

Municipal Services Commission Monthly Meeting
December 11, 2023, 8:00 a.m.
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 8:03 a.m. with Mr. Scott Blomquist, Secretary, presiding.

Present: David Atherton Commissioner, President
John Wik, Commissioner
Mayor Valarie W. Leary, Commissioner
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 8:03 a.m. Roll call followed and a quorum to conduct business was declared.

Minutes

November 28, 2023 – **A motion to approve the minutes of the November 28, 2023, regular meeting as presented was made by Commissioner Atherton, seconded by Commissioner Leary and unanimously passed.**

November 28, 2023 – **A motion to approve the minutes of the November 28, 2023 executive session minutes was made by Commissioner Leary, seconded by Commissioner Atherton and unanimously passed.**

Comptroller/Treasurer Report – Mr. Natale reporting

(See attached report)

Mr. Natale reported as of November 30, 2023:

- Total cash on hand: \$2.9M
- Investment Portfolio: \$1.2M, which is a gain of \$38,000 (3.4%) from prior month.
- Unrestricted cash on hand: 99 days at November 30, 2023.
- Check Register Disbursements: Mr. Natale pointed out some particular payments that were fairly large:
 - \$283,000 – R.E Pierson, for a progress payment on the Hewlett, Janvier & Megginson water main project. This was reimbursed through the State Bond.

In response to questions from Commissioners Atherton and Leary, Messrs. Natale and Blomquist explained the DEMEC payment of \$509,842,818 (power purchase, debt payment and software licensing and support on the AMI project) and the Choctaw disbursement (electric materials).

Customer Service/Billing

- There were 42 service cuts in November for non-payment.
- Two customers received approximately \$385 each from the New Castle Cares Fund (NCCF). The balance of the fund is currently \$6,800. Eight other customers received an average of \$571 from other non-profits and State agencies for utilities assistance. Mr. Natale explained the process of notification, disconnecting and reconnecting.

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Electric Department

- User charges are \$169,000 under budget.
- November sales decreased approximately 2% from the same period last year.
- Consumption is down 6% from the 5-year average and 5.3% from prior year. This has remained constant and is due to the mild summer weather. MSC missed the trend line all year.
- Expenses have a favorable variance of \$62,000. \$123,000 is due to decreased power purchase costs and less consumption. The negative variance in operations, salaries and benefits is due to increases in compensated absences as well as less expense being capitalized for the Van Dyke Village project.

Water Department

- User charges have a favorable variance year-to-date of \$10,000.
- Consumption was up 583,000 gallons from the same period last year.
- Operating expenses have a favorable variance of \$65,000 related to timing differences.

In response to a question from Commissioner Leary, it was noted that all but 37 meters have been completed.

In response to questions from Commissioner Atherton, Mr. Natale explained actuarial smoothing for deferred outflows and inflows, regulatory accounting, and the increase in depreciation.

Electric Department Report – Mr. Granger reporting

(See attached report)

Developer Projects:

- River Bend – There has been more contact with the developer regarding going underneath the railroad tracks to tie into Centerpoint Industrial Park. Messrs. Blomquist and Granger provided further detail on this project.

Capital Projects:

- Van Dyke Village – Wire is being pulled in Van Dyke. Installation of the conduit has been finished up for the year.

Outages:

- No outages appeared on the report.
- Mr. Granger explained the outage that occurred last Sunday as a result of a vehicle running into a Verizon pole and MSC's involvement with the issue.

Water Department Report – Mr. Guyer reporting

(See attached report)

Developer Projects

- Riverbend Subdivision – Freedom Development secured funds from the bank for the water and electric loops at Centerpoint. Freedom Development sent a check to Norfolk Southern. MSC obtained Certificates of Insurance as the utility for the project and they were sent to Norfolk

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Southern as well. New homes that received permits are under construction now. Mr. Guyer is still working on reconciling the project for Phase 1.

- Deemer's Landing and The Helm Apartment Complexes – The property owner continues to install meter settings and check valves for each unit to individually meter them. MSC will continue to supply meters and set registers. Mr. Blomquist provided background on this project.

