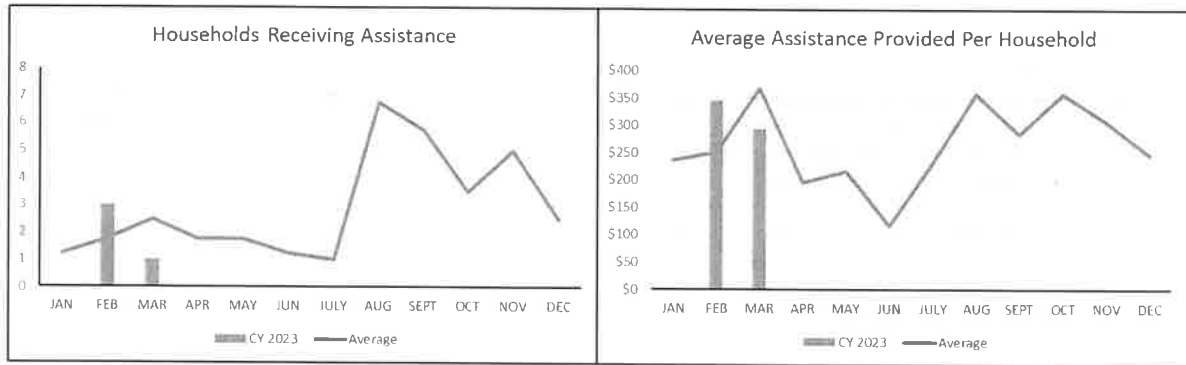
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,222
Delinquent & past due notices	373
Automated phone notifications	228
Payment arrangements	75
Contracts	0
Service cuts – April	26
Accounts sent to collections	6
Electric bad debt write-offs	\$0.00
Applications for service	18



**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 April, the fund assisted zero customers. The maximum allowed by the program is \$400. The current balance in the fund is \$5,542.



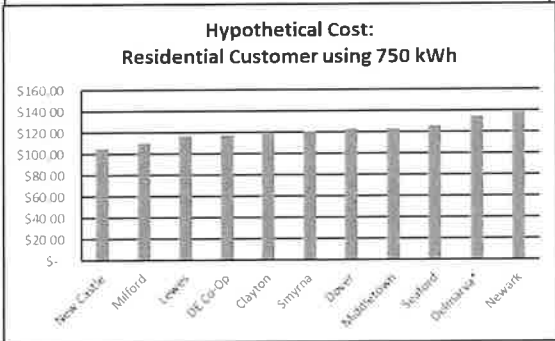
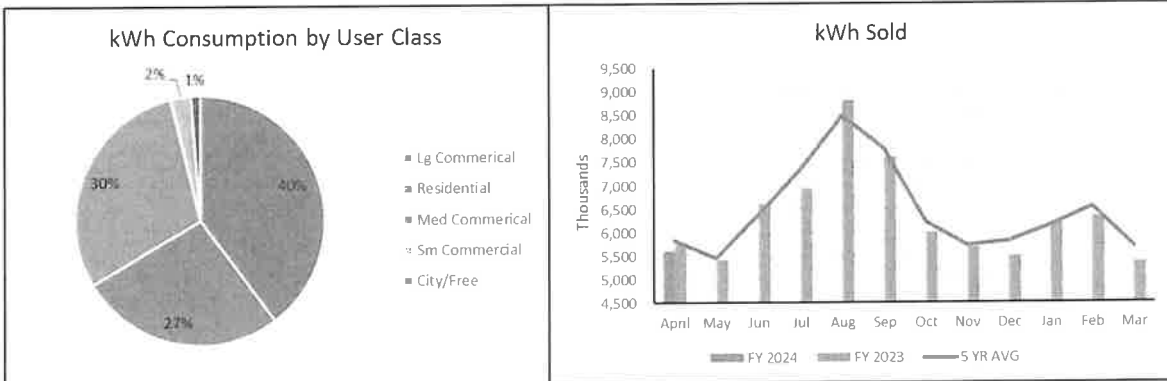
In addition to assistance provided through the New Castle Cares fund, ten customers received an average of \$163 from other agencies or nonprofits that provide assistance for utility bills.

Below is a condensed aging report for active customers as of May 10, 2023

Total	Current	30 Days	60 Days	90 Days	120 Days
\$339,296	\$280,098	\$60,898	\$850	\$124 -	\$2,426 -

### Electric Revenues

User charges are unfavorable for the year (\$9,000). April kWh sales decreased by approximately 3.3% (190,000 kWh) from the same period last year. Consumption was down in large commercial, but up in residential and medium commercial. Consumption is approximately 4.1% lower than the 5-year average. The power purchase adjustment, enacted in January of 2023 (\$0.0082 per kWh) accounted for \$45,000 in user fees in the month of April.

