

Municipal Services Commission Monthly Meeting
August 17, 2023, 8:00 a.m.
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 8:00 a.m. with Mr. Scott Blomquist, Secretary, presiding.

Present: Sheila A. Shannon, Commissioner
William J. Barthel, Acting Commissioner
Valarie W. Leary, Mayor Elect
Scott L. Blomquist, Secretary

Staff in Attendance: Kendrick Natale, Comptroller
Jay Guyer, Manager, Water Utility
Artie Granger, Manager, Electric 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 Commissioner Shannon to approve the minutes of the July 27, 2023, meeting as presented. The motion was seconded by Acting Commissioner Barthel and unanimously passed.

June 15, 2023 Minutes – Mr. Blomquist stated that the City Solicitor informed him that the June 15, 2023, meeting should reflect that due to turnover in Commissioners and inability to attend, the June 15, 2023, minutes are to be filed as unapproved but official.

Comptroller/Treasurer Report – Mr. Natale reporting
(See attached report)

- Total cash on hand: \$2.9M
- Investment Portfolio: \$1.17M, which is a gain of approximately \$3,600 from prior month. The pension fund will be reviewed in detail at the September Board meeting.
- M&T Sweep Account: Currently paying 4.94% with a stable net asset value.
- Unrestricted cash on hand: 99 days at July 31, 2023, which was no change from prior month.
- Check Register Disbursements: Mr. Natale pointed out some particular payments that were fairly large:
 - \$170,000 – City of New Castle quarterly appropriation.
 - \$35,000 – Tyler Technologies, Inc. for financial and utility billing support fees.
 - \$35,000 – Department of Human Resources Financial Services for health insurance.
 - \$35,000 – Cirillo Brothers for paving at 100 Municipal Boulevard.

Mr. Natale explained that the drafts to M&T ONE CARD are for purchases made on procurement cards. He further explained the review process of all procurement card purchases.

In response to a question from Commissioner Shannon, Mr. Natale explained the separate entries for Tyler Technologies.

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Customer Service/Billing

- There were 23 service cuts in July.
- Three customers received approximately \$287 from New Castle Cares. The maximum allowed by that program is \$400 per account per year. There is currently \$4,300 in the NCC fund.

Electric Department

- User charges are under budget \$77,000 fiscal year to date.
- kWh sales were down 6% (416,000 kWh) from the same period last year
- Consumption was down across all classifications, and is approximately 7.5% lower than the 5-year average and 6.34% lower than prior year due to the mild weather.
- Hypothetical residential customer costs – New Castle’s residential rate is the lowest in the state with Delmarva being the highest. Mr. Blomquist explained DEMEC’s membership in the State, noting that DEMEC is working on having Dover become a member.
- Electric expenses had a favorable variance of \$29,000.
- Revenues are under budget by \$77,000 and are offset by a positive variance in the electric purchase cost. MSC’s rates are close to cost-to-serve.

Water Department

- User charges have a favorable variance of \$26,000 fiscal year to date.
- Consumption is in line with the same period last year and with the 5-year average. Year-to-date sales were 4.7% higher than the 5-year average and 8.9% higher than prior year related to selling 4.5M gallons to a neighboring vendor in June.
- Operating expenses are favorable YTD \$42,000 related to timing differences.

Mr. Natale explained the Capital and Projects Budget as of July 31, 2023. Mr. Blomquist noted that discussions on the budget will begin shortly and he will bring it to the Commissioners for a first review before the end of the year.

Electric Department Report – Mr. Granger reporting

(See attached report)

Capital Projects:

- Substation Relay Replacement Project – Mr. Granger has the budgetary numbers and can start working on the capital budget for the Dobbinsville relay replacement.
- Van Dyke Village – Work continues in Van Dyke Village. Restoration of concrete and blacktop has begun. Mr. Granger explained the status of the work yet to be done.

Capital Purchases:

- T-12 Bucket Truck – Mr. Granger is still working on getting proposals, and received pricing from three different manufacturers. Discussion of how to move forward and the process that was historically followed ensued. In response to a question from Commissioner Shannon, Mr. Natale explained the mechanics of the approval process, noting that management does not have the ability to purchase without approval from the Board. Mr. Natale briefly explained the

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accounting system. Mr. Granger noted that the approximate cost of the truck will be \$380,000. He noted that manufacturers are feeling more confident in their end pricing. This will be added to the September Agenda for discussion and possible action.

MSC Projects

- AMI Project – Mr. Granger noted that MSC has installed all recommended relays and access points as well as test meters at various locations. Pro Meters has started installing electric meters.

Outages:

- There were quite a few outages in the month. Several were relatively small; however, one outage on July 29th affected 700 customers for 45 minutes and 735 customers for 1.5 hours. This was the result of a relay coordination issue caused by a tree branch on 6th Street that took out the Dobbinsville Substation.

Repairs and Maintenance:

- Dobbinsville Substation – The Electric Department recommends that a Relay Coordination Study be completed before relays at the substations are replaced. Mr. Blomquist noted this is needed for the capital project and would like to move forward with the Study now. Mr. Granger noted this should be able to be done in this year's operating budget. A Coordination Study is planned for the Wilmington Road Substation as well. Mr. Granger explained the need for new relays and the proposed timeline. In response to a question from Commissioner Shannon, Mr. Granger stated that MSC uses Utility Engineering.

Water Department Report – Mr. Guyer reporting

(See attached report)

Developer Projects

- Riverbend Subdivision – The old water main on North Heron circle was removed after clearing the area. Soil is being imported to raise the elevation. An inspector was on site to observe soil placement and ensure compaction is appropriate where the new main will be installed. There are four building permits issued for townhouses in the back. MSC will have a discussion with the contractor about how many more homes they build without the interconnection with Centerpoint for water and electric.
- Sheriffs House Renovation – Both water services are still off due to internal structural issues and they will be restored when that has been resolved.
- Colonial School District – The water main for Wallace Wallin School has been replaced, tested and placed into service. When plumbing inside has been completed MSC will send bacterial tests to the Office of Engineering for an Approval to Operate.
- DeIDOT School Lane Trail – Rt. 273 to Rt. 13 – There was a meeting with MSC, DeIDOT, Artesian and the Trustees about the project. Adjustments for access that Mr. Guyer requested have been made and they agreed to permit the gate to stay in place with a few modifications for pedestrian and bike traffic to pass. The project is scheduled to begin March 2024.
- 106 Brylgon Avenue – The Water Service was installed with no issues and MSC is waiting to do the bacterial test.

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- 104/106 East 4th Street – The Water Services and meters were installed and MSC is waiting to do the bacterial test on internal plumbing.

MSC Projects

- AMI – The project is moving along. Weekly meetings are being held. Pro Meter began installing electric meters on August 2nd. Water operators started installing water meters on July 27th. Mr. Guyer noted the meters that still need to be installed. An issue that came up during reading is being corrected.
- Asset Management Program – Mr. Guyer returned comments to the engineer. The engineer submitted to do the presentation at the TriCon; however, the project was not accepted on his behalf. Mr. Guyer noted it was a good project for MSC.
- Cross Connection Control Program – Hydro Corp’s Proposal – Notices for the first mailing have gone out. MSC has reached out to non-compliant customers and has started getting City devices tested and certified.
- Hewlett, Janvier, and Meggison Avenue Water Main Replacement – Mr. Guyer followed up with Pennoni for next steps. A Notice of Award was sent out to the contractor and when documents are received back a pre-construction meeting will be scheduled to set a Notice to Proceed date.
- School Lane Treatment Facility PFAS Treatment System Improvements – Mr. Guyer received a draft of the full SRF loan application and has begun to review it. Mr. Guyer expressed his appreciation of MSC’s relationship with Pennoni.

Operations

- Calgon Carbon Corporation (CCC) Pilot Study Test – The study is ongoing. Routine sampling is being done twice a month.
- Drinking Water Standards – The EPA proposed the first primary drinking water standards for six PFAS compounds on March 14th. The comment period has passed. Mr. Guyer will continue to monitor this matter. A meeting is scheduled for September. Mr. Guyer was asked to be a presenter again this year for the EPA Region Three meeting. Mr. Blomquist gave his approval for Mr. Guyer’s participation.
- Unregulated Contaminant Monitoring Rule 5 – MSC received the UCMR 5 test results back on finished water. Mr. Guyer reported on the two compounds that came back with detects, noting that neither are one of the six compounds listed in the EPA’s proposed list of contaminants. The next round of testing will be the first week of September.
- East Basin Road Groundwater Site Superfund – Mr. Guyer was informed of meeting scheduled for August 22nd for the East Basin Road Groundwater Superfund Site. The EPA erroneously sent out the mailers before informing the utilities of the meeting. The site will treat 5,000 acres as a superfund site and that will hopefully open the site up for additional federal funds for cleanup and remediation, as well as assistance to the utilities. A discussion of possible remediation ensued.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed on July 10th and July 27th to maintain chlorine residual.

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- Monthly Meter Reads – Monthly meter reads were done on August 12th
- Carbon Filtration System – MSC is working through issues with contaminated carbon and radioactivity. All results are back from carbon testing in both vessels, carbon tested in Ohio and water tests. Mr. Guyer signed the remediation form for hauling waste. Carbon exchange is scheduled for the 30th and 31st of August. Mr. Guyer explained the process to be used and the special landfill facility. A follow-up meeting is scheduled for August 22nd with Calgon representatives and engineers. Mr. Guyer stated that he still questions whether the carbon in Ohio is MSC's or not. Mr. Guyer noted that the Bond Bill did cover the full cost for the two loads of carbon plus the load of virgin carbon and expressed his appreciation to the legislators and the SRF group for their diligence in this matter. Mr. Guyer also noted that the testing in June at the treatment facility, 220 Delaware Street and MSC's utility building were all non-detect for the 18 compounds tested.
- Van Dyke Village – Water operators worked with the Electric Department as needed with equipment operations, excavation, conduit installation and restoration.

Safety

- Tailgate Talks – Morning Tailgate Talks are conducted daily to discuss jobs/tasks.

Local, State and Federal Agencies

- Water Supply Coordinating Council – The next meeting is scheduled for early September barring any issues with dry weather or excessive heat. Weekly water condition reports look good for New Castle County.
- Water Operator Advisory Council – The Water Operator Advisory Council meeting went well. Council reviewed seven Water Operator License Applications, approved the May 4th minutes, and reviewed and approved one training course. The Council reviewed eight candidate applications to fill vacant seats on the Council. An invitation to join will be extended to two applicants. The next meeting is scheduled for September 14th.
- WIAC – Water Infrastructure Advisory Council – The next meeting is scheduled for September 20th.

Secretary's Report – Mr. Blomquist reporting

DEMEC

- The DEMEC meeting was cancelled due to a lack of agenda.
- The Board met on August 2nd for the DEMEC Board Retreat. Topics that were discussed included:
 - Significant events from 2022.
 - The Annual Board Survey Results.
 - Succession planning.
 - The DEMEC Organizational Chart.
 - Time-of-Use Rates and whether members want time-of-use rates. Mr. Blomquist noted that the industry is moving toward time-of-use rates through all customer classifications. MSC uses time-of-use rates for large commercial.
 - Current power supply and future power supply goals.
 - Staff Goals for 2024.

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Mr. Blomquist participated in the Governor's Energy Advisory Council. The goal of the Council is to advise the Governor on future laws for green energy and grid modernization. Mr. Blomquist noted that PJM gave a very enlightening presentation that included the 2005 levels of CO2 compared to today, noting that it is phenomenal how far the State has come. Mr. Blomquist will keep the Commissioners updated on future meetings.

The AFSCME Union contract is up March 31, 2024, and Mr. Blomquist will begin the process to schedule discussions.

Next Regular Meeting

Mr. Blomquist noted that the September DEMEC meeting is scheduled for September 14th and suggested that the September MSC Board meeting be set for September 28th. HUB International will be in attendance at the September meeting to review the Investment and Pension portfolio.

A motion to approve the next Board meeting as Thursday, September 28, 2023, was made by Commissioner Shannon and seconded by Acting Commissioner Barthel. The motion was unanimously passed.

A motion to adjourn was made by Commissioner Shannon and seconded by Acting Commissioner Barthel. The motion received unanimous approval and the meeting was adjourned at 9:02 a.m.



Kathleen R. Weirich, Stenographer

Approved: 

(Minutes transcribed from notes.)