MSC Projects

- AMI – The AMI project is winding down. Weekly meetings continue. System Optimization is being scheduled. Operators continue installing meters and troubleshooting meters in the field.
- Asset Management Program – Messrs. Guyer and Jaeger are working on reviewing the final draft and the project should be reconciled before the end of the month.
- Cross Connection Control Program – Hydro Corp's Proposal – MSC continues to reach out to customers to get their devices tested. Per State regulations that requirement will go into effect on February 21, 2024, and MSC will be required to have the program fully implemented and running and approved by the State. Mr. Guyer will submit a copy of the program to the State again.
- Hewlett, Janvier, and Megginson Avenue Water Main Replacement – The contractor completed all the water main work last week. The last two tie-ins were completed. Mr. Guyer has been very pleased with Pierson and the work they have done. Bacteria samples were taken to ensure there are no issues. Mr. Guyer gave further details on the project; noting that he walked the project and outlined what they wanted paved, including paving and curb work that will be submitted under a change order for the project. Mr. Guyer has addressed questions from customers regarding street paving. It is expected they will be finished by December 22nd. Pay Request #2 is being reviewed for quantities and will be submitted to the Office of Drinking Water. The project will have total principle forgiveness.
- School Lane Treatment Facility PFAS Treatment System Improvements – The full application will be presented to the Water Structure Advisory Council Meeting on December 13th for approval. Mr. Guyer is hopeful that the project will get started next spring to begin the conversion to resin from carbon.

Operations

- Outages – There was one planned outage (32 change-overs). A planned courtesy knock on the door and letter was given to all customers. No complaints were received from customers.
- Calgon Carbon Corporation (CCC) Pilot Study Test – The study is ongoing. Samples were collected last week. A request was received from Stride Lab to collect samples of vegetation around the facility to see if MSC's years of blowing off the wells and discharging water on the grounds around the facility has had any impact on the soil and vegetation around it for a study they are conducting.
- Drinking Water Standards – The EPA is hoping to have something done on the proposed PFAS compound regulation before the end of the year.
- Unregulated Contaminant Monitoring Rule 5 (UCMR5) – MSC completed the second round of UCMR5 monitoring that included the 29 PFAS compounds as well as lithium. Results were non-

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detect or below the minimum reporting range on all compounds. Mr. Guyer will be in contact with the EPA to determine next steps.

- East Basin Road Groundwater Superfund Site – There is no update. The next meeting with EAP and DNREC is scheduled for January 10th.
- House Bill 249 – Mr. Guyer stated that HB249 is proposing to increase DNREC service fees and charges. Some of the fees/charges will be substantial and could have an impact on MSC's water operations. Mr. Guyer has a call in to DNREC Water Supply Division to more fully understand exactly what it will be. He did note, however, that in some cases there will be a substantial cost for permitting allocation.
- Delaware Rural Water Association (DRWA) Apprenticeship Program – The program is going good. There are eight students still actively in the program. They toured the old water treatment plant on November 7th and on December 6th Keystone Engineering made a presentation to the students.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed on November 15th to maintain chlorine residual.
- Cross Roads Well Motor Controller – The CR Well Variable Frequency Drive motor control replacement was ordered (\$6,221.00) and lead time is approximately 6 weeks.
- Water Tank Maintenance Program – Southern Corrosion came in on November 13th to perform the annual inspection of the Ships Landing and Gray Street tanks. Mr. Guyer is awaiting the final inspection report; however, during the inspection nothing of any concern was noted. Mr. Guyer will get costs on having the carbon filtration tanks added to the program.
- Monthly Meter Reads – Monthly meter reads were done on October 12th. Operators followed up on check / missed reads as needed.
- 602 West 14th Street – There was a water main break at 602 West 14th Street on November 28th resulting in an unplanned outage. Crews repaired the 6" main that had a circumferential crack. Paving will be completed weather permitting.
- Van Dyke Village – Water operators rotate working with the Electric crew as needed on the Van Dyke Village Electric Undergrounding Project.

Grants and State Revolving Funds

- School Lane Water Treatment Facility Natural Gas Generator – Mr. Guyer received Request For Information #2 from DEMA/FEMA on November 10th. Mr. Guyer met with representatives from the University of Delaware to discuss it and worked on gathering information, including updated data on the generator and the work to tie it in as well as updating plans and prints on installation. MSC asked for an extension of the December 8th deadline and the UD representative has been putting everything together to submit. This grant is a 90/10 split, coming in at approximately \$300,000.
- Capital and O&M Budgets – Messrs. Guyer and Jaeger updated the 5-year capital budget representing the draft assessment asset management plan, and the O&M budget was drafted and reviewed with Mr. Natale.

Equipment

- Water Operators performed routine maintenance on trucks and equipment

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Personnel and Training

- All Utility Building Staff are registered to attend OSHA 10 Safety Training on January 16th and 17th at the Police Station, hosted by DEFIT.

Safety

- Tailgate Talks – Morning Tailgate Talks are conducted daily to discuss tasks and projects.
- DEFIT Safety Meetings – The next DEFIT Safety Meeting is scheduled for December 19th at the Milford Public Works Yard. Messrs. Guyer and Bennett will attend.
- Respirator Program – Messrs. Guyer and Jaeger are following up with the PMA Group Risk Control Specialist for assistance with developing the basic Respirator Program for operators to use at the well.