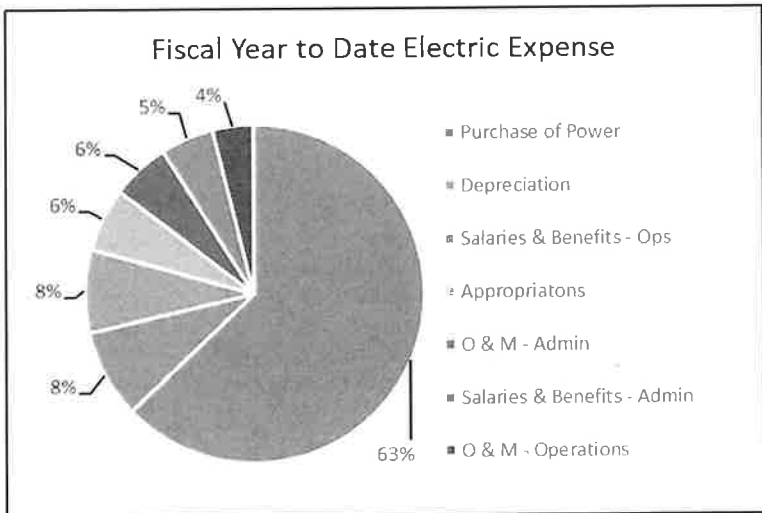


Each month, DEMEC provides a comparison of the cost of residential electric service. The analysis assumes a residential customer who uses 750 kWh per month. MSC's rate is 28% lower than Delmarva\* and 11% lower than the co-op.

\*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 operating expenses have a year-to-date favorable variance (\$64,000). These variances are the result of timing differences and are expected to decrease in future months. After accounting for non-operating revenues and expenses, there is a decrease in net position of \$18,600. The Electric Department needed to replace the motor in one of their trucks, this expense was approved by the Commissioners in the prior fiscal year, however, due to supply chain disruptions, the repair was no able to be completed until May of 2023, meaning the expense will fall in the current budget year. This will result in the repairs and maintenance expense line being over budget in future months (approximately \$20,000).



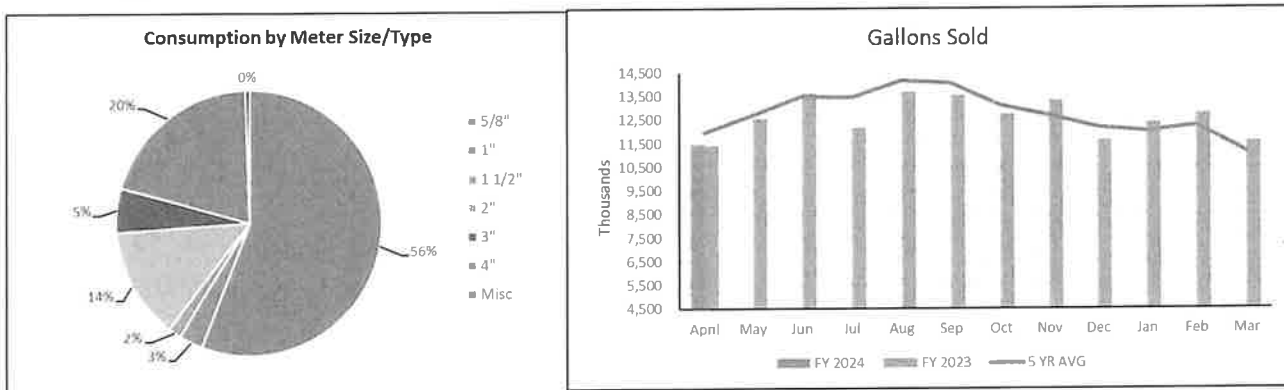
Comptroller/Treasurer's Report – May 18, 2023

**Municipal Services Commission  
Budget to Actual Comparison – Electric  
As of April 30, 2023**

	YTD Budget	YTD Activity	Variance	Total Budget
<b>Operating Revenues</b>				
User charges	691,747	700,994	9,247	9,624,301
City service charges	4,344	4,194	(150)	52,000
MSC service charges	3,725	4,197	472	41,000
Miscellaneous income	2,686	6,759	4,073	61,210
<i>Total Operating Revenues</i>	<u>702,502</u>	<u>716,144</u>	<u>13,642</u>	<u>9,778,511</u>
Less: Free Service	841	603	238	8,000
<i>Net Operating Revenues</i>	<u>701,661</u>	<u>715,541</u>	<u>13,880</u>	<u>9,770,511</u>
<b>Operating Expenses</b>				
Purchase of Power	476,000	467,783	8,217	6,751,000
<i>Operations</i>				
Salaries and benefits	72,478	59,368	13,110	872,468
Insurance	28,780	28,016	764	51,186
Utilities	871	1,062	(191)	11,700
Repairs and maintenance	(9,503)	(11,296)	1,793	(82,900)
Supplies and materials	2,457	1,873	584	73,600
Professional fees	5,578	9,152	(3,574)	112,250
Depreciation	59,351	62,135	(2,784)	712,500
<i>Operations total</i>	<u>160,012</u>	<u>150,310</u>	<u>9,702</u>	<u>1,750,804</u>
<i>General &amp; administrative</i>				
Salaries and benefits	42,436	38,012	4,424	518,853
Insurance	13,283	10,584	2,699	22,770
Utilities	939	610	329	11,731
Repairs and maintenance	422	1,618	(1,196)	7,860
Supplies and materials	1,753	256	1,497	29,500
Professional fees	54,832	20,107	34,725	141,340
Misc	9,637	8,014	1,623	95,328
Depreciation	2,332	747	1,585	28,000
<i>Total general &amp; administrative</i>	<u>125,634</u>	<u>79,948</u>	<u>45,686</u>	<u>855,382</u>
<i>Total operating expenses</i>	<u>761,646</u>	<u>698,041</u>	<u>63,605</u>	<u>9,357,186</u>
<b>Operating income</b>	(59,985)	17,500	77,485	413,325
<b>Nonoperating revenue(expense)</b>				
Investment income	6,184	8,379	2,195	80,000
Investment expense	(590)	(576)	14	(2,500)
Unrealized gain(loss) on investment:	-	1,464	1,464	-
Realized gain(loss) on sale of asset	-	-	-	-
Grant income	-	-	-	-
Grant expense	-	-	-	-
Other Expense	-	182	182	-
Appropriations				
Mayor and Council	(46,648)	(45,555)	1,093	(560,000)
City Services	-	-	-	-
Special	-	-	-	-
Contributed Capital	-	-	-	-
<i>Total nonoperating revenue(expense)</i>	<u>(41,054)</u>	<u>(36,106)</u>	<u>4,948</u>	<u>(482,500)</u>
<b>Change in Net Position</b>	<b>(101,039)</b>	<b>(18,606)</b>	<b>82,433</b>	<b>(69,175)</b>