Comptroller/Treasurer's Report



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

August 17, 2023 Commission Meeting
Prepared By: Ken Natale, CPFO on August 10, 2023

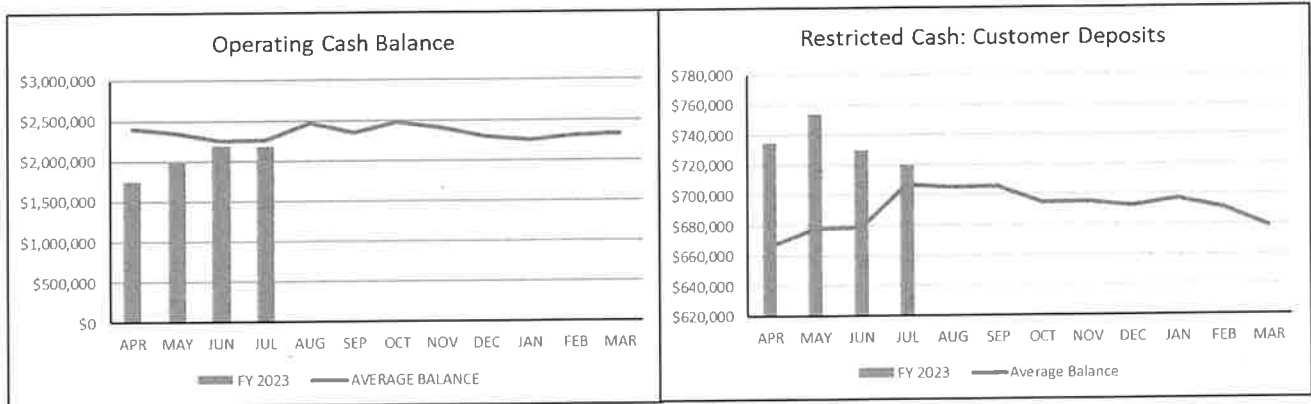
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Cash & Investments

As of July 31, 2023 the cash balances were:

M&T Bank Checking:	\$	549,985
M&T Investment Sweep:		1,627,793
M&T Bank MMA:		719,904
Petty Cash/Change Fund:		898
Total Cash on Hand:	\$	2,898,580



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

Beginning Balance	\$	2,197,655
Cash from customers		1,094,275
Interest Income		6,613
Bond Proceeds		-
Refunds to customers - deposits	(1,041)
Payments to suppliers for goods & services*	(1,019,504)
Bank service fees	(545)
Payments to employees for services	(98,777)
Net Cash Provided(Used)	(19,877)
Ending Cash Balance	\$	2,178,676

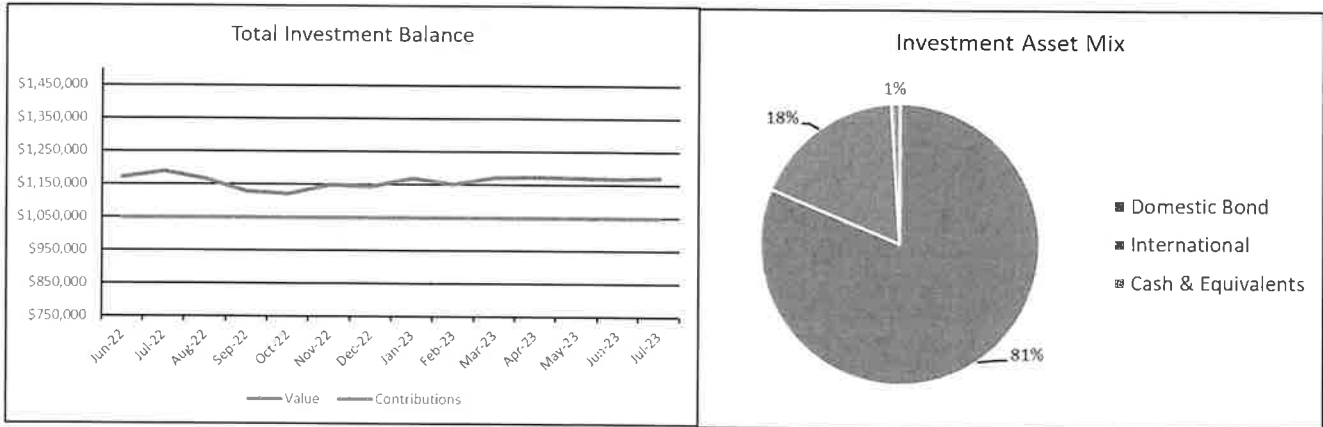
*A detailed check register for the month is available on page 3 of this report.

As of July 31, 2023 the value of the Commission's investment portfolio totaled \$1,171,818 which is a net gain of \$3,623 (0.3%) 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 4.94% interest and has a stable net asset value of \$1.00.

There was 99 days unrestricted cash on hand at July 31 (no change from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds).

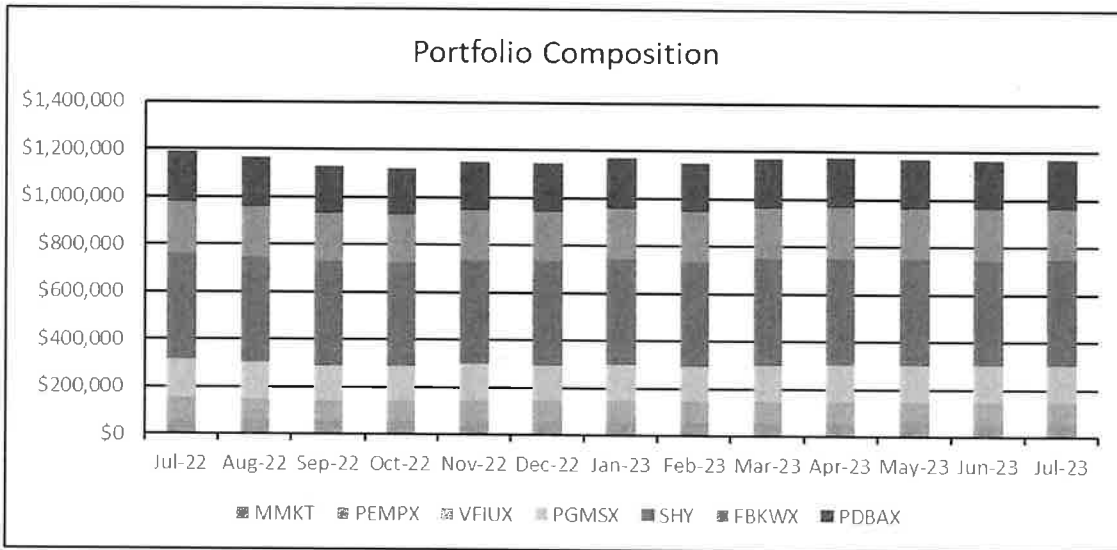
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The “domestic bond” category in the *Investment Asset Mix* chart above, includes US Government instruments and corporate bonds of US based organizations. The “international” category includes debt instruments of foreign governments as well as corporate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

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

Holdings	Symbol	Market Value	Est. Yield
Money Markets			
Insured Cash Accounts		\$ 8,742	0.60%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	214,544	4.07%
PGIM Total Return Bond CL A	PDBAX	207,512	5.36%
PIMCO Emerging Markets Bond I2	PEMPX	51,125	7.76%
T Rowe Price Global Multi Sector Bond I	PGMSX	157,941	4.12
Vanguard Intermediate Term Treasury	VFIUX	87,254	4.09%
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	444,700	2.15%
Total		\$1,171,818	



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JULY 2023 CHECK REGISTER

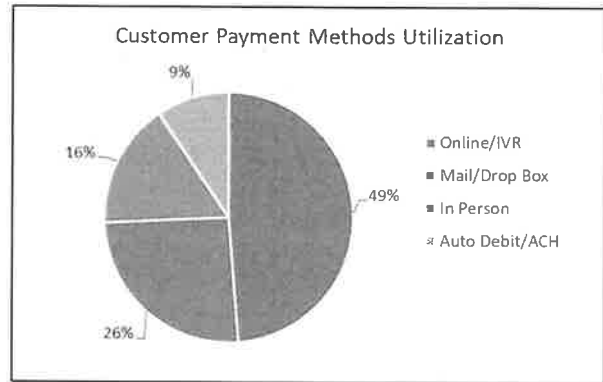
Number	Date	Vendor Name	Amount
201006	07/05/2023	Artesian Water Co Inc	\$ 2,031.11
201007	07/05/2023	Baker Tilly US LLP	1,040.00
201008	07/05/2023	City of New Castle	170,830.08
201009	07/05/2023	DEMEC Inc	1,005.73
201010	07/05/2023	SemaConnect	480.00
201011	07/05/2023	Tyler Technologies Inc.	35,549.06
201012	07/05/2023	United Electric Supply Co	333.96
201013	07/17/2023	Antonio's Lawn Service	1,300.00
201014	07/17/2023	Council 81	415.50
201015	07/17/2023	Coyne Chemical Co	5,691.00
201016	07/17/2023	Delaware Dept. of Labor (DETF)	299.25
201017	07/17/2023	Delmarva Power	144.17
201018	07/17/2023	Department of Human Resources Financial Services	35,614.34
201019	07/17/2023	Kendall Electric INC	927.19
201020	07/17/2023	McCollom D'Emilio Smith Uebler LLC	210.00
201021	07/17/2023	Pennoni Associates Inc.	7,755.25
201022	07/17/2023	Trans Union LLC	382.96
201023	07/17/2023	Tyler Technologies Inc.	8,225.00
201028	07/31/2023	Anixter	1,164.50
201029	07/31/2023	Artesian Water Co Inc	1,925.26
201030	07/31/2023	Cann Printing Inc.	920.00
201031	07/31/2023	CirilloBro	35,123.05
201032	07/31/2023	Consult Dynamics Inc DCA Net	20.00
201033	07/31/2023	DEMEC Inc	1,191.13
201034	07/31/2023	Kathleen R Weirich	285.00
201035	07/31/2023	Kendall Electric INC	3,325.90
201036	07/31/2023	Pitney Bowes Purchase Power	6,055.00
DFT00020107/07/2023		Maryland Child Support Account	184.62
DFT00020107/07/2023		Nationwide Retirement Sol	4,694.11
DFT00020107/07/2023		United States Treasury	18,521.52
DFT00020107/05/2023		COLONIAL LIFE	781.34
DFT00020107/06/2023		American Municipal Power Inc	4,471.99
DFT00020207/05/2023		M&T ONE CARD	16,083.65
DFT00020207/05/2023		Martin Marietta Materials Inc	1,064.63
DFT00020207/05/2023		United Electric Supply Co	36.00
DFT00020207/03/2023		OpenEdge	1,740.55
DFT00020207/17/2023		BRINKS CAPITAL	589.00
DFT00020207/11/2023		Nationwide Life Ins. Co. of America	22,897.42
DFT00020307/21/2023		Maryland Child Support Account	184.62
DFT00020307/21/2023		Nationwide Retirement Sol	4,876.55
DFT00020307/21/2023		United States Treasury	18,357.57
DFT00020307/31/2023		COMPTROLLER OF MARYLAND	1,057.89
DFT00020307/19/2023		DEMEC Inc	560,059.76
DFT00020307/28/2023		Delta Dental of Delaware Inc	1,767.06
DFT00020307/28/2023		Principal Financial Group	2,490.05
DFT00020307/27/2023		COLONIAL LIFE	781.34
DFT00020407/31/2023		Delaware Div. of Revenue	18,935.00
DFT00020407/21/2023		M&T ONE CARD	16,918.21
DFT00020407/21/2023		SFS Tools and Safety LLC	731.60
DFT00020407/21/2023		United Electric Supply Co	35.00
TOTAL PAYMENTS \$			1,019,503.92

Comptroller/Treasurer’s Report – August 17, 2023

Customer Service/Billing

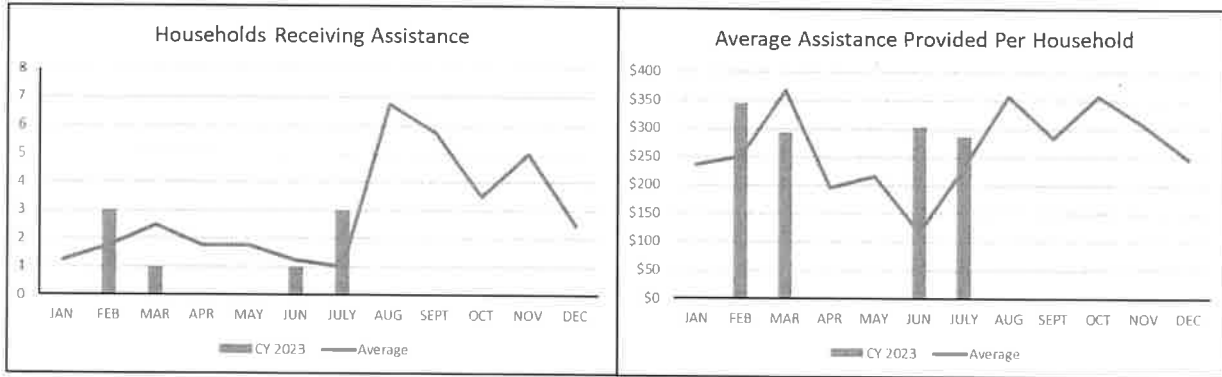
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,232
Delinquent & past due notices	314
Automated phone notifications	215
Payment arrangements	67
Contracts	0
Service cuts – June	23
Accounts sent to collections	0
Electric bad debt write-offs	\$0.00
Applications for service	25



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 June, the fund assisted three customers with approximately \$287. The maximum allowed by the program is \$400. The current balance in the fund is \$4,375.