Local, State and Federal Agencies

- Water Supply Coordinating Council (WSCC) – The next Northern Water Providers Check-in Meeting is scheduled for later in December. All indicators have moved out of the Drought Watch and Drought Warnings ranges. The water supply looks good for New Castle County.
- WRA / Water Resource Agency – Sending data to the University of Delaware Water Resource Agency has been suspended until spring 2024.
- DEWARN – Delaware Water/Wastewater Agency Response Network – The next DEWARN meeting is scheduled for December 12th.
- Water Operator Advisory Council – The 7th meeting in executive session went well. Personnel matters were discussed and work was done on reviewing the Regulations.
- WIAC – Water Infrastructure Advisory Council – The next WIAC meeting is scheduled for December 13th. Mr. Guyer will attend remotely.

Secretary's Report – Mr. Blomquist reporting

DEMEC

- Messrs. Blomquist and Natale attended the December 7th DEMEC meeting.
- September demand was up slightly over September 2022 due to the warm spell in the beginning.
- Unrestricted cash is at \$33.1M, which is \$3.1M above target.
- The University of Delaware Fellowship Research group made a presentation. Mr. Blomquist explained that DEMEC supports two students each year at the University of Delaware in the energy sector. The current students are studying wind generation..
- Messrs. Blomquist and Natale are working on the rate design. USF was not complete for the December meeting and it will be discussed in January.
- Mr. Blomquist sent the Electric and Water Infrastructure Agreement to Freedom Development.
- The non-union staff thanked the Commissioners for their bonuses this year.

Wholesale Rates – Mr. Natale noted that DEMEC increased the wholesale rate to \$91.21 MWh (9.121 cents per kWh), which is an increase of .00704 per kWh. If the increase is absorbed now, it would be an unplanned impact to the budget of \$132,000 for the remainder of the fiscal year. Increasing the power

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purchase adjustment (PPA) now from .0082 to account for the increase would impact the average customer approximately \$5.20 per month. After discussion, Mr. Natale recommended that the increase in the PPA be implemented now, and reviewed the benefits of his recommendation. A discussion of increasing the PPA to .01524 per kWh ensued.

A motion was made by Commissioner Atherton to increase the Power Purchase Adjustment of .0082 by .00704 as recommended to .01524. Commissioner Leary seconded the motion. The motion was unanimously passed.

Mr. Blomquist noted that MSC is at \$105/MWh and Milford, which is the closest to MSC, is at \$110/MWh. Commissioner Atherton suggested that MSC communicate the increase via The Weekly.

A motion to move to executive session was made by Commissioner Atherton. Commissioner Wik seconded the motion. The motion was unanimously passed and the meeting moved to executive session at 9:03 a.m.

The Commission came out of executive session at 9:52 a.m.


Commissioner Atherton made a motion to support the MSC's Attorney's recommendation in the DNREC lawsuit. The motion was seconded by Commissioner Leary. The motion passed unanimously.

The Commissioners discussed an MSC tour for the Commissioners

A motion to adjourn was made by Commissioner Atherton and seconded by Commissioner Wik. The motion received unanimous approval and the meeting was adjourned at 10:02 a.m.

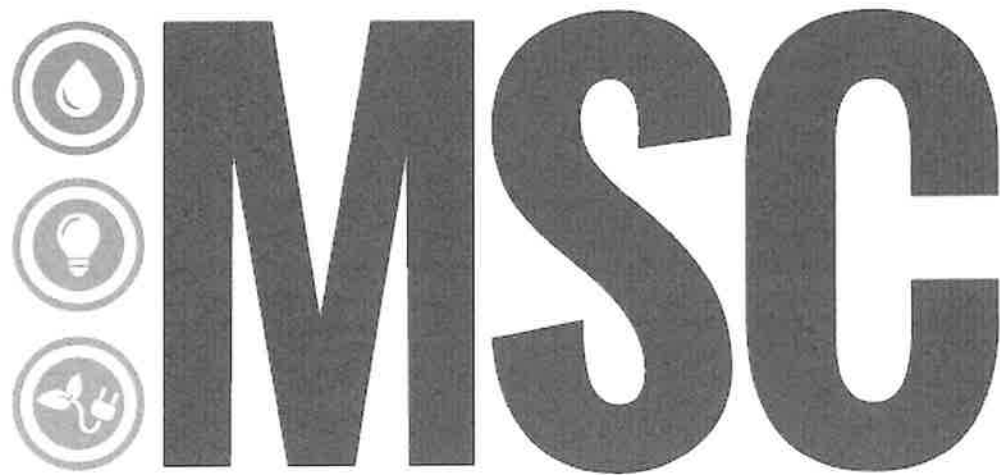


Kathleen R. Weirich, Stenographer

Approved: 

(Minutes transcribed from notes.)