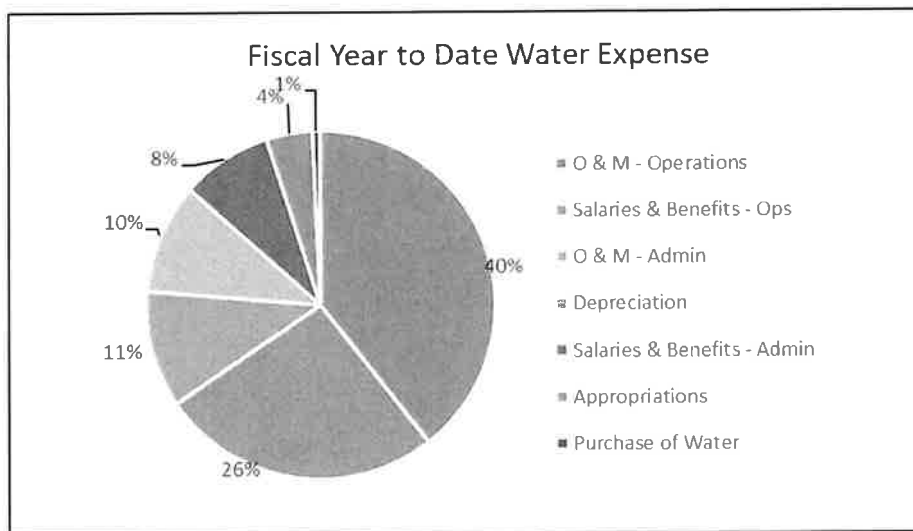
**Water Revenues**

User charges are unfavorable for the year (\$4,000). Water consumption for the month was up 41,000 gallons (0.36%) when compared with the same period last fiscal year. Fiscal year to date, water consumption is 4.14% lower than the five-year average. A good portion of the difference from the 5-year average (1.4 million gallons is related to a large customer who did a lot of irrigation in August of 2017 – 2019. After 2019, their consumption in the month of August has decreased to a negligible amount.



**Water Expenses**

Water operating expenses have a favorable year to date variance (\$20,000). These variances are the result of timing differences and are expected to decrease as the year progresses. When considering nonoperating revenues and expenses, there is a decrease in net position of \$72,000, which is \$18,000 better than anticipated at this point in the year.



Comptroller/Treasurer's Report – May 18, 2023

**Municipal Services Commission  
Budget to Actual Comparison – Water  
As of April 30, 2023**

	YTD Budget	YTD Activity	Variance	Total Budget
<b>Operating Revenues</b>				
User Charges	194,030	191,684	(2,346)	2,456,543
City Service Charges	3,024	2,381	(644)	37,000
MSC Service Charges	635	-	(635)	3,500
Miscellaneous Income	1,751	2,208	458	28,790
<i>Total Operating Revenues</i>	<u>199,440</u>	<u>196,273</u>	<u>(3,167)</u>	<u>2,525,833</u>
Less: Free Service	355	279	76	4,000
<i>Net Operating Revenues</i>	<u>199,085</u>	<u>195,994</u>	<u>(3,091)</u>	<u>2,521,833</u>
<b>Operating Expenses</b>				
Purchase of water	2,327	1,823	504	26,000
<i>Operations Dept</i>				
Salaries and benefits	74,575	69,129	5,446	920,789
Insurance	30,997	22,922	8,075	56,968
Utilities	2,361	2,495	(134)	28,770
Repairs and maintenance	35,065	77,780	(42,715)	172,112
Supplies and materials	7,992	1,135	6,857	131,435
Professional fees	3,783	734	3,049	86,502
Depreciation	25,523	27,074	(1,551)	306,400
<i>Total operations</i>	<u>180,296</u>	<u>201,269</u>	<u>(20,973)</u>	<u>1,702,976</u>
<i>General &amp; administrative</i>				
Salaries and benefits	25,308	22,270	3,038	305,605
Insurance	10,868	8,661	2,207	18,630
Utilities	796	498	298	9,961
Repairs and maintenance	1,181	1,323	(142)	11,610
Supplies and materials	1,126	210	916	20,400
Professional fees	1,964	3,733	(1,769)	35,884
Miscellaneous	49,312	14,544	34,768	137,094
Depreciation	1,583	361	1,222	19,000
<i>Total general &amp; administrative</i>	<u>92,138</u>	<u>51,600</u>	<u>40,538</u>	<u>558,184</u>
<i>Total operating expenses</i>	<u>274,761</u>	<u>254,692</u>	<u>20,069</u>	<u>2,287,160</u>
<b>Operating Income</b>	<u>(75,676)</u>	<u>(58,698)</u>	<u>(16,978)</u>	<u>234,673</u>
<b>Nonoperating revenue(expense)</b>				
Investment income	1,128	1,461	333	15,000
Investment expense	(118)	(102)	16	(500)
Unrealized gain(loss) on investment	-	258	258	-
Realized gain(loss) on sale of asset	-	-	-	-
Grant income	-	-	-	-
Grant expense	-	-	-	-
Other Expense	-	(52)	(52)	-
Appropriations				
Mayor and Council	(11,662)	(11,389)	273	(140,000)
City Services	(3,268)	(3,006)	262	(40,000)
Special	-	-	-	-
Contributed Capital	-	-	-	-
<i>Total nonoperating revenue(expense)</i>	<u>(13,920)</u>	<u>(12,830)</u>	<u>1,090</u>	<u>(165,500)</u>
<b>Change in Net Position</b>	<b>(89,596)</b>	<b>(71,528)</b>	<b>18,068</b>	<b>69,173</b>