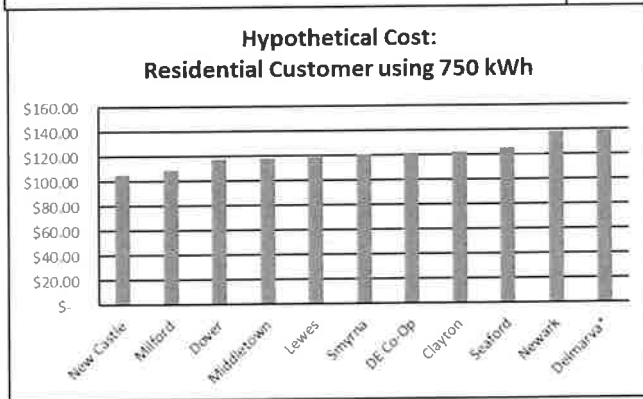
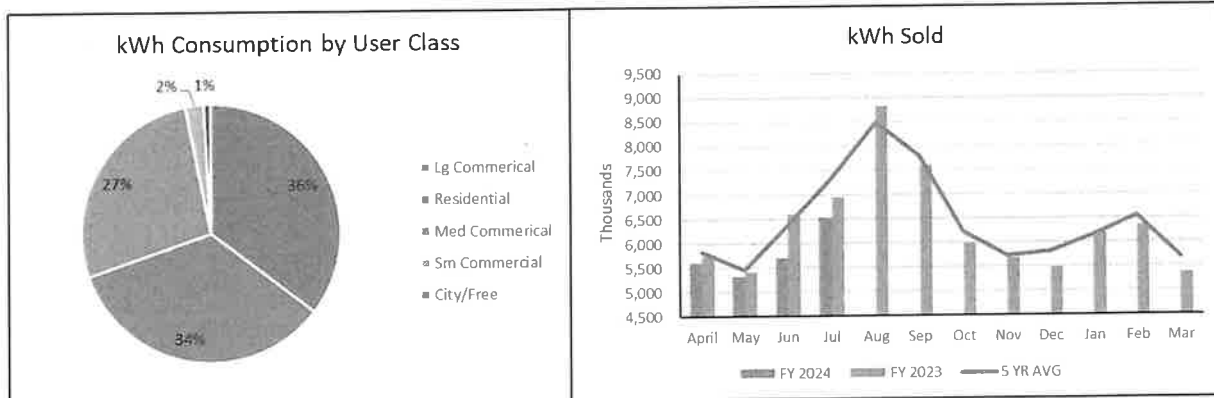
In addition to assistance provided through the New Castle Cares fund, five customers received an average of \$537 from other agencies or nonprofits that provide assistance for utility bills.

Below is a condensed aging report for *active* customers as of August 10, 2023:

Total	Current	30 Days	60 Days	90 Days	120 Days
\$246,205	\$231,346	\$14,279	\$3,279	\$1002	\$3701-

Electric Revenues

User charges are \$77,000 under budget fiscal year to date. July kWh sales decreased by approximately 6% (416,000 kWh) from the same period last year. Consumption was down in across all classifications, the biggest decrease was in large commercial (406,000 kWh). Consumption is approximately 7.5% lower than the 5-year average, and 6.34% lower than the prior year to date due to the mild weather compared to historical averages. This decrease in consumption is consistent with decreased consumption across DEMEC members as a whole.

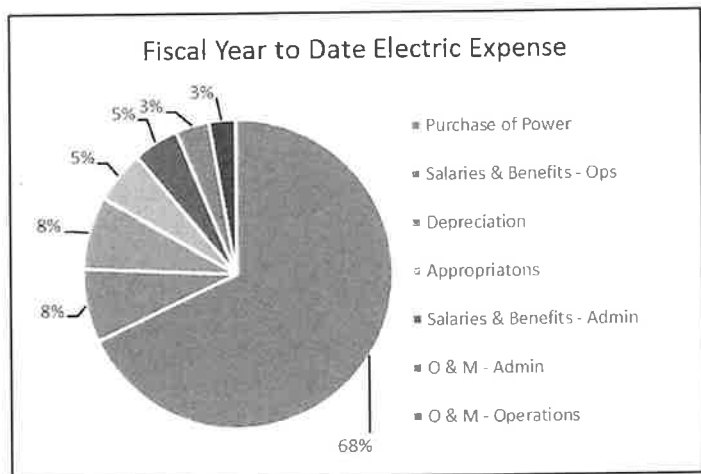


Each month, DEMEC provides a comparison of the cost of residential electric service. The analysis assumes a residential customer who uses 750 kWh per month. MSC's rate is 24.9% lower than Delmarva* and 13.4% lower than the co-op.

*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 (\$29,000). \$75,000 is related to decreased power purchase costs due to lower than anticipated consumption. The negative variance in operations' salaries & benefits is related mostly to increases in Compensated Absences as a result of vacation accruals that occurred in June. Other 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 \$162,000, which is what was expected at this point in the year. 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).



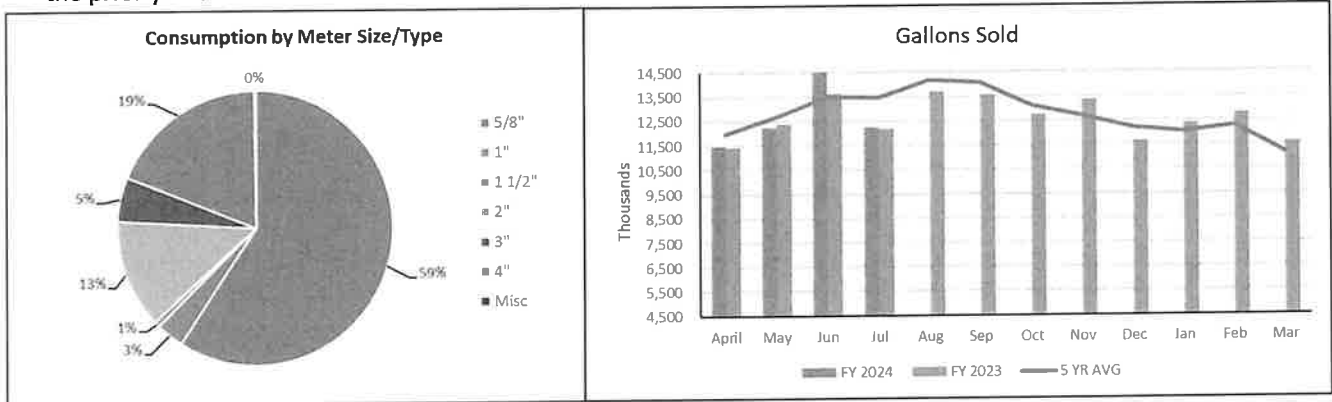
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**Municipal Services Commission
Budget to Actual Comparison – Electric
As of July 31, 2023**

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User charges	3,110,802	3,034,035	(76,767)	9,624,301
City service charges	17,442	16,848	(594)	52,000
MSC service charges	12,316	14,613	2,297	41,000
Miscellaneous income	11,524	24,621	13,097	61,210
<i>Total Operating Revenues</i>	<u>3,152,084</u>	<u>3,090,117</u>	<u>(61,967)</u>	<u>9,778,511</u>
Less: Free Service	2,220	1,745	475	8,000
<i>Net Operating Revenues</i>	<u>3,149,864</u>	<u>3,088,372</u>	<u>(61,492)</u>	<u>9,770,511</u>
Operating Expenses				
Purchase of Power	2,306,000	2,230,206	75,794	6,751,000
<i>Operations</i>				
Salaries and benefits	251,544	297,357	(45,813)	872,468
Insurance	28,780	27,902	878	51,186
Utilities	2,845	3,154	(309)	11,700
Repairs and maintenance	(46,124)	(9,192)	(36,932)	(82,900)
Supplies and materials	19,433	44,997	(25,564)	73,600
Professional fees	24,409	24,003	406	112,250
Depreciation	237,405	247,821	(10,416)	712,500
<i>Operations total</i>	<u>518,292</u>	<u>636,042</u>	<u>(117,750)</u>	<u>1,750,804</u>
<i>General & administrative</i>				
Salaries and benefits	168,710	157,934	10,776	518,853
Insurance	13,283	10,577	2,706	22,770
Utilities	3,680	3,278	402	11,731
Repairs and maintenance	4,404	2,634	1,770	7,860
Supplies and materials	9,369	12,678	(3,309)	29,500
Professional fees	102,776	61,186	41,590	141,340
Misc	36,936	26,107	10,829	95,328
Depreciation	9,330	2,992	6,338	28,000
<i>Total general & administrative</i>	<u>348,488</u>	<u>277,386</u>	<u>71,102</u>	<u>855,382</u>
<i>Total operating expenses</i>	<u>3,172,780</u>	<u>3,143,634</u>	<u>29,146</u>	<u>9,357,186</u>
Operating income	<u>(22,916)</u>	<u>(55,262)</u>	<u>(32,346)</u>	<u>413,325</u>
Nonoperating revenue(expense)				
Investment income	24,539	33,789	9,250	80,000
Investment expense	(1,215)	(1,151)	64	(2,500)
Unrealized gain(loss) on investment:	-	(9,986)	(9,986)	-
Grant expense	-	(480)	(480)	-
Other Expense	-	909	909	-
Appropriations				
Mayor and Council	(186,592)	(181,748)	4,844	(560,000)
Special	-	(3,525)	(3,525)	-
<i>Total nonoperating revenue(expense)</i>	<u>(163,268)</u>	<u>(162,192)</u>	<u>1,076</u>	<u>(482,500)</u>
Change in Net Position	(186,184)	(217,454)	(31,270)	(69,175)

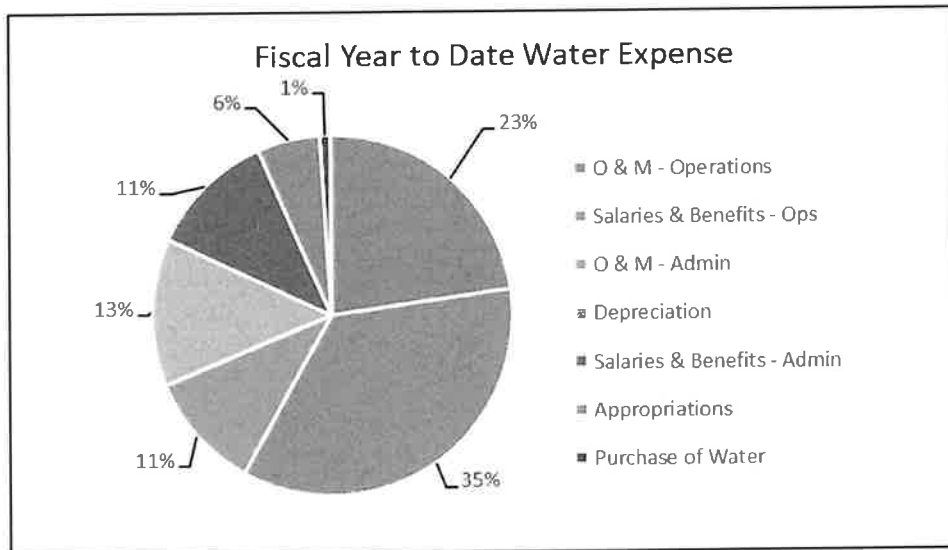
Water Revenues

User charges have a favorable variance of \$26,000 fiscal year to date. Water consumption for the month was in line with the same period last year when compared with the same period last fiscal year. The favorable variance is entirely related to selling water to Artesian in the beginning of June (4.5 million gallons). Fiscal year to date, water sales are 4.7% higher than the five-year average and 8.9% higher than the prior year.



Water Expenses

Water operating expenses have a favorable year to date variance (\$42,000). 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 an increase in net position of \$4,600, which is \$64,000 better than anticipated at this point in the year.



Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Budget to Actual Comparison – Water
As of July 31, 2023**

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	795,135	821,261	26,126	2,456,543
City Service Charges	12,057	9,522	(2,535)	37,000
MSC Service Charges	1,449	-	(1,449)	3,500
Miscellaneous Income	5,342	6,809	1,467	28,790
<i>Total Operating Revenues</i>	<u>813,983</u>	<u>837,592</u>	<u>23,609</u>	<u>2,525,833</u>
Less: Free Service	1,353	1,270	83	4,000
<i>Net Operating Revenues</i>	<u>812,630</u>	<u>836,322</u>	<u>23,692</u>	<u>2,521,833</u>
Operating Expenses				
Purchase of water	9,419	7,651	1,768	26,000
<i>Operations Dept</i>				
Salaries and benefits	289,870	289,821	49	920,789
Insurance	30,997	22,829	8,168	56,968
Utilities	9,042	10,307	(1,265)	28,770
Repairs and maintenance	69,872	108,066	(38,194)	172,112
Supplies and materials	40,946	31,791	9,155	131,435
Professional fees	25,838	13,801	12,037	86,502
Depreciation	102,092	107,562	(5,470)	306,400
<i>Total operations</i>	<u>568,657</u>	<u>584,177</u>	<u>(15,520)</u>	<u>1,702,976</u>
<i>General & administrative</i>				
Salaries and benefits	100,236	93,794	6,442	305,605
Insurance	10,868	8,655	2,213	18,630
Utilities	3,106	2,682	424	9,961
Repairs and maintenance	6,632	2,154	4,478	11,610
Supplies and materials	6,290	9,480	(3,190)	20,400
Professional fees	20,147	14,963	5,184	35,884
Miscellaneous	85,805	49,526	36,279	137,094
Depreciation	6,331	1,445	4,886	19,000
<i>Total general & administrative</i>	<u>239,415</u>	<u>182,699</u>	<u>56,716</u>	<u>558,184</u>
<i>Total operating expenses</i>	<u>817,491</u>	<u>774,527</u>	<u>42,964</u>	<u>2,287,160</u>
Operating Income	(4,861)	61,795	66,656	234,673
Nonoperating revenue(expense)				
Investment income	4,541	5,945	1,404	15,000
Investment expense	(243)	(203)	40	(500)
Unrealized gain(loss) on investment:	-	(1,762)	(1,762)	-
Other Expense	-	(2,860)	(2,860)	-
Appropriations				
Mayor and Council	(46,648)	(46,025)	623	(140,000)
City Services	(13,024)	(12,267)	757	(40,000)
<i>Total nonoperating revenue(expense)</i>	<u>(55,374)</u>	<u>(57,172)</u>	<u>(1,798)</u>	<u>(165,500)</u>
Change in Net Position	(60,235)	4,623	64,858	69,173

Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Statement of Net Position
As of July 31, 2023 and 2022**

	<u>2024</u>	<u>2023</u>
ASSETS:		
Current assets:		
Cash and equivalents	\$ 2,178,676	\$ 2,313,320
Investments	1,171,818	1,189,838
Accounts receivable, net	742,578	1,647,714
Inventories	847,755	787,220
Prepays	69,851	173,787
Restricted cash	719,904	825,274
Total current assets	<u>5,730,582</u>	<u>6,937,153</u>
Noncurrent assets:		
Capital assets not being depreciated:		
Land	43,796	45,386
Construction in progress	1,465,091	340,706
Capital assets net of accumulated depreciation:		
Buildings	698,523	266,370
Equipment	739,555	729,795
Infrastructure	14,160,018	10,851,691
Total noncurrent assets	<u>17,106,983</u>	<u>12,233,948</u>
Total assets	<u>22,837,565</u>	<u>19,171,101</u>
 DEFERRED OUTFLOWS OF RESOURCES		
Pension	574,627	319,164
Regulatory accounting - substation	-	3,436,566
Total deferred outflows	<u>574,627</u>	<u>3,755,730</u>
 LIABILITIES		
Current liabilities:		
Accounts payable	1,166,909	1,528,041
Accrued liabilities	50,019	46,860
Customer Deposits	853,822	915,705
Total current liabilities	<u>2,070,750</u>	<u>2,490,606</u>
Noncurrent liabilities:		
Due within one year	96,050	84,922
Due in more than one year	2,394,019	1,068,419
Total noncurrent liabilities	<u>2,490,069</u>	<u>1,153,341</u>
Total liabilities	<u>4,560,819</u>	<u>3,643,947</u>
 DEFERRED INFLOWS OF RESOURCES		
Pension	250,334	472,843
Total deferred inflows	<u>250,334</u>	<u>472,843</u>
 NET POSITION		
Net investment in capital assets	16,375,068	12,233,948
Unrestricted	2,225,971	6,576,094
Total net position	<u>\$ 18,601,039</u>	<u>\$ 18,810,042</u>

Comptroller/Treasurer's Report – August 17, 2023

Municipal Services Commission
Statement of Revenues, Expenses, and Changes in Net Position
As of July 31, 2023 and 2022

	2024	2023
Operating Revenues:		
Water sales	\$ 830,784	\$ 760,069
Power sales	3,065,496	2,918,626
Miscellaneous	31,430	15,704
Total operating revenues	3,927,710	3,694,399
Less: free service	(3,015)	(2,386)
Net operating revenues	3,924,695	3,692,013
Purchase of water and power	2,237,857	2,314,666
Operating Expenses		
Salaries and benefits	838,905	781,117
Repairs and maintenance	154,015	139,270
Supplies	78,806	57,543
Utilities	19,420	18,093
Insurance	69,962	44,569
Professional fees	64,978	49,032
Administrative	94,398	58,316
Depreciation	359,819	233,288
Total operating expenses	1,680,303	1,381,228
Operating income (loss)	6,535	(3,881)
Nonoperating revenues (expenses):		
Net investment income	38,380	8,145
Realized gain (loss) on investments	-	-
Unrealized gain(loss) on investments	(11,748)	(38,555)
Gain (loss) on disposal of assets	-	(4,826)
Grant income	-	4,050
Grant Expense	(480)	(4,530)
Miscellaneous	(1,951)	(2,542)
Appropriations to Mayor & Council of New Castle		
Ordinary	(227,773)	(221,946)
City Services	(12,267)	(11,917)
Special	(3,525)	(8,173)
Total nonoperating revenues (expenses)	(219,364)	(280,294)
Income before capital contributions	(212,829)	(284,174)
Capital Contributions	-	-
Change in net position	(212,829)	(284,174)
Net position - beginning	18,813,868	19,094,216
Net position - ending	\$ 18,601,039	\$ 18,810,042

**Municipal Services Commission
Combining Balance Sheet by Department
As of July 31, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
ASSETS:						
Current assets:						
Cash and equivalents	-	-	2,178,676	2,313,320	2,178,676	2,313,320
Investments	175,773	178,476	996,045	1,011,362	1,171,818	1,189,838
Accounts receivable, net	171,281	149,822	571,297	1,497,892	742,578	1,647,714
Inventories	179,471	106,797	668,284	680,423	847,755	787,220
Prepays	18,061	60,054	51,790	113,733	69,851	173,787
Restricted cash	-	-	719,904	825,274	719,904	825,274
Total current assets	544,586	495,149	5,185,996	6,442,004	5,730,582	6,937,153
Noncurrent assets:						
Capital assets not being depreciated:						
Land	43,796	45,386	-	-	43,796	45,386
Construction in progress	821,037	96,793	644,054	243,913	1,465,091	340,706
Capital assets net of accumulated depreciation:						
Buildings	317,849	123,528	380,674	142,842	698,523	266,370
Equipment	242,118	279,519	497,437	450,276	739,555	729,795
Infrastructure	6,877,382	7,000,098	7,282,636	3,851,593	14,160,018	10,851,691
Total noncurrent assets	8,302,182	7,545,324	8,804,801	4,688,624	17,106,983	12,233,948
Total assets	8,846,768	8,040,473	13,990,797	11,130,628	22,837,565	19,171,101
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)

**Municipal Services Commission
Combining Balance Sheet by Department
As of July 31, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
LIABILITIES						
Current liabilities						
Accounts payable	362,155	48,251	804,754	1,479,790	1,166,909	1,528,041
Accrued liabilities	24,157	21,087	25,862	25,773	50,019	46,860
Customer Deposits	119,885	48,389	733,937	867,316	853,822	915,705
Due to other funds	552,221	722,278	(552,221)	(722,278)	-	-
Total current liabilities	1,058,418	840,005	1,012,332	1,650,601	2,070,750	2,490,606
Noncurrent liabilities:						
Due within one year	15,592	-	80,458	-	96,050	-
Due in more than one year.	1,191,571	555,332	1,202,448	598,009	2,394,019	1,153,341
Total noncurrent liabilities	1,207,163	555,332	1,282,906	598,009	2,490,069	1,153,341
Total liabilities	2,265,581	1,395,337	2,295,238	2,248,610	4,560,819	3,643,946
DEFERRED INFLOWS OF RESOURCES						
Pension	112,650	212,779	137,684	260,064	250,334	472,843
Total deferred inflows	112,650	212,779	137,684	260,064	250,334	472,843
NET POSITION						
Net investment in capital assets	7,953,425	7,545,324	8,421,643	4,688,624	16,375,068	12,233,948
Unrestricted	(1,226,305)	(969,343)	3,452,276	7,545,437	2,225,971	6,576,094
Total net position	6,727,120	6,575,981	11,873,919	12,234,061	18,601,039	18,810,042

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the four months ending July 31, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
Operating Revenues:						
Charges for services	\$ 830,784	\$ 760,069	\$ 3,065,496	\$ 2,918,626	\$ 3,896,280	\$ 3,678,695
Miscellaneous	6,809	4,792	24,621	10,912	31,430	15,704
Total operating revenues	837,593	764,861	3,090,117	2,929,538	3,927,710	3,694,399
Less: free service	(1,270)	(1,219)	(1,745)	(1,167)	(3,015)	(2,386)
Net operating revenues	836,323	763,642	3,088,372	2,928,371	3,924,695	3,692,013
Operating Expenses						
Purchase of water and power	7,651	7,585	2,230,206	2,307,081	2,237,857	2,314,666
Salaries and benefits	383,615	370,782	455,290	410,335	838,905	781,117
Repairs and maintenance	110,941	104,897	43,074	34,373	154,015	139,270
Supplies	40,984	23,952	37,822	33,591	78,806	57,543
Utilities	12,988	10,949	6,432	7,144	19,420	18,093
Insurance	31,483	20,056	38,479	24,513	69,962	44,569
Professional fees	26,114	29,906	38,864	19,126	64,978	49,032
Administrative	51,743	26,016	42,655	32,300	94,398	58,316
Depreciation	109,007	108,255	250,812	125,033	359,819	233,288
Total operating expenses	774,526	702,398	3,143,634	2,993,496	3,918,160	3,695,894
Operating income (loss)	61,797	61,244	(55,262)	(65,125)	6,535	(3,881)

(Continued)

Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the four months ending July 31, 2023 and 2022

	Water		Electric		Total
	2024	2023	2024	2023	
Nonoperating revenues (expenses):					
Net investment income	5,742	1,262	32,638	6,883	38,380
Realized gain (loss) on investments	-	-	-	-	-
Unrealized gain(loss) on investments	(1,762)	(5,783)	(9,986)	(32,772)	(11,748)
Gain (loss) on disposal of assets	-	(2,172)	-	(2,654)	(4,826)
Grant income	-	4,050	-	-	4,050
Grant Expense	-	(4,050)	(480)	(480)	(4,530)
Miscellaneous	(2,860)	(1,965)	909	(577)	(1,951)
Appropriations to Mayor & Council of New Castle					
Ordinary	(46,025)	(44,317)	(181,748)	(177,629)	(227,773)
City Services	(12,267)	(11,917)	-	-	(12,267)
Special	-	(6,639)	(3,525)	(1,534)	(3,525)
Total nonoperating revenues (expenses)	<u>(57,172)</u>	<u>(71,531)</u>	<u>(162,192)</u>	<u>(208,763)</u>	<u>(219,364)</u>
Income before capital contributions	4,625	(10,287)	(217,454)	(273,888)	(212,829)
Capital Contributions	-	-	-	-	-
Change in net position	4,625	(10,287)	(217,454)	(273,888)	(212,829)
Net position - beginning	6,722,495	6,586,268	12,091,373	12,507,948	18,813,868
Net position - ending	<u>\$ 6,727,120</u>	<u>\$ 6,575,981</u>	<u>\$11,873,919</u>	<u>\$12,234,061</u>	<u>\$18,601,039</u>
					<u>(284,174)</u>
					<u>8,145</u>
					<u>(38,555)</u>
					<u>(4,826)</u>
					<u>4,050</u>
					<u>(4,530)</u>
					<u>(2,542)</u>
					<u>(221,946)</u>
					<u>(11,917)</u>
					<u>(8,173)</u>
					<u>(280,294)</u>
					<u>(284,174)</u>