Comptroller/Treasurer's Report



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

December 11, 2023 Commission Meeting
Prepared By: Ken Natale, CPFO on December 4, 2023

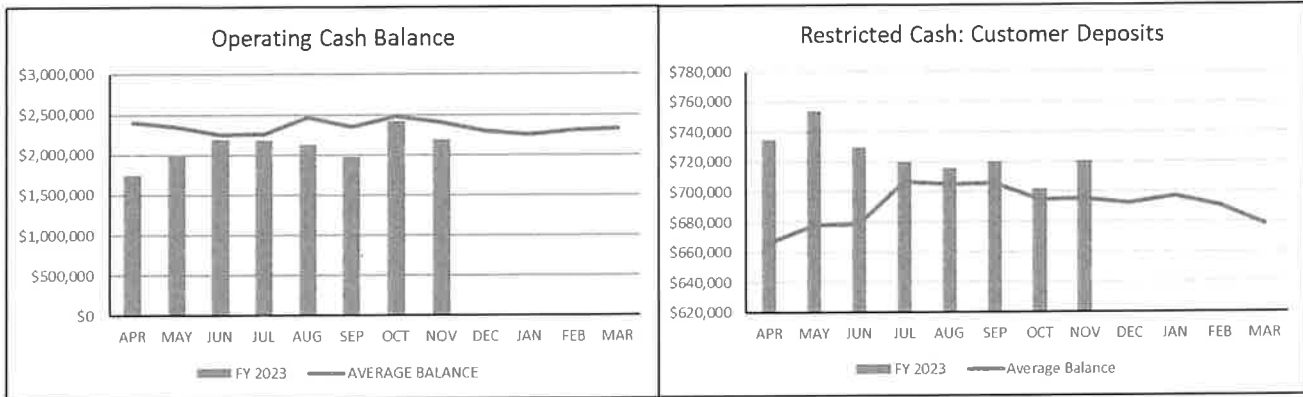
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Cash & Investments

As of November 30, 2023 the cash balances were:

M&T Bank Checking:	\$	585,048
M&T Investment Sweep:		1,609,269
M&T Bank MMA:		720,304
Petty Cash/Change Fund:		899
Total Cash on Hand:	\$	2,915,520



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

Beginning Balance	\$	2,422,763
Cash from customers		955,905
Interest Income		8,849
Bond Proceeds		26,103
Refunds to customers - deposits		-
Payments to suppliers for goods & services*	(1,090,587)
Bank service fees	(688)
Payments to employees for services	(127,129)
Net Cash Provided (Used)	(227,547)
Ending Cash Balance	\$	2,195,216

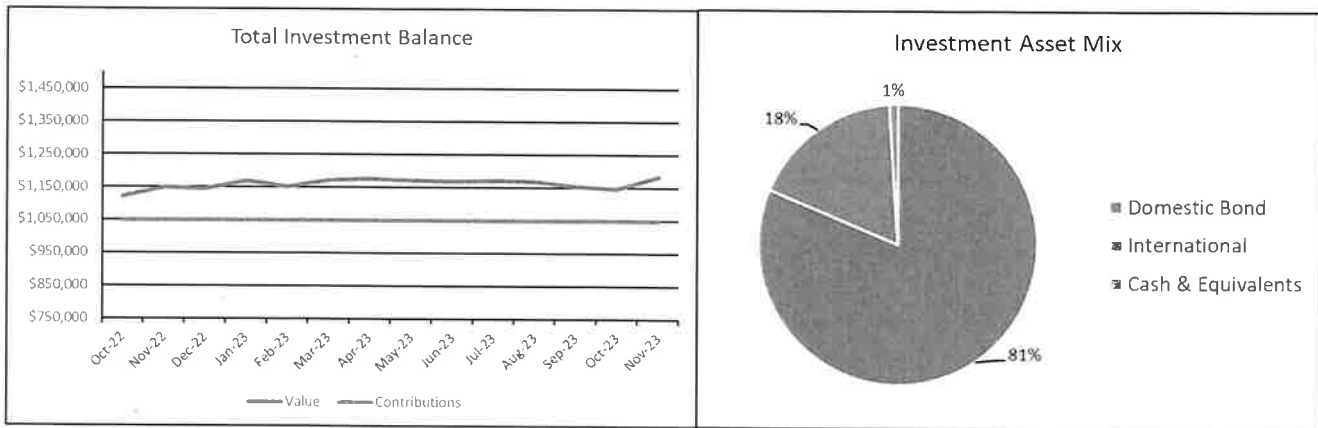
*A detailed check register for the month is available on page 3 of this report.