Comptroller/Treasurer's Report – May 18, 2023

**Municipal Services Commission  
Statement of Net Position  
As of April 30, 2023 and 2022**

	<u>2024</u>	<u>2023</u>
<b>ASSETS:</b>		
Current assets:		
Cash and equivalents	\$ 1,743,422	\$ 2,521,857
Investments	1,175,208	1,191,161
Accounts receivable, net	1,002,988	690,929
Inventories	847,404	765,689
Prepays	71,653	167,782
Restricted cash	735,012	650,082
Total current assets	<u>5,575,687</u>	<u>5,987,500</u>
Noncurrent assets:		
Capital assets not being depreciated:		
Land	43,796	45,386
Construction in progress	978,047	78,041
Capital assets net of accumulated depreciation:		
Buildings	707,256	272,730
Equipment	772,155	762,809
Infrastructure	14,367,846	10,969,161
Total noncurrent assets	<u>16,869,100</u>	<u>12,128,127</u>
Total assets	<u>22,444,787</u>	<u>18,115,627</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension	574,627	319,164
Regulatory accounting - substation	-	3,436,566
Total deferred outflows	<u>574,627</u>	<u>3,755,730</u>
 <b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	586,517	617,143
Accrued liabilities	25,406	23,394
Customer Deposits	745,815	688,499
Total current liabilities	<u>1,357,737</u>	<u>1,329,036</u>
Noncurrent liabilities:		
Due within one year	96,050	84,922
Due in more than one year	2,591,558	1,068,874
Total noncurrent liabilities	<u>2,687,608</u>	<u>1,153,796</u>
Total liabilities	<u>4,045,345</u>	<u>2,482,832</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension	250,334	472,843
Total deferred inflows	<u>250,334</u>	<u>472,843</u>
 <b>NET POSITION</b>		
Net investment in capital assets	16,128,098	12,128,127
Unrestricted	2,595,637	6,787,555
Total net position	<u>\$ 18,723,735</u>	<u>\$ 18,915,682</u>

Comptroller/Treasurer's Report – May 18, 2023

**Municipal Services Commission**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**As of April 30, 2023 and 2022**

	<u>2024</u>	<u>2023</u>
Operating Revenues:		
Water sales	\$ 194,065	\$ 194,047
Power sales	709,385	656,742
Miscellaneous	8,967	3,441
Total operating revenues	<u>912,417</u>	<u>854,230</u>
Less: free service	<u>(882)</u>	<u>(671)</u>
Net operating revenues	911,535	853,559
Purchase of water and power	469,606	487,347
Operating Expenses		
Salaries and benefits	188,779	226,248
Repairs and maintenance	83,778	92,869
Supplies	(2,267)	26,271
Utilities	4,664	4,642
Insurance	70,182	11,142
Professional fees	17,541	10,234
Administrative	30,132	17,640
Depreciation	90,318	58,128
Total operating expenses	<u>483,127</u>	<u>447,174</u>
Operating income (loss)	<u>(41,198)</u>	<u>(80,962)</u>
Nonoperating revenues (expenses):		
Net investment income	9,162	1,933
Realized gain (loss) on investments	-	-
Unrealized gain(loss) on investments	1,722	(32,187)
Gain (loss) on disposal of assets	-	(4,826)
Grant income	-	-
Grant Expense	-	-
Miscellaneous	131	(1,487)
Appropriations to Mayor & Council of New Castle		
Ordinary	(56,944)	(55,486)
City Services	(3,006)	(2,928)
Special	-	(2,590)
Total nonoperating revenues (expenses)	<u>(48,935)</u>	<u>(97,571)</u>
Income before capital contributions	<u>(90,133)</u>	<u>(178,533)</u>
Capital Contributions	<u>-</u>	<u>-</u>
Change in net position	(90,133)	(178,533)
Net position - beginning	<u>18,813,868</u>	<u>19,094,216</u>
Net position - ending	<u>\$ 18,723,735</u>	<u>\$ 18,915,683</u>