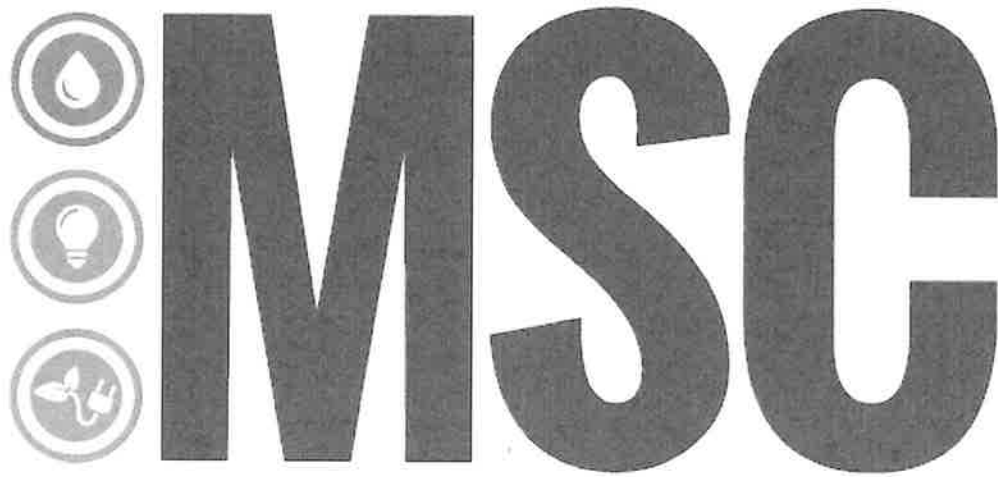
Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Capital & Projects Budget to Actual
As of July 31, 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	\$ 691,277.00	\$ 194,723.00	\$ 1,391,935	In Progress
AMI System - Electric	665,000	475,728	189,272	-	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	702,161	578,839	-	In Progress
Toyota Pallet Lift	10,500	11,428	(928)	11,428	Complete
T-8 Replacement	150,000	-	150,000	-	In Progress
	\$ 3,267,500.00	\$ 2,008,649.40	\$ 1,258,850.60		

(1) Includes capitalized labor and equipment costs.

Comptroller/Treasurer's Report



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

August 17, 2023 Commission Meeting
Prepared By: Ken Natale, CPFO on August 10, 2023

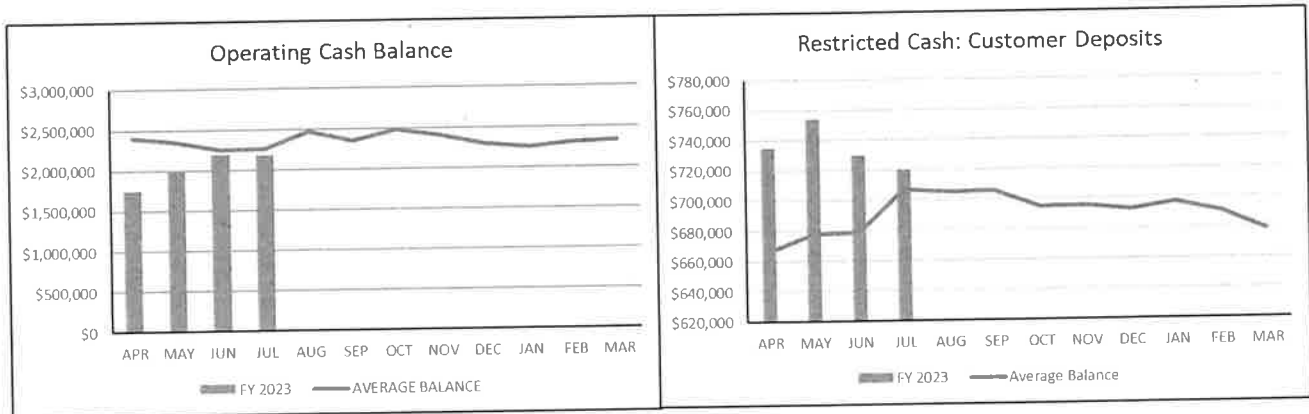
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Cash & Investments

As of July 31, 2023 the cash balances were:

M&T Bank Checking:	\$	549,985
M&T Investment Sweep:		1,627,793
M&T Bank MMA:		719,904
Petty Cash/Change Fund:		898
Total Cash on Hand:	\$	2,898,580



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

Beginning Balance	\$	2,197,655
Cash from customers		1,094,275
Interest Income		6,613
Bond Proceeds		-
Refunds to customers - deposits	(1,041)
Payments to suppliers for goods & services*	(1,019,504)
Bank service fees	(545)
Payments to employees for services	(98,777)
Net Cash Provided(Used)	(19,877)
Ending Cash Balance	\$	2,178,676

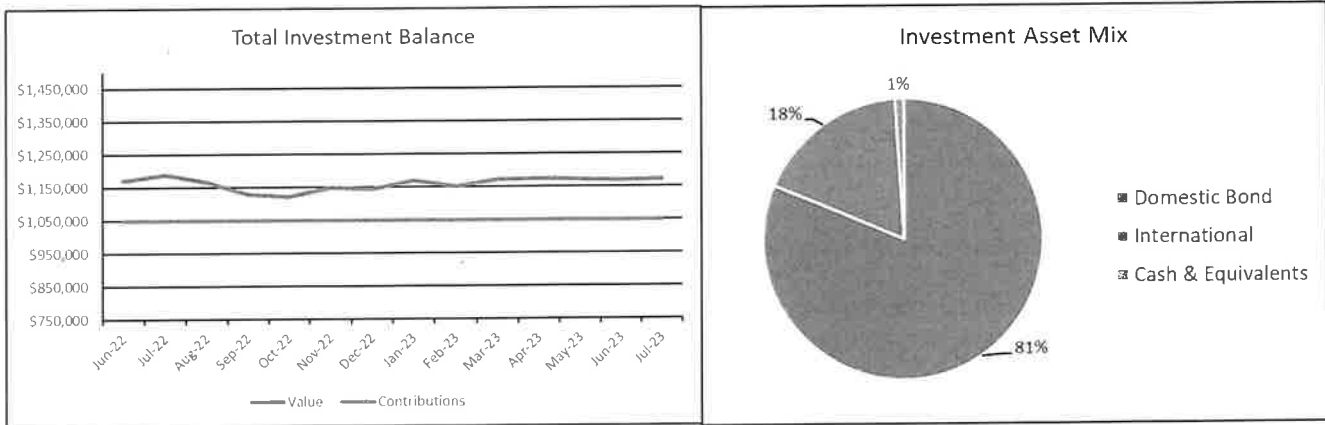
*A detailed check register for the month is available on page 3 of this report.

As of July 31, 2023 the value of the Commission's investment portfolio totaled \$1,171,818 which is a net gain of \$3,623 (0.3%) 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 (FGTX) which currently pays 4.94% interest and has a stable net asset value of \$1.00.

There was 99 days unrestricted cash on hand at July 31 (no change from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds).

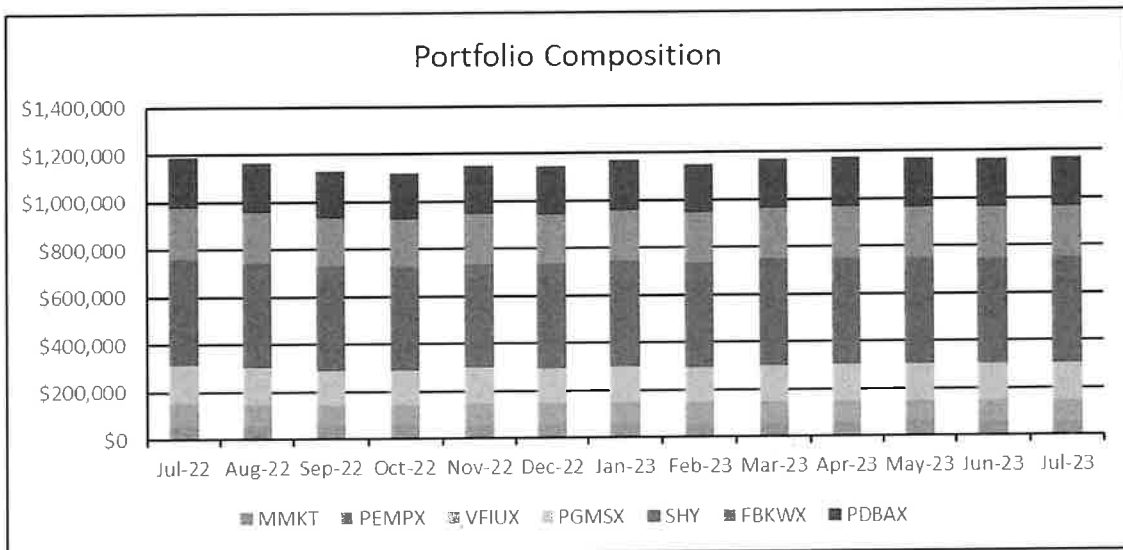
Comptroller/Treasurer's Report – August 17, 2023



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
Money Markets			
Insured Cash Accounts		\$ 8,742	0.60%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	214,544	4.07%
PGIM Total Return Bond CL A	PDBAX	207,512	5.36%
PIMCO Emerging Markets Bond I2	PEMPX	51,125	7.76%
T Rowe Price Global Multi Sector Bond I	PGMSX	157,941	4.12
Vanguard Intermediate Term Treasury	VFIUX	87,254	4.09%
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	444,700	2.15%
Total		\$1,171,818	



Comptroller/Treasurer's Report – August 17, 2023

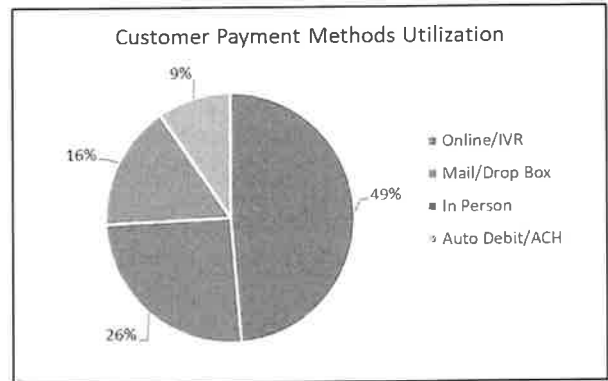
JULY 2023 CHECK REGISTER

Number	Date	Vendor Name	Amount
201006	07/05/2023	Artesian Water Co Inc	\$ 2,031.11
201007	07/05/2023	Baker Tilly US LLP	1,040.00
201008	07/05/2023	City of New Castle	170,830.08
201009	07/05/2023	DEMEC Inc	1,005.73
201010	07/05/2023	SemaConnect	480.00
201011	07/05/2023	Tyler Technologies Inc.	35,549.06
201012	07/05/2023	United Electric Supply Co	333.96
201013	07/17/2023	Antonio's Lawn Service	1,300.00
201014	07/17/2023	Council 81	415.50
201015	07/17/2023	Coyne Chemical Co	5,691.00
201016	07/17/2023	Delaware Dept. of Labor (DETF)	299.25
201017	07/17/2023	Delmarva Power	144.17
201018	07/17/2023	Department of Human Resources Financial Services	35,614.34
201019	07/17/2023	Kendall Electric INC	927.19
201020	07/17/2023	McCullom D'Emilio Smith Uebler LLC	210.00
201021	07/17/2023	Pennoni Associates Inc.	7,755.25
201022	07/17/2023	Trans Union LLC	382.96
201023	07/17/2023	Tyler Technologies Inc.	8,225.00
201028	07/31/2023	Anixter	1,164.50
201029	07/31/2023	Artesian Water Co Inc	1,925.26
201030	07/31/2023	Cann Printing Inc.	920.00
201031	07/31/2023	CirilloBro	35,123.05
201032	07/31/2023	Consult Dynamics Inc DCA Net	20.00
201033	07/31/2023	DEMEC Inc	1,191.13
201034	07/31/2023	Kathleen R Weirich	285.00
201035	07/31/2023	Kendall Electric INC	3,325.90
201036	07/31/2023	Pitney Bowes Purchase Power	6,055.00
DFT000201	07/07/2023	Maryland Child Support Account	184.62
DFT000201	07/07/2023	Nationwide Retirement Sol	4,694.11
DFT000201	07/07/2023	United States Treasury	18,521.52
DFT000201	07/05/2023	COLONIAL LIFE	781.34
DFT000201	07/06/2023	American Municipal Power Inc	4,471.99
DFT000202	07/05/2023	M&T ONE CARD	16,083.65
DFT000202	07/05/2023	Martin Marietta Materials Inc	1,064.63
DFT000202	07/05/2023	United Electric Supply Co	36.00
DFT000202	07/03/2023	OpenEdge	1,740.55
DFT000202	07/17/2023	BRINKS CAPITAL	589.00
DFT000202	07/11/2023	Nationwide Life Ins. Co. of America	22,897.42
DFT000203	07/21/2023	Maryland Child Support Account	184.62
DFT000203	07/21/2023	Nationwide Retirement Sol	4,876.55
DFT000203	07/21/2023	United States Treasury	18,357.57
DFT000203	07/31/2023	COMPTROLLER OF MARYLAND	1,057.89
DFT000203	07/19/2023	DEMEC Inc	560,059.76
DFT000203	07/28/2023	Delta Dental of Delaware Inc	1,767.06
DFT000203	07/28/2023	Principal Financial Group	2,490.05
DFT000203	07/27/2023	COLONIAL LIFE	781.34
DFT000204	07/31/2023	Delaware Div. of Revenue	18,935.00
DFT000204	07/21/2023	M&T ONE CARD	16,918.21
DFT000204	07/21/2023	SFS Tools and Safety LLC	731.60
DFT000204	07/21/2023	United Electric Supply Co	35.00
TOTAL PAYMENTS \$			1,019,503.92