As of November 30, 2023 the value of the Commission's investment portfolio totaled \$1,184,429 which is a net gain of \$38,550 (3.4%) 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 5.38% interest and has a stable net asset value of \$1.00.

There was 99 days unrestricted cash on hand at November 30 (-6 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).

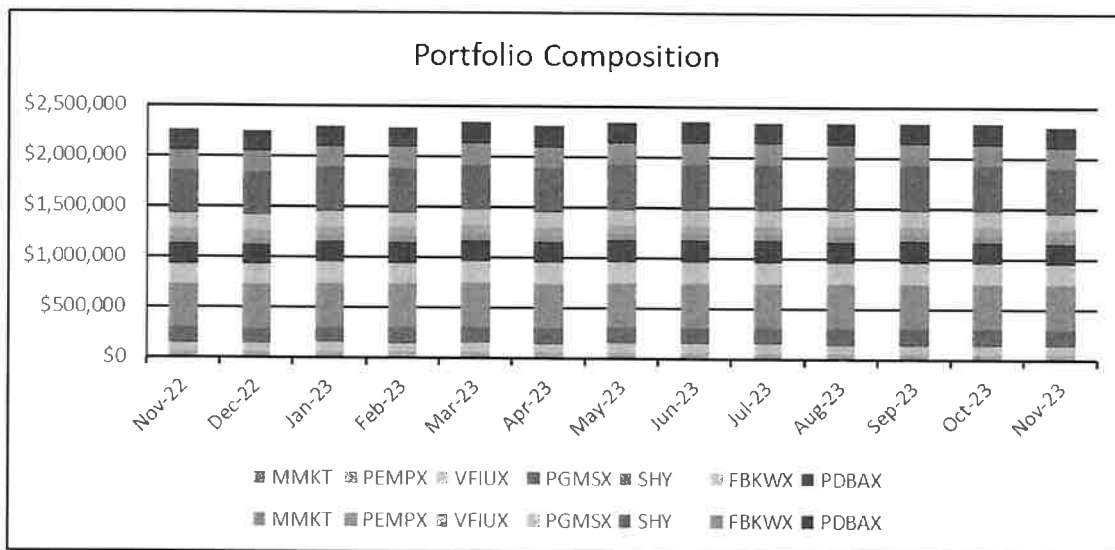
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The “domestic bond” category in the *Investment Asset Mix* chart above, includes US Government instruments and corporate bonds of US based organizations. The “international” category includes debt instruments of foreign governments as well as corporate 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		\$ 10,688	0.80%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	214,089	4.70%
PGIM Total Return Bond CL A	PDBAX	207,397	6.02%
PIMCO Emerging Markets Bond I2	PEMPX	51,403	8.83%
T Rowe Price Global Multi Sector Bond I	PGMSX	162,211	4.68%
Vanguard Intermediate Term Treasury	VFIUX	86,280	4.63%
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	452,361	2.59%
Total		\$1,184,429	



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NOVEMBER 2023 - CHECK REGISTER