Comptroller/Treasurer's Report – May 18, 2023

**Municipal Services Commission  
Combining Balance Sheet by Fund  
As of April 30, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
<b>ASSETS:</b>						
Current assets:						
Cash and equivalents	-	-	1,743,422	2,521,857	1,743,422	2,521,857
Investments	176,281	178,674	998,927	1,012,487	1,175,208	1,191,161
Accounts receivable, net	169,150	168,112	833,838	522,817	1,002,988	690,929
Inventories	192,480	106,807	654,924	658,882	847,404	765,689
Prepays	17,458	58,829	54,195	108,953	71,653	167,782
Restricted cash	-	-	735,012	650,082	735,012	650,082
<b>Total current assets</b>	<b>555,369</b>	<b>512,422</b>	<b>5,020,318</b>	<b>5,475,078</b>	<b>5,575,687</b>	<b>5,987,500</b>
Noncurrent assets:						
Capital assets net being depreciated:						
Land	43,796	45,386	-	-	43,796	45,386
Construction in progress	465,388	68,576	512,659	9,465	978,047	78,041
Capital assets net of accumulated depreciation:						
Buildings	321,816	126,427	385,440	146,303	707,256	272,730
Equipment	250,415	294,230	521,740	468,579	772,155	762,809
Infrastructure	6,933,733	7,060,019	7,434,113	3,909,142	14,367,846	10,969,161
Total noncurrent assets	8,015,148	7,594,638	8,853,952	4,533,489	16,869,100	12,128,127
<b>Total assets</b>	<b>8,570,517</b>	<b>8,107,060</b>	<b>13,874,270</b>	<b>10,008,567</b>	<b>22,444,787</b>	<b>18,115,627</b>
DEFERRED OUTFLOWS OF RESOURCES						
Pension	258,583	143,624	316,044	175,540	574,627	319,164
Regulatory accounting - substation	-	-	-	3,436,566	-	3,436,566
Total deferred outflows	258,583	143,624	316,044	3,612,106	574,627	3,755,730

(Continued)

Comptroller/Treasurer's Report – May 18, 2023

**Municipal Services Commission  
Combining Balance Sheet by Fund  
As of April 30, 2023 and 2022**

	Water		Electric		Total
	2024	2023	2024	2023	
<b>LIABILITIES</b>					
Current liabilities					
Accounts payable	38,700	53,788	547,817	563,355	617,143
Accrued liabilities	13,080	10,378	12,325	13,016	23,394
Customer Deposits	(3,133)	1,812	748,948	686,687	688,499
Due to other funds	841,830	909,040	(841,830)	(909,040)	-
Total current liabilities					
Noncurrent liabilities:					
Due within one year	15,592	-	80,458	-	96,050
Due in more than one year.	1,159,414	555,332	1,432,144	598,464	2,591,558
Total noncurrent liabilities	1,175,006	555,332	1,512,602	598,464	1,153,796
Total liabilities	2,065,483	1,530,350	1,979,863	952,481	2,482,832
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Pension	112,650	212,779	137,684	260,064	472,843
Total deferred inflows	112,650	212,779	137,684	260,064	472,843
<b>NET POSITION</b>					
Net investment in capital assets	7,673,067	7,594,638	8,455,030	4,533,489	16,128,127
Unrestricted	(1,022,100)	(1,087,083)	3,617,737	7,874,639	6,787,555
Total net position	6,650,967	6,507,555	12,072,767	12,408,128	18,915,682

**Municipal Services Commission**  
**Combining Schedules of Revenues, Expenses, and Changes in Net Position by Fund**  
**For the twelve months ending April 30, 2023 and 2022**

	Water		Electric		Total
	2024	2023	2024	2023	
Operating Revenues:					
Charges for services	\$ 194,065	\$ 194,047	\$ 709,385	\$ 656,742	\$ 903,450
Miscellaneous	2,208	1,275	6,759	2,166	8,967
Total operating revenues	196,273	195,322	716,144	658,908	912,417
Less: free service	(279)	(260)	(603)	(411)	(882)
Net operating revenues	195,994	195,062	715,541	658,497	911,535
Purchase of water and power	1,823	1,750	467,783	485,597	469,606
Operating Expenses					
Salaries and benefits	91,399	112,094	97,380	114,154	188,779
Repairs and maintenance	79,103	81,679	4,675	11,190	83,778
Supplies	1,345	7,636	(3,612)	18,635	(2,267)
Utilities	2,993	2,744	1,671	1,898	4,664
Insurance	31,582	5,014	38,600	6,128	70,182
Professional fees	4,200	4,821	13,341	5,413	17,541
Administrative	14,812	6,329	15,320	11,311	30,132
Depreciation	27,435	26,952	62,883	31,176	90,318
Total operating expenses	252,869	247,269	230,258	199,905	483,127
Operating income (loss)	(58,698)	(53,957)	17,500	(27,005)	(41,198)

(Continued)

**Municipal Services Commission**  
**Combining Schedules of Revenues, Expenses, and Changes in Net Position by Fund**  
**For the twelve months ending April 30, 2023 and 2022**