Customer Service/Billing

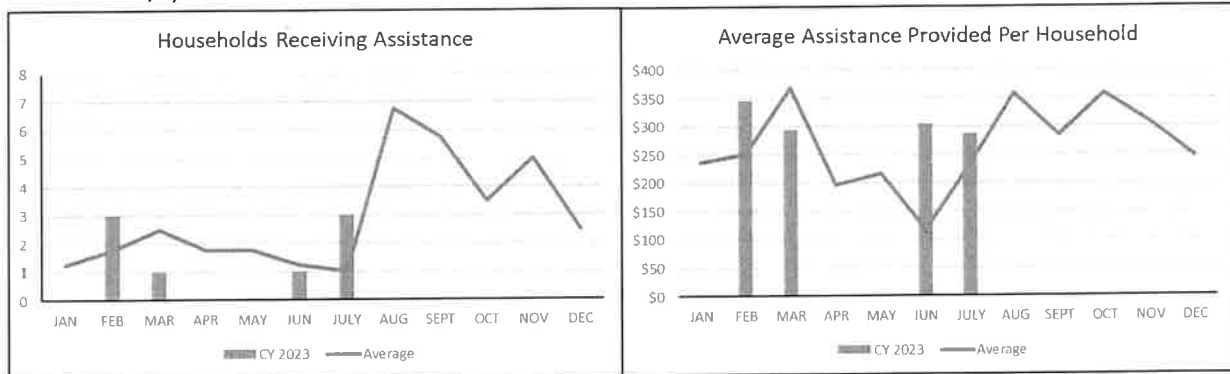
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,232
Delinquent & past due notices	314
Automated phone notifications	215
Payment arrangements	67
Contracts	0
Service cuts – June	23
Accounts sent to collections	0
Electric bad debt write-offs	\$0.00
Applications for service	25



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 June, the fund assisted three customers with approximately \$287. The maximum allowed by the program is \$400. The current balance in the fund is \$4,375.



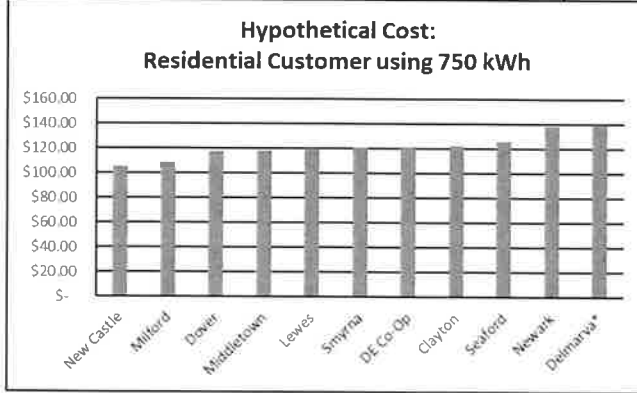
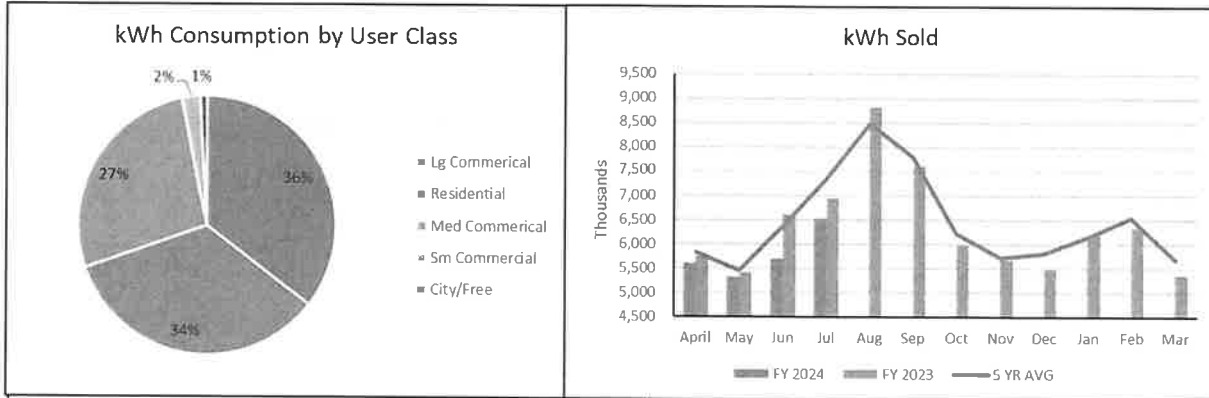
In addition to assistance provided through the New Castle Cares fund, five customers received an average of \$537 from other agencies or nonprofits that provide assistance for utility bills.

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

Total	Current	30 Days	60 Days	90 Days	120 Days
\$246,205	\$231,346	\$14,279	\$3,279	\$1002	\$3701-

Electric Revenues

User charges are \$77,000 under budget fiscal year to date. July kWh sales decreased by approximately 6% (416,000 kWh) from the same period last year. Consumption was down in across all classifications, the biggest decrease was in large commercial (406,000 kWh). Consumption is approximately 7.5% lower than the 5-year average, and 6.34% lower than the prior year to date due to the mild weather compared to historical averages. This decrease in consumption is consistent with decreased consumption across DEMEC members as a whole.

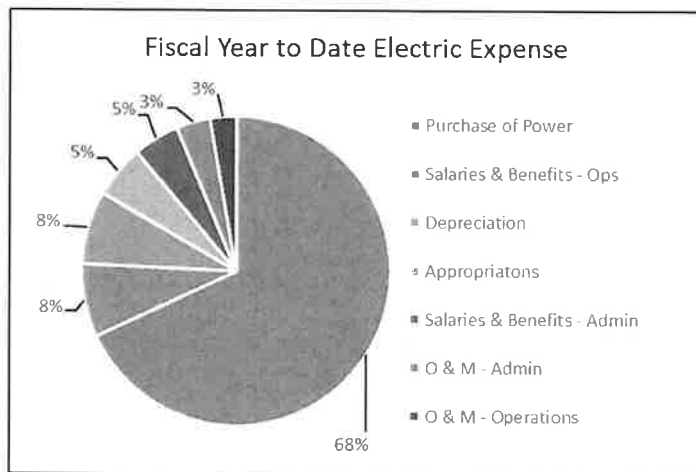


Each month, DEMEC provides a comparison of the cost of residential electric service. The analysis assumes a residential customer who uses 750 kWh per month. MSC's rate is 24.9% lower than Delmarva* and 13.4% lower than the co-op.

*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 (\$29,000). \$75,000 is related to decreased power purchase costs due to lower than anticipated consumption. The negative variance in operations' salaries & benefits is related mostly to increases in Compensated Absences as a result of vacation accruals that occurred in June. Other 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 \$162,000, which is what was expected at this point in the year. 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).



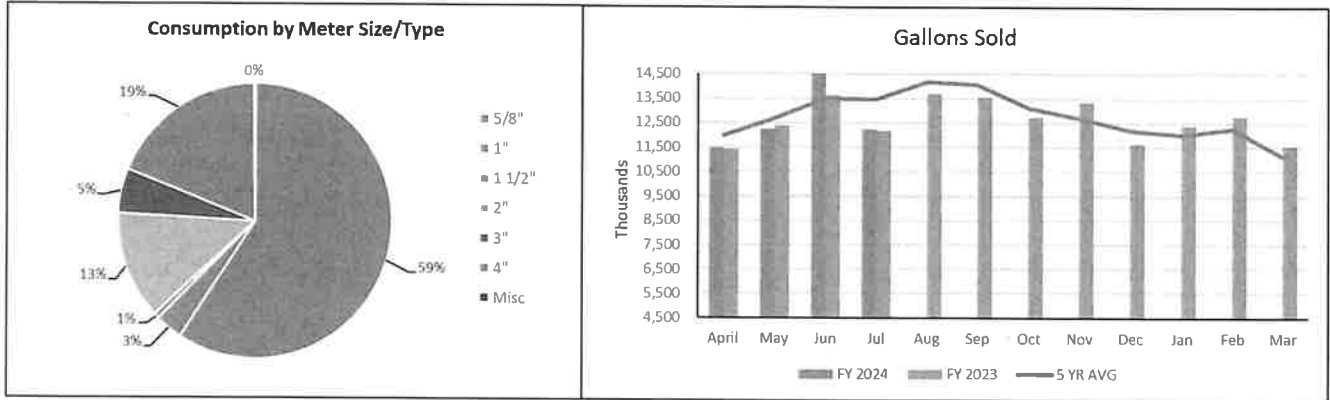
Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Budget to Actual Comparison – Electric
As of July 31, 2023**

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User charges	3,110,802	3,034,035	(76,767)	9,624,301
City service charges	17,442	16,848	(594)	52,000
MSC service charges	12,316	14,613	2,297	41,000
Miscellaneous income	11,524	24,621	13,097	61,210
<i>Total Operating Revenues</i>	<u>3,152,084</u>	<u>3,090,117</u>	<u>(61,967)</u>	<u>9,778,511</u>
Less: Free Service	2,220	1,745	475	8,000
<i>Net Operating Revenues</i>	<u>3,149,864</u>	<u>3,088,372</u>	<u>(61,492)</u>	<u>9,770,511</u>
Operating Expenses				
Purchase of Power	2,306,000	2,230,206	75,794	6,751,000
<i>Operations</i>				
Salaries and benefits	251,544	297,357	(45,813)	872,468
Insurance	28,780	27,902	878	51,186
Utilities	2,845	3,154	(309)	11,700
Repairs and maintenance	(46,124)	(9,192)	(36,932)	(82,900)
Supplies and materials	19,433	44,997	(25,564)	73,600
Professional fees	24,409	24,003	406	112,250
Depreciation	237,405	247,821	(10,416)	712,500
<i>Operations total</i>	<u>518,292</u>	<u>636,042</u>	<u>(117,750)</u>	<u>1,750,804</u>
<i>General & administrative</i>				
Salaries and benefits	168,710	157,934	10,776	518,853
Insurance	13,283	10,577	2,706	22,770
Utilities	3,680	3,278	402	11,731
Repairs and maintenance	4,404	2,634	1,770	7,860
Supplies and materials	9,369	12,678	(3,309)	29,500
Professional fees	102,776	61,186	41,590	141,340
Misc	36,936	26,107	10,829	95,328
Depreciation	9,330	2,992	6,338	28,000
<i>Total general & administrative</i>	<u>348,488</u>	<u>277,386</u>	<u>71,102</u>	<u>855,382</u>
<i>Total operating expenses</i>	<u>3,172,780</u>	<u>3,143,634</u>	<u>29,146</u>	<u>9,357,186</u>
Operating income	<u>(22,916)</u>	<u>(55,262)</u>	<u>(32,346)</u>	<u>413,325</u>
Nonoperating revenue(expense)				
Investment income	24,539	33,789	9,250	80,000
Investment expense	(1,215)	(1,151)	64	(2,500)
Unrealized gain(loss) on investment:	-	(9,986)	(9,986)	-
Grant expense	-	(480)	(480)	-
Other Expense	-	909	909	-
Appropriations				
Mayor and Council	(186,592)	(181,748)	4,844	(560,000)
Special	-	(3,525)	(3,525)	-
<i>Total nonoperating revenue(expense)</i>	<u>(163,268)</u>	<u>(162,192)</u>	<u>1,076</u>	<u>(482,500)</u>
Change in Net Position	(186,184)	(217,454)	(31,270)	(69,175)

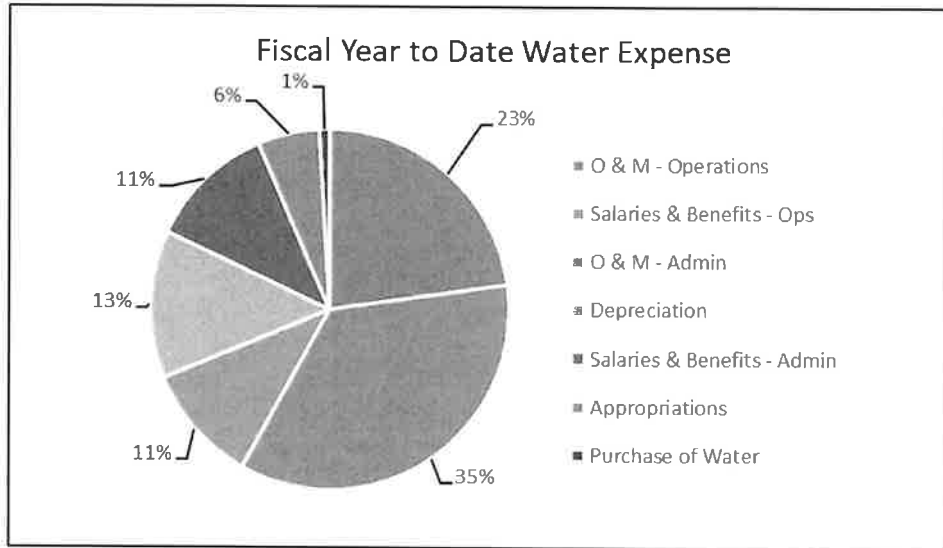
Water Revenues

User charges have a favorable variance of \$26,000 fiscal year to date. Water consumption for the month was in line with the same period last year when compared with the same period last fiscal year. The favorable variance is entirely related to selling water to Artesian in the beginning of June (4.5 million gallons). Fiscal year to date, water sales are 4.7% higher than the five-year average and 8.9% higher than the prior year.