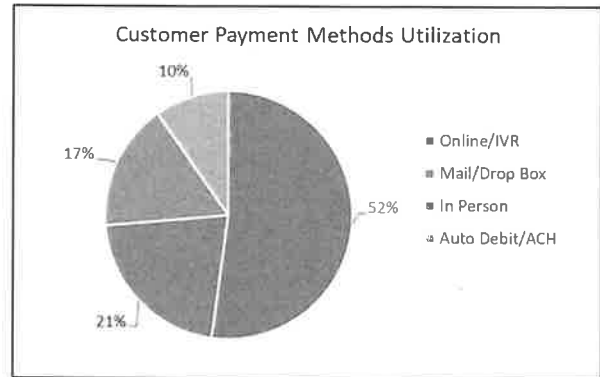
Number	Date	Vendor Name	Amount
201170	11/14/2023	Anixter	\$ 1,888.08
201171	11/14/2023	Antonio's Lawn Service	2,520.00
201172	11/14/2023	CBM Insurance Agency LLC	12,755.52
201173	11/14/2023	CirilloBro	4,600.00
201174	11/14/2023	Delmarva Power	131.77
201175	11/14/2023	Diamond Materials	1,026.26
201176	11/14/2023	Dover Plumbing Supply Co.	54,295.16
201177	11/14/2023	Hire Right Solutions Inc	749.55
201178	11/14/2023	Keystone Engineering Group Inc	410.00
201179	11/14/2023	New Castle County	523.12
201180	11/14/2023	Railroad Management Company IV LLC	639.92
201181	11/14/2023	Security Instrument Corp.	296.85
201182	11/14/2023	ToyotaLift Northeast LLC	1,935.55
201183	11/14/2023	Trans Union LLC	425.04
201184	11/14/2023	Tyler Technologies Inc.	471.25
201185	11/14/2023	Utility Engineers PC	1,100.00
201186	11/14/2023	Wesco Receivables Corp.	9,309.87
201187	11/27/2023	CONCENTRA OCCUPATIONAL HEALTH CENTER OF DELAWARE P.A.	286.00
201188	11/27/2023	Consult Dynamics Inc DCA Net	20.00
201189	11/27/2023	Council 81	415.50
201190	11/27/2023	Delta Dental of Delaware Inc	1,817.24
201191	11/27/2023	Department of Human Resources Financial Services	36,679.72
201192	11/27/2023	Kendall Electric INC	9,365.59
201193	11/27/2023	McCollom D'Emilio Smith Uebler LLC	8,900.00
201194	11/27/2023	Petty Cash	208.13
201195	11/27/2023	Pitney Bowes	467.70
201196	11/27/2023	Pivot Occupational Health	234.00
201197	11/27/2023	Principal Financial Group	2,490.05
201198	11/27/2023	RICHARD E PIERSON CONSTRUCTION CO INC	283,968.00
201199	11/27/2023	ToyotaLift Northeast LLC	1,468.74
201200	11/27/2023	United Electric Supply Co	152.50
201201	11/27/2023	Wesco Receivables Corp.	704.16
DFT0002126	11/10/2023	Maryland Child Support Account	184.62
DFT0002127	11/10/2023	Nationwide Retirement Sol	4,996.08
DFT0002130	11/10/2023	United States Treasury	18,261.00
DFT0002131	11/16/2023	BRINKS CAPITAL	680.30
DFT0002132	11/02/2023	OpenEdge	1,616.50
DFT0002133	11/10/2023	Nationwide Life Ins. Co. of America	22,897.42
DFT0002134	11/17/2023	DEMEC Inc	509,842.81
DFT0002135	11/10/2023	M&T ONE CARD	18,712.36
DFT0002136	11/10/2023	SFS Tools and Safety LLC	170.00
DFT0002137	11/10/2023	Choctaw-Kaul Distrubution Company	499.20
DFT0002138	11/22/2023	Maryland Child Support Account	184.62
DFT0002139	11/22/2023	Nationwide Retirement Sol	4,875.26
DFT0002141	11/22/2023	M&T ONE CARD	3,663.03
DFT0002142	11/22/2023	United States Treasury	18,840.73
DFT0002143	11/30/2023	COMPTROLLER OF MARYLAND	1,123.78
DFT0002144	11/30/2023	Nationwide Retirement Sol	995.03
DFT0002146	11/30/2023	United States Treasury	10,798.59
DFT0002147	11/29/2023	Delaware Div. of Revenue	17,415.00
DFT0002148	11/24/2023	M&T ONE CARD	14,575.15
TOTAL PAYMENTS			\$ 1,090,586.75

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Customer Service/Billing

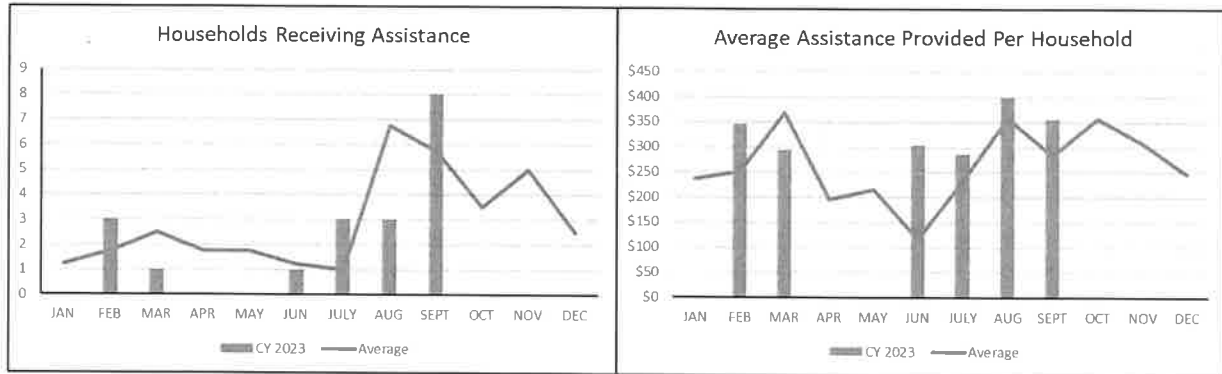
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,226
Delinquent & past due notices	427
Automated phone notifications	359
Payment arrangements	28
Contracts	0
Service cuts for non-payment – Nov	42
Accounts sent to collections	0
Electric bad debt write-offs	\$0.00
Applications for service	29