	Water		Electric		Total
	2024	2023	2024	2023	
Nonoperating revenues (expenses):					
Net investment income	1,359	328	7,803	1,605	9,162
Realized gain (loss) on investments	-	-	-	-	-
Unrealized gain(loss) on investments	258	(4,828)	1,464	(27,359)	1,722
Gain (loss) on disposal of assets	-	(2,172)	-	(2,654)	(4,826)
Grant income	-	-	-	-	-
Grant Expense	-	-	-	-	-
Miscellaneous	(52)	(1,487)	182	-	131
Appropriations to Mayor & Council of New Castle					
Ordinary	(11,389)	(11,079)	(45,555)	(44,407)	(56,944)
City Services	(3,006)	(2,928)	-	-	(3,006)
Special	-	(2,590)	-	-	(2,590)
Total nonoperating revenues (expenses)	<u>(12,830)</u>	<u>(24,756)</u>	<u>(36,106)</u>	<u>(72,815)</u>	<u>(97,571)</u>
Income before capital contributions	(71,528)	(78,713)	(18,606)	(99,820)	(90,133)
Capital Contributions	-	-	-	-	-
Change in net position	(71,528)	(78,713)	(18,606)	(99,820)	(90,133)
Net position - beginning	6,722,495	6,586,268	12,091,373	12,507,948	18,813,868
Net position - ending	<u>\$ 6,650,967</u>	<u>\$ 6,507,555</u>	<u>\$12,072,767</u>	<u>\$12,408,128</u>	<u>\$18,723,735</u>
					<u>\$18,915,683</u>

Comptroller/Treasurer's Report – May 18, 2023

**Municipal Services Commission  
Capital & Projects Budget to Actual  
As of April 30, 2023**

Project	Total Approved Budget	Materials as of 3/31/2024	Remaining Budget as of 3/31/2024	Total Capitalized To Date (1)	Status
Vandyke Village Undergrounding	\$ 886,000.00	\$ 623,917.29	\$ 262,082.71	\$ 1,391,935	In Progress
AMI System - Electric	665,000	467,554	197,446	-	In Progress
Dobbinsville Relay Replacement	85,000	37,127	47,873	-	In Progress
Stake Body Truck	90,000	-	90,000	-	PO Issued
WIAC AMP Grant - MSC Asset Management \$100,000 RK&K Engineering (approved 07-01-19)	100,000	90,928	9,072	-	In Progress
AMI System - Water	1,281,000	357,462	923,538	-	In Progress
Toyota Pallet Lift	10,500	-	10,500	-	In Progress
T-8 Replacement	150,000	-	150,000	-	In Progress
	\$ 3,267,500.00	\$ 1,576,988.69	\$ 1,690,511.31		

(1) Includes capitalized labor and equipment costs.

# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

## Water Department Commission Meeting Report

May 18, 2023

Prepared by: Jay Guyer on May 11, 2023

### 1. Developer Projects

#### A. Riverbend Subdivision

1. MSC received plans for the proposed water main adjustment on North Heron Circle for compliance with the revised FEMA flood plain requirements. WUM Guyer reviewed the revised plans and returned comments to Civil Engineering Associates. WUS Jaeger forwarded Freedom Development MSC's requirements for performing water main installation. MSC will inspect the installation to ensure it complies with our Technical Water Specifications. Freedom Development has had a contractor on site clearing the trees/brush through the ROW area for the Water and Electric loop. Water Operators are performing field inspections as needed (curb stop to house) to ensure compliance with MSC standards and installing water meters.

#### B. Sheriffs House Renovation – Market Street

1. MSC has been working Riley Construction to ensure the fire system double check valve is installed in the correct location, tested, and certified.

### 2. MSC Projects

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

1. MSC, DEMEC, AMP, and Pro Meters have weekly meetings to discuss planning and implementation of the AMI metering system. WUM Guyer received the revised First Articles for testing and approval. Per AMP they want to wait until the recently shipped 4 updated 500W Modules are received, installed, and tested. Itron has not committed to a ship date for the 500W Water Modules.

#### B. Water System Asset Management Program

1. RK&K Prepared and forwarded a draft Asset Management Plan. WUM Guyer and WUS Jaeger have started reviewing the draft adding comments where needed and developing estimated costs for future projects associated with the plan goals.

#### C. Cross Connection Control Program – Hydro Corp

1. Hydro Corp continues working to make customer contact with non-compliant customers. WUM Guyer and WUS Jaeger assist Hydro Corp as needed with contacting customers.



# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

## Water Department Commission Meeting Report

May 18, 2023

Prepared by: Jay Guyer on May 11, 2023

### D. Hewlett, Janvier, and Megginson Avenue Water Main Replacement

1. WUM Guyer and WUS Jaeger met with Pennoni to discuss the Request for Proposal (RFP). A Draft RFP including plans was received and reviewed by MSC and comments returned to Pennoni. The advertisement and bid process time line were revised. The RFP is planned to be advertised the Week of May 15<sup>th</sup>, a pre-bid meeting scheduled for June 1<sup>st</sup>, questions due by June 12<sup>th</sup>, and BID due June 21<sup>st</sup> by 1:00pm. They will be publically opened and read immediately following.

### E. Administrative Office Renovation

1. MSC Water Operators completed working on the Administrative Office Renovation the week of May 1<sup>st</sup>. Final improvements will be completed in the Fall of 2023.