Water Expenses

Water operating expenses have a favorable year to date variance (\$42,000). 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 an increase in net position of \$4,600, which is \$64,000 better than anticipated at this point in the year.



Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Budget to Actual Comparison – Water
As of July 31, 2023**

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	795,135	821,261	26,126	2,456,543
City Service Charges	12,057	9,522	(2,535)	37,000
MSC Service Charges	1,449	-	(1,449)	3,500
Miscellaneous Income	5,342	6,809	1,467	28,790
<i>Total Operating Revenues</i>	<u>813,983</u>	<u>837,592</u>	<u>23,609</u>	<u>2,525,833</u>
Less: Free Service	1,353	1,270	83	4,000
<i>Net Operating Revenues</i>	<u>812,630</u>	<u>836,322</u>	<u>23,692</u>	<u>2,521,833</u>
Operating Expenses				
Purchase of water	9,419	7,651	1,768	26,000
<i>Operations Dept</i>				
Salaries and benefits	289,870	289,821	49	920,789
Insurance	30,997	22,829	8,168	56,968
Utilities	9,042	10,307	(1,265)	28,770
Repairs and maintenance	69,872	108,066	(38,194)	172,112
Supplies and materials	40,946	31,791	9,155	131,435
Professional fees	25,838	13,801	12,037	86,502
Depreciation	102,092	107,562	(5,470)	306,400
<i>Total operations</i>	<u>568,657</u>	<u>584,177</u>	<u>(15,520)</u>	<u>1,702,976</u>
<i>General & administrative</i>				
Salaries and benefits	100,236	93,794	6,442	305,605
Insurance	10,868	8,655	2,213	18,630
Utilities	3,106	2,682	424	9,961
Repairs and maintenance	6,632	2,154	4,478	11,610
Supplies and materials	6,290	9,480	(3,190)	20,400
Professional fees	20,147	14,963	5,184	35,884
Miscellaneous	85,805	49,526	36,279	137,094
Depreciation	6,331	1,445	4,886	19,000
<i>Total general & administrative</i>	<u>239,415</u>	<u>182,699</u>	<u>56,716</u>	<u>558,184</u>
<i>Total operating expenses</i>	<u>817,491</u>	<u>774,527</u>	<u>42,964</u>	<u>2,287,160</u>
Operating Income	(4,861)	61,795	66,656	234,673
Nonoperating revenue(expense)				
Investment income	4,541	5,945	1,404	15,000
Investment expense	(243)	(203)	40	(500)
Unrealized gain(loss) on investment:	-	(1,762)	(1,762)	-
Other Expense	-	(2,860)	(2,860)	-
Appropriations				
Mayor and Council	(46,648)	(46,025)	623	(140,000)
City Services	(13,024)	(12,267)	757	(40,000)
<i>Total nonoperating revenue(expense)</i>	<u>(55,374)</u>	<u>(57,172)</u>	<u>(1,798)</u>	<u>(165,500)</u>
Change in Net Position	(60,235)	4,623	64,858	69,173

Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Statement of Net Position
As of July 31, 2023 and 2022**

	<u>2024</u>	<u>2023</u>
ASSETS:		
Current assets:		
Cash and equivalents	\$ 2,178,676	\$ 2,313,320
Investments	1,171,818	1,189,838
Accounts receivable, net	742,578	1,647,714
Inventories	847,755	787,220
Prepays	69,851	173,787
Restricted cash	719,904	825,274
Total current assets	<u>5,730,582</u>	<u>6,937,153</u>
Noncurrent assets:		
Capital assets not being depreciated:		
Land	43,796	45,386
Construction in progress	1,465,091	340,706
Capital assets net of accumulated depreciation:		
Buildings	698,523	266,370
Equipment	739,555	729,795
Infrastructure	14,160,018	10,851,691
Total noncurrent assets	<u>17,106,983</u>	<u>12,233,948</u>
Total assets	<u>22,837,565</u>	<u>19,171,101</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension	574,627	319,164
Regulatory accounting - substation	-	3,436,566
Total deferred outflows	<u>574,627</u>	<u>3,755,730</u>
LIABILITIES		
Current liabilities:		
Accounts payable	1,166,909	1,528,041
Accrued liabilities	50,019	46,860
Customer Deposits	853,822	915,705
Total current liabilities	<u>2,070,750</u>	<u>2,490,606</u>
Noncurrent liabilities:		
Due within one year	96,050	84,922
Due in more than one year	2,394,019	1,068,419
Total noncurrent liabilities	<u>2,490,069</u>	<u>1,153,341</u>
Total liabilities	<u>4,560,819</u>	<u>3,643,947</u>
DEFERRED INFLOWS OF RESOURCES		
Pension	250,334	472,843
Total deferred inflows	<u>250,334</u>	<u>472,843</u>
NET POSITION		
Net investment in capital assets	16,375,068	12,233,948
Unrestricted	2,225,971	6,576,094
Total net position	<u>\$ 18,601,039</u>	<u>\$ 18,810,042</u>

Comptroller/Treasurer's Report – August 17, 2023

Municipal Services Commission
Statement of Revenues, Expenses, and Changes in Net Position
As of July 31, 2023 and 2022

	2024	2023
Operating Revenues:		
Water sales	\$ 830,784	\$ 760,069
Power sales	3,065,496	2,918,626
Miscellaneous	31,430	15,704
Total operating revenues	3,927,710	3,694,399
Less: free service	(3,015)	(2,386)
Net operating revenues	3,924,695	3,692,013
Purchase of water and power	2,237,857	2,314,666
Operating Expenses		
Salaries and benefits	838,905	781,117
Repairs and maintenance	154,015	139,270
Supplies	78,806	57,543
Utilities	19,420	18,093
Insurance	69,962	44,569
Professional fees	64,978	49,032
Administrative	94,398	58,316
Depreciation	359,819	233,288
Total operating expenses	1,680,303	1,381,228
Operating income (loss)	6,535	(3,881)
Nonoperating revenues (expenses):		
Net investment income	38,380	8,145
Realized gain (loss) on investments	-	-
Unrealized gain(loss) on investments	(11,748)	(38,555)
Gain (loss) on disposal of assets	-	(4,826)
Grant income	-	4,050
Grant Expense	(480)	(4,530)
Miscellaneous	(1,951)	(2,542)
Appropriations to Mayor & Council of New Castle		
Ordinary	(227,773)	(221,946)
City Services	(12,267)	(11,917)
Special	(3,525)	(8,173)
Total nonoperating revenues (expenses)	(219,364)	(280,294)
Income before capital contributions	(212,829)	(284,174)
Capital Contributions	-	-
Change in net position	(212,829)	(284,174)
Net position - beginning	18,813,868	19,094,216
Net position - ending	\$ 18,601,039	\$ 18,810,042

Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Combining Balance Sheet by Department
As of July 31, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
ASSETS:						
Current assets:						
Cash and equivalents	-	-	2,178,676	2,313,320	2,178,676	2,313,320
Investments	175,773	178,476	996,045	1,011,362	1,171,818	1,189,838
Accounts receivable, net	171,281	149,822	571,297	1,497,892	742,578	1,647,714
Inventories	179,471	106,797	668,284	680,423	847,755	787,220
Prepays	18,061	60,054	51,790	113,733	69,851	173,787
Restricted cash	-	-	719,904	825,274	719,904	825,274
Total current assets	544,586	495,149	5,185,996	6,442,004	5,730,582	6,937,153
Noncurrent assets:						
Capital assets not being depreciated:						
Land	43,796	45,386	-	-	43,796	45,386
Construction in progress	821,037	96,793	644,054	243,913	1,465,091	340,706
Capital assets net of accumulated depreciation:						
Buildings	317,849	123,528	380,674	142,842	698,523	266,370
Equipment	242,118	279,519	497,437	450,276	739,555	729,795
Infrastructure	6,877,382	7,000,098	7,282,636	3,851,593	14,160,018	10,851,691
Total noncurrent assets	8,302,182	7,545,324	8,804,801	4,688,624	17,106,983	12,233,948
Total assets	8,846,768	8,040,473	13,990,797	11,130,628	22,837,565	19,171,101
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)

**Municipal Services Commission
Combining Balance Sheet by Department
As of July 31, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
LIABILITIES						
Current liabilities						
Accounts payable	362,155	48,251	804,754	1,479,790	1,166,909	1,528,041
Accrued liabilities	24,157	21,087	25,862	25,773	50,019	46,860
Customer Deposits	119,885	48,389	733,937	867,316	853,822	915,705
Due to other funds	552,221	722,278	(552,221)	(722,278)	-	-
Total current liabilities	1,058,418	840,005	1,012,332	1,650,601	2,070,750	2,490,606
Noncurrent liabilities:						
Due within one year	15,592	-	80,458	-	96,050	-
Due in more than one year.	1,191,571	555,332	1,202,448	598,009	2,394,019	1,153,341
Total noncurrent liabilities	1,207,163	555,332	1,282,906	598,009	2,490,069	1,153,341
Total liabilities	2,265,581	1,395,337	2,295,238	2,248,610	4,560,819	3,643,946
DEFERRED INFLOWS OF RESOURCES						
Pension	112,650	212,779	137,684	260,064	250,334	472,843
Total deferred inflows	112,650	212,779	137,684	260,064	250,334	472,843
NET POSITION						
Net investment in capital assets	7,953,425	7,545,324	8,421,643	4,688,624	16,375,068	12,233,948
Unrestricted	(1,226,305)	(969,343)	3,452,276	7,545,437	2,225,971	6,576,094
Total net position	6,727,120	6,575,981	11,873,919	12,234,061	18,601,039	18,810,042

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the four months ending July 31, 2023 and 2022**

	Water		Electric		Total
	2024	2023	2024	2023	
Operating Revenues:					
Charges for services	\$ 830,784	\$ 760,069	\$ 3,065,496	\$ 2,918,626	\$ 3,896,280
Miscellaneous	6,809	4,792	24,621	10,912	31,430
Total operating revenues	837,593	764,861	3,090,117	2,929,538	3,927,710
Less: free service	(1,270)	(1,219)	(1,745)	(1,167)	(3,015)
Net operating revenues	836,323	763,642	3,088,372	2,928,371	3,924,695
Operating Expenses					
Purchase of water and power	7,651	7,585	2,230,206	2,307,081	2,237,857
Salaries and benefits	383,615	370,782	455,290	410,335	838,905
Repairs and maintenance	110,941	104,897	43,074	34,373	154,015
Supplies	40,984	23,952	37,822	33,591	78,806
Utilities	12,988	10,949	6,432	7,144	19,420
Insurance	31,483	20,056	38,479	24,513	69,962
Professional fees	26,114	29,906	38,864	19,126	64,978
Administrative	51,743	26,016	42,655	32,300	94,398
Depreciation	109,007	108,255	250,812	125,033	359,819
Total operating expenses	774,526	702,398	3,143,634	2,993,496	3,918,160
Operating income (loss)	61,797	61,244	(55,262)	(65,125)	6,535

(Continued)

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the four months ending July 31, 2023 and 2022**