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 November, the fund assisted two customers with approximately \$385. The maximum allowed by the program is \$400. The current balance in the fund is \$6,851.



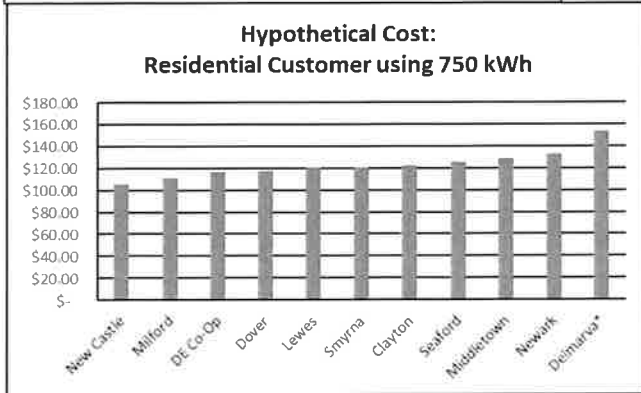
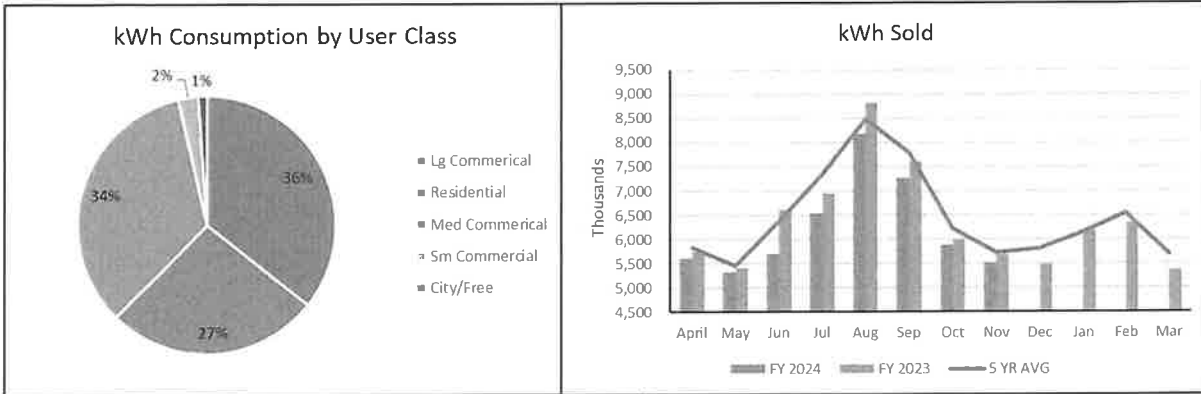
In addition to assistance provided through the New Castle Cares fund, eight customers received an average of \$571 from other agencies or nonprofits that provide assistance for utility bills.

Below is a condensed aging report for active customers as of December 1, 2023:

Total	Current	30 Days	60 Days	90 Days	120 Days
\$492,340	\$451,646	\$39,538	\$1,577	\$144	(\$565)

Electric Revenues

User charges are \$169,000 under budget fiscal year to date. November kWh sales decreased by approximately 2.8% (156,000 kWh) from the same period last year. Consumption is approximately 6.2% lower than the 5-year average and 5.3% 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 46.0% lower than Delmarva* and 11.0% 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 (\$62,000). \$123,000 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 well as less expense being capitalized for the VanDyke undergrounding project than anticipated YTD. Other variances are the result of timing differences and are expected to decrease in future months.

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 not 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). The remaining negative variance in repairs and maintenance is related to less expenses being capitalized for using MSC's own equipment on the VanDyke project than anticipated YTD.

After accounting for non-operating revenues and expenses, there is an increase in net position of \$30,000, \$87,000 less than anticipated at this point in the year as a result of the variances discussed above.