## 3. Operations

### A. Outages

1. There were no planned or unplanned water outages for the month of April 2023. Water outage report is attached.

### B. Reporting

1. Calgon Carbon Corporation (CCC) Pilot Study – The Study is ongoing collecting and transmitting daily data to CCC. MSC collects monthly PFAS samples for evaluation and comparison.
2. On April 18<sup>th</sup>, the Office of Drinking Water performed their Tri-Annual EPA Sanitary Survey on our Water System which consisted of visiting and inspecting all of the water sites. MSC received a certification letter on May 10<sup>th</sup> from our ODW representative stating no defects or deficiencies were observed during the survey.
3. On March 14<sup>th</sup>, the US EPA proposed the first national primary drinking water standards for six (6) PFAS compounds as part of their PFAS Strategic Roadmap. The proposed regulation was posted in the Federal Register and is open for a 60 day comment period that ends on June 12, 2023. WUM Guyer is following the comments.

# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

## Water Department Commission Meeting Report

May 18, 2023

Prepared by: Jay Guyer on May 11, 2023

4. MSC completed our first round of Unregulated Contaminant Monitoring Rule 5 (UCMR 5) sampling on March 8<sup>th</sup>. Lab results are still pending. The second round of sampling is schedule for September 2023.
5. Toby Hagerott, Penn Farm Manager, contacted WUM Guyer to finalize plans for the Penn Farm Day on May 18<sup>th</sup>. Toby indicated that about 100 - 6<sup>th</sup> Graders will be visiting the farm and rotating through multiple stations. WUS Jaeger and a Water Operator will handle the multiple tours of our School Lane Treatment Facility.

### C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on May 1<sup>st</sup> and 10<sup>th</sup> to maintain Chlorine Residual.
2. Monthly Meter Reading – Monthly meter reads were completed on May 12<sup>th</sup>. Operators followed up on check / missed reads as needed.
3. Carbon Filtration System – WUM Guyer continues working on scheduling an exchange for Vessel 1 with Virgin F400 Carbon. WUM Guyer and WUS Jaeger have had several meetings with Calgon Carbon Corporation (CCC) representatives in reference to the load of unusable reactivated carbon and the current carbon in the Vessels which they believe is unusable. WUM Guyer contacted Eurofins Laboratory in reference to having carbon samples from Vessel 1 and 2 tested for Gamma emitting radionuclides, Mercury, VOC's, and Semi Volatiles. WUM Guyer updated our DWSRF Representative on the issue and will forward the updated cost for the exchange including disposal so the Bond Bill MOU can be updated and submitted for reimbursement. MSC is working with CCC to better understand this issue.
4. On May 4<sup>th</sup>, Water samples were collected from MSC's 3 water supply wells and a sample from our Distribution Entry Point (DEP) then sent to Suburban Laboratory for Radiological testing including Radium 226, Radium 228, and Uranium 200.8.
5. Water Operators has resumed cutting and maintaining the grass in the Well Head Protected areas and Right of Ways and easements have been bush hogged.

### D. Grants and State Revolving Funds

1. WUM Guyer and WUS Jaeger worked with our Engineer Pennoni Associates to submit three (3) Notices of Intent (NOI's) for DWSRF Funding in February. The DWSRF 2023 Project Priority List (PPL) has been posted on their web site with our projects ranked as follows:

# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208  
P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

## Water Department Commission Meeting Report

May 18, 2023

Prepared by: Jay Guyer on May 11, 2023

# 5 - PFAS Treatment System Improvements - School Lane Treatment Facility  
# 11 - Lead Service Line Inventory – Physical Survey for Inventory Preparation  
# 16 - SCADA System Improvements – Update Software and Functionality  
WUM Guyer and WUS Jaeger will review and discuss the next steps for the projects.

2. WUM and WUS Jaeger worked with the Grant Assistance Program at the University of Delaware to prepare an application to receive a grant to install a fixed natural gas generator at the School Lane Treatment Facility. The grant was completed and submitted by the April 21<sup>st</sup> deadline. Per the Delaware Emergency Management Agency (DEMA), FEMA has the application in the review process and additional information has been provided as requested.

### E. Equipment

1. No equipment issues to report for the month of April.
2. The Toyota Walkie Stacker Forklift for School Lane Water Treatment Facility was delivered on May 11<sup>th</sup>. Training will be scheduled and conducted prior to the unit being placed in service.

### F. Personnel and Training

1. No personnel issues to report at this time.
2. Staff attended a 3 hour Basic First Aid Training on May 3<sup>rd</sup> and 4<sup>th</sup>.

### G. Safety

1. MSC Water Operators hold daily morning Tailgate Talks discussing jobs / tasks to be performed each day with potential hazards and control measures.
2. The MSC Safety Committee continues meeting biweekly reviewing and updating MSC's Safety Manual, Job Briefing Forms, and Safety Training. A final draft of the Safety Manual was printed on May 10<sup>th</sup>, distributed, and will be reviewed by each department before the June Committee Meeting.

# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

## Water Department Commission Meeting Report

May 18, 2023

Prepared by: Jay Guyer on May 11, 2023

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

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

1. The next Northern New Castle County Water Providers Check-In Meeting will be scheduled for July or August depending upon weather conditions.
2. DNREC is developing the new Water Supply Coordinating Council re-authorization documents to start the legislation process.