	Water		Electric		Total
	2024	2023	2024	2023	
Nonoperating revenues (expenses):					
Net investment income	5,742	1,262	32,638	6,883	38,380
Realized gain (loss) on investments	-	-	-	-	-
Unrealized gain(loss) on investments	(1,762)	(5,783)	(9,986)	(32,772)	(38,555)
Gain (loss) on disposal of assets	-	(2,172)	-	(2,654)	(4,826)
Grant income	-	4,050	-	-	4,050
Grant Expense	-	(4,050)	(480)	(480)	(4,530)
Miscellaneous	(2,860)	(1,965)	909	(577)	(2,542)
Appropriations to Mayor & Council of New Castle					
Ordinary	(46,025)	(44,317)	(181,748)	(177,629)	(221,946)
City Services	(12,267)	(11,917)	-	-	(11,917)
Special	-	(6,639)	(3,525)	(1,534)	(8,173)
Total nonoperating revenues (expenses)	<u>(57,172)</u>	<u>(71,531)</u>	<u>(162,192)</u>	<u>(208,763)</u>	<u>(280,294)</u>
Income before capital contributions	4,625	(10,287)	(217,454)	(273,888)	(284,174)
Capital Contributions	-	-	-	-	-
Change in net position	4,625	(10,287)	(217,454)	(273,888)	(284,174)
Net position - beginning	6,722,495	6,586,268	12,091,373	12,507,948	18,813,868
Net position - ending	<u>\$ 6,727,120</u>	<u>\$ 6,575,981</u>	<u>\$11,873,919</u>	<u>\$12,234,061</u>	<u>\$18,601,039</u>
					<u>\$18,810,042</u>

Comptroller/Treasurer's Report – August 17, 2023

**Municipal Services Commission
Capital & Projects Budget to Actual
As of July 31, 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	\$ 691,277.00	\$ 194,723.00	\$ 1,391,935	In Progress
AMI System - Electric	665,000	475,728	189,272	-	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	702,161	578,839	-	In Progress
Toyota Pallet Lift	10,500	11,428	(928)	11,428	Complete
T-8 Replacement	150,000	-	150,000	-	In Progress
	\$ 3,267,500.00	\$ 2,008,649.40	\$ 1,258,850.60		

(1) Includes capitalized labor and equipment costs.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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Water Department Commission Meeting Report

August 17, 2023

Prepared by: Jay Guyer on August 9, 2023

1. Developer Projects

A. Riverbend Subdivision

1. Freedom Development submitted funds for escrow for the North Heron Circle water main installation. Their contractor started on August 3rd clearing brush and removing the old 8" water main. Importing of soil to raise the lot elevation will start the week of August 14th. MSC Operator / Inspector will be on-site to observe soil placement and compaction where the new main will be installed then perform field inspection of the water main installation to ensure compliance with MSC standards.

B. Sheriffs House Renovation – Market Street

1. WUM Guyer was contacted by the Riley Construction Superintendent in reference to turning off water services so they could address internal structural issues with the building. Both domestic and fire services remain off at this time.

C. Colonial School District – Wallace Wallin School Water Service Replacement

1. An on-site preconstruction meeting was held on July 12th. Garrison Contracting completed the wet tap on July 17th and main installation on July 26th. MSC Operator / Inspector performed on-site inspection of the installation as needed and observed it to be in general conformance with MSC Standards. The plumbing contractor completed the tie and install into the building and set the meter and backflow preventer. Final flushing and bacteria testing will be arranged when the interior plumbing is completed. WUM Guyer will update plans with As-Built notes and forward to the Office of Engineering requesting an Approval to Operate. Colonial will reimburse MSC for inspections.

D. Del DOT School Lane Trail – RT273 to RT13

1. WUM Guyer attended a meeting with Del DOT representatives, their consulting engineer Whitman Requardt & Associates, LLP (WRA), Artesian Water Company, and the Trustees to discuss gated access to School Lane. DelDOT agreed to leave the existing gate with modifications for pedestrian and bike traffic. WRA forwarded revised plans for the proposed improvements which included the agreed upon gated access. WUM Guyer reviewed and approved the plans for MSC. Construction is scheduled to begin March 2024.

E. 106 Brylgon Avenue – New Home

1. The Contractor completed installation of the service from the curb stop into the house. MSC Operators changed out the leaking curbstop and performed inspection of the installation which conformed to MSC standards. The contractor will call for a bacteria test when the interior plumbing is completed.

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F. 104 / 106 East 4th Street – 2 New Homes

1. The Builder submitted funds for escrow and his contractor Cirillo Brothers completed the water service installation into the houses. MSC Operator / Inspector performed inspection of the services and observed it conformed to MSC Standards. The contractor will call for a bacteria test when the interior plumbing is completed.

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 and WUS Jaeger have been accessing the IP Keys MDM Portal and Pro Meters Portal to review MSC meter data. Pro Meter Technicians started installing electric meters on August 2nd. MSC Water Operators started installing our water meters / modules in pits / vaults on July 27th. 55 Water meters have been converted by MSC to the AMI System.

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. Cross Connection Control (CCC) Program – HydroCorp mailed out the first notices to all MSC customers with testable devices. WUM Guyer or WUM Jaeger will start hand delivering notices to non-complaint customers to review our CCC Program requirements, confirm contact information, and advise that non-compliance will result in termination of water service.

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

1. WUM Guyer followed up with Pennoni Engineering on the next steps for awarding the project. A Notice of Award has been drafted and sent to the RE Pierson Construction, Inc. requesting they execute and return it along with the Performance Bond and Insurance Certificates. When received a Preconstruction Meeting will be scheduled and a Notice to Proceed with date will be agreed upon and issued.

E. School Lane Treatment Facility PFAS Treatment System Improvements

1. WUM Guyer and WUS Jaeger met with our engineer Pennoni and provided updated information for them move forward with completing the DWSRF full application for the PFAS Treatment System Improvements at School Lane Treatment Facility. This project was added to the DWSRF 2023 Project Priority List for funding.

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3. Operations

A. Outages

1. There was 1 - planned and no unplanned water outages for the month of July 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 bi-weekly PFAS samples delivering them to the STRIDE Lab for testing, evaluation, and comparison.
2. On March 14th, the US EPA proposed the first national primary drinking water standards for six (6) PFAS compounds as part of their PFAS Strategic Roadmap. WUM Guyer is following the proposed regulation after the comment period ended.
3. MSC completed our first round of Unregulated Contaminant Monitoring Rule 5 (UCMR 5) sampling on March 8th. Results were posted to the EPA Central Data Exchange for review. All results were less than the Minimum Reporting Limit with the exception of 2 compounds (PFBA – 0.1472 ppb and PFPeA – 0.1229 ppb) neither of which are included in the EPAs current proposed PFAS MCL Regulation. The second round of sampling is schedule for September 2023.

C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on July 10th and 27th to maintain Chlorine Residual.
2. Monthly Meter Reading – Monthly meter reads were completed on July 12th. Operators followed up on check / missed reads as needed.
3. Carbon Filtration System – Calgon Carbon Corporation (CCC) prepared a proposal to dispose of the carbon in Vessel 1 and the load stored at their facility. WUM Guyer reviewed, signed, and returned the Waste / Material Profile Form to CCC. A follow up meeting with CCC will be scheduled to discuss outstanding questions regarding carbon and system operation. The exchange will be scheduled as soon as possible. WUM Guyer and WUS Jaeger followed up with Pennoni Engineering in reference to their research on radioactive carbon.
4. Water Operators rotate working with the Electric Crew on the Van Dyke Village Electric Undergrounding Project as needed assisting with equipment operation, excavation, conduit installation, and restoration.

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Water Department Commission Meeting Report

August 17, 2023

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D. Grants and State Revolving Funds

1. School Lane Water Treatment Facility Natural Gas Generator – No update from DEMA on the Natural Gas Generator.

E. Equipment

1. No equipment issues to report for the month of July.

F. Personnel and Training

1. No personnel issues to report at this time.

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.

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 early September, pending weather conditions.

B. WRA – Water Resource Agency

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

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting is scheduled for September 6th.

D. Water Operator Advisory Council

1. The July 13th Meeting went well. Council reviewed 7 Water Operator License Applications, approved the May 4th meeting minutes, reviewed and approved 1 training course From Tidewater Utilities. Council discussed 8 candidate applications to fill 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 September 14th.

E. WIAC - Water Infrastructure Advisory Council

1. The next WIAC meeting is scheduled for September 20, 2023.

End of Report

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Monthly Water Outages / Interruptions Report

July 1 - 31, 2023

Prepared By: **Jay Guyer on August 9, 2023**

Planned Outage / Interruptions

Approximate Duration	Date	Hours / Minutes	Location	No. of Customers	Comments
	7/13/2022	2 Hours - 15 Minutes	Moore's Lane between Wilmington Road and 14th Street	25	Replaced broken 1972 Rensselaer fire hydrant with new Mueller Fire Hydrant.

Unplanned Outage / Interruptions

Approximate Duration	Date	Hours / Minutes	Location	No. of Customers	Comments
	No Unplanned Outages or Interruptions for the Month of July 2023.				

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Monthly Water Works Report
July 1 - 31, 2023
 Prepared By: Jay Guyer on August 9, 2023

Water Production		FT 300		Gallons	
Month	Year	Raw Total Gallons	Adjusted Finished Total Gallons	Raw	Finished
July	2022	12,592,700	12,565,526	12,991,800	12,810,278
July	2023	12,991,800	12,810,278	12,991,800	12,810,278
Difference		399,100	244,752		-181,522
Percentage Difference		3.1	1.9		1.4

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

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.38 ppm	1.40 ppm	1.0 - 4.0 ppm
Average pH	7.3	7.5	6.5 - 8.5 on a 0 - 14 Scale
Average Fluoride Residual	0.89 ppm	0.80 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	84

Building Permit Review (Water Related Conflicts)	# Reviewed	26

	# Approved	26

	# Not Approved	0

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ELECTRIC DEPARTMENT COMMISSION REPORT

August 17, 2023

Prepared by Artie Granger on August 10, 2023

1. **Developer Projects:**

A. **Riverbend Subdivision:**

- I. MSC Electric department has had no contact about this project.

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.
 1. MSC has received a draft copy for both substations.
 2. MSC has been working on getting information together from the SCAD integrator to get the costs together for their portion of these projects.
 3. MSC Electric department has budgetary numbers together for the Dobbinsville substation together to submit to the capital budget.

b. **Van Dyke Village:**

- I. MSC has continued to install conduit and boxes on Casimir Drive. MSC has been completing restoration as we finish conduits for each transformer.

3. **Capital Purchases:**

I. Replacement T-12 Bucket truck

1. MSC has continued to work getting proposals for the replacement bucket truck.
2. MSC is getting pricing from three different bucket truck manufactures.
3. MSC has received pricing back and would like to place an order for the replacement of the T-12 Bucket truck.

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II. **AMI**

1. MSC has installed all of the recommended relays and access points.
2. MSC has installed test meters at various locations.
3. MSC is continuing to install the commercial AMI meters.
4. Pro Meters has started installing electric meters. At this time they have installed around 408 meters.

4. **Operations:**

5. **Outages :**

- I. MSC has had five outages since our last commission report.
 - i. On 6/26 MSC had an outage which was caused by a tree branch causing 14 customers to be out for about 4 hours.
 - ii. On 7/28 MSC had an outage which was cause by a snake in a pad mounted transformer and about 7 customers were off for about 1 hour.
 - iii. On 7/29 MSC had an outage which caused about 700 customers to be off for 45 minutes and 733 customers off for about 1 ½ hours. This was caused by a tree branch on one circuit and it caused the other circuits to trip as well.
 - iv. On 8/2 MSC had an outage which was cause by MSC personal causing a circuit to trip when clearing vegetation from our circuit, causing 15 customers to be out for about 30 minutes.
 - v. On 8/8 MSC had an outage which was caused by a tree branch causing 15 customers to be out for about 2 ½ hours.

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
19.657	.0.536	36.703	99.9962%

II. 07/1/22 – 07/1/23

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.

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ASAI - is the Average Service Availability Index.

6. Repairs and Maintenance:

A. Wilmington Road Substation:

- I. The electric department has performed the monthly inspections at this location.
- II. MSC Electric department feels that a Relay Coordination study needs to be completed. This has not been done in the last 11 years. This will need to be completed before we get the relays at the substation replaced.

B. Dobbinville Substation:

- I. The electric department has performed the monthly inspections at this location.
- II. MSC Electric department feels that a Relay Coordination study needs to be completed. This will also need to be completed before the relays at the substation are replaced. The relays at Dobbinville are scheduled to be replaced next year. This also needs to be completed to try to address some issues we have had with the substation. MSC would like to move ahead with the relay coordination study for this substation.