#### B. WRA – Water Resource Agency

1. WUM Guyer started sending weekly pump data to the University of Delaware WRA Staff.

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

1. The next DEWARN meeting is tentatively scheduled for July.

#### D. Water Operator Advisory Council

1. The May 4<sup>th</sup> meeting went well. Council reviewed 4 Water Operator License Applications, approved the March 2<sup>nd</sup> meeting minutes, reviewed and approved 8 training courses from Del Tech, Delaware Rural Water Association, and American Water Works Association. Council discussed candidates and options for filling the vacant Council Seats. The Sub Committee discussed progress reviewing the Operator Certification Regulations and written examination questions
2. The next Advisory Council meeting is scheduled for July 13<sup>th</sup>.

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

1. The next WIAC meeting is scheduled for June 21, 2023.

### End of Report

**Attachments:** April 2023 Water Works Report  
April 2023 Water Outage Tracking Sheet

**MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

www.newcastlemsc.com

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

**Monthly Water Works Report**

**April 1 - 30, 2023**

**Prepared By: Jay Guyer on May 11, 2023**

Water Production			FT 300		
Month	Year	Raw Total Gallons	Adjusted Finished Total Gallons	Raw Finished Gallons	Difference Gallons
April	2022	11,446,200	11,307,469	11,501,900	11,501,900
April	2023	11,501,900	11,422,033	11,422,033	11,422,033
	Difference	55,700	114,564		-79,867
	Percentage Difference	0.5	1.0		0.7

Well(s) in Operation Days Pumped	Basin Road Reserve Status	Frenchtown Road Resting	School Lane Resting	Cross Roads XXX
				30

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.39 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.3	7.6	7.4 - 7.8
Average Fluoride Residual	0.85 ppm	0.70 ppm	0.60 - 1.00 ppm

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

Miss Utility Locate Requests (Water and Electric Locates)	
	# Received 42
	# Completed 42
	# of Damages 0

Building Permit Review (Water Related Conflicts)	
	# Reviewed 45
	# Approved 45
	# Not Approved 0

**MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

[www.newcastlemsc.com](http://www.newcastlemsc.com)

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

**Monthly Water Outages / Interruptions Report**

**April 1 - 30, 2023**

**Prepared By: Jay Guyer on May 11, 2023**

<b>Planned Outage / Interruptions</b>		<b>No. of</b>	<b>Comments</b>
<b>Date</b>	<b>Approximate Duration Hours / Minutes</b>	<b>Customers</b>	

No Planned Outages or Interruptions for the Month of April 2023.

<b>Unplanned Outage / Interruptions</b>		<b>No. of</b>	<b>Comments</b>
<b>Date</b>	<b>Approximate Duration Hours / Minutes</b>	<b>Customers</b>	

No Unplanned Outages or Interruptions for the Month of April 2023.

**MUNICIPAL SERVICES COMMISSION**  
CITY OF NEW CASTLE, DELAWARE 19720-0208  
P.O. BOX 208

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

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

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**May 18, 2023**

**Prepared by Artie Granger on May 11, 2023**

1. **Developer Projects:**

A. **Riverbend Subdivision:**

- I. MSC Met on site to discuss the development of the next area. MSC discussed plans moving forward for the electric.
- II. MSC Met with the new site superintendent from Freedom Development to discuss the installation of the pathway from Centerpoint Industrial Park to Riverbend.
- III. Freedom Development has cleared the right of way to make way for this.
- IV. MSC has asked Freedom Development to provide us with a copy of their easements for this work.

2. **Capital Projects:**

a. **Substation Relay Replacement**

- I. MSC has been working with Utility Engineering to complete a design for the relay replacements for both substations.
- II. A draft has been completed by Utility Engineering. They have come up with information that will allow MSC to get this project complete in a few different ways.
  - i. Dobbinsville Substation is scheduled for relay replacement next year.
    1. This project will replace aging relays.
  - ii. Wilmington Road is scheduled for the year after.
    1. This project will replace aging relays as well as aging control wiring.
- III. MSC has contacted our SCADA contractor to get information / pricing on the SCADA portion of the relay replacement project.

b. **Van Dyke Village:**

- I. MSC has continued to install conduit and boxes on Casimir Drive.

3. **Capital Purchases:**

- I. Replacement T-12 Bucket truck

**MUNICIPAL SERVICES COMMISSION**  
CITY OF NEW CASTLE, DELAWARE 19720-0208  
P.O. BOX 208

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

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

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**May 18, 2023**

**Prepared by Artie Granger on May 11, 2023**

1. MSC has continued to work getting proposals for the replacement bucket truck.

II. **AMI**

1. MSC has installed the relays and access points as directed by AMP.
2. MSC has installed a few AMI meters though out are service area, these are being used to help verify that the system is working.
3. MSC is waiting to hear what the next step will be.

4. **Operations:**

5. **Outages :**

i. There was no outages in the last month.

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
41.26	1.0268	40.183	99.9921%

II. 05/1/22 – 05/1/23

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.



**MUNICIPAL SERVICES COMMISSION**  
CITY OF NEW CASTLE, DELAWARE 19720-0208  
P.O. BOX 208

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

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

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**May 18, 2023**

**Prepared by Artie Granger on May 11, 2023**

**6. Repairs and Maintenance:**

**A. Wilmington Road Substation:**

1. The electric department has performed the monthly inspections at this location.

**B. Dobbinsville Substation:**

1. The electric department has performed the monthly inspections at this location.

**C. T-2 Bucket Truck**

1. T-2 has had the motor replaced. MSC had all of the annual inspection completed for this truck. T-2 is back in service.