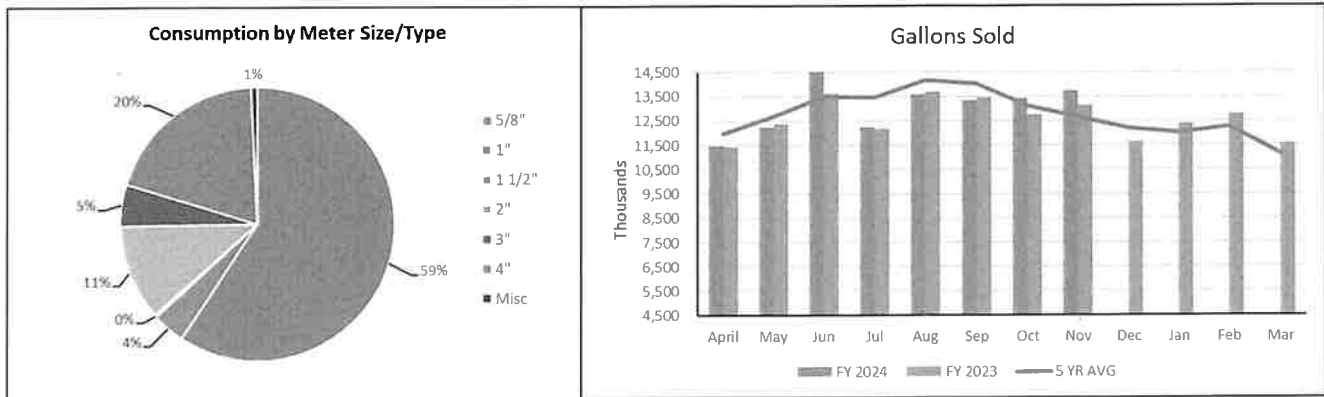
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**Municipal Services Commission
Budget to Actual Comparison – Electric
As of November 30, 2023**

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User charges	6,656,889	6,497,824	(159,065)	9,624,301
City service charges	35,112	31,156	(3,956)	52,000
MSC service charges	23,736	17,578	(6,158)	41,000
Miscellaneous income	47,073	51,788	4,715	61,210
<i>Total Operating Revenues</i>	<u>6,762,810</u>	<u>6,598,346</u>	<u>(164,464)</u>	<u>9,778,511</u>
Less: Free Service	3,713	3,739	(26)	8,000
<i>Net Operating Revenues</i>	<u>6,759,097</u>	<u>6,594,607</u>	<u>(164,490)</u>	<u>9,770,511</u>
Operating Expenses				
Purchase of Power	4,599,000	4,475,534	123,466	6,751,000
<i>Operations</i>				
Salaries and benefits	543,496	598,254	(54,758)	872,468
Insurance	51,186	51,681	(495)	51,186
Utilities	5,681	5,883	(202)	11,700
Repairs and maintenance	(76,015)	13,702	(89,717)	(82,900)
Supplies and materials	42,471	56,548	(14,077)	73,600
Professional fees	69,389	39,384	30,005	112,250
Depreciation	474,810	494,540	(19,730)	712,500
<i>Operations total</i>	<u>1,111,018</u>	<u>1,259,992</u>	<u>(148,974)</u>	<u>1,750,804</u>
<i>General & administrative</i>				
Salaries and benefits	347,023	337,386	9,637	518,853
Insurance	22,770	18,963	3,807	22,770
Utilities	7,589	7,046	543	11,731
Repairs and maintenance	5,437	4,015	1,422	7,860
Supplies and materials	20,273	19,874	399	29,500
Professional fees	121,817	85,043	36,774	141,340
Misc	67,654	45,432	22,222	95,328
Depreciation	18,659	5,982	12,677	28,000
<i>Total general & administrative</i>	<u>611,222</u>	<u>523,741</u>	<u>87,481</u>	<u>855,382</u>
<i>Total operating expenses</i>	<u>6,321,240</u>	<u>6,259,267</u>	<u>61,973</u>	<u>9,357,186</u>
Operating income	<u>437,857</u>	<u>335,340</u>	<u>(102,517)</u>	<u>413,325</u>
Nonoperating revenue(expense)				
Investment income	53,772	71,550	17,778	80,000
Investment expense	(1,850)	(1,720)	130	(2,500)
Unrealized gain(loss) on investment:	-	(7,953)	(7,953)	-
Other Expense	-	(346)	(346)	-
Appropriations				
Mayor and Council	(373,184)	(363,557)	9,627	(560,000)
Special	-	(3,665)	(3,665)	-
<i>Total nonoperating revenue(expense)</i>	<u>(321,262)</u>	<u>(305,691)</u>	<u>15,571</u>	<u>(482,500)</u>
Change in Net Position	116,595	29,649	(86,946)	(69,175)

Water Revenues

User charges have a favorable variance of \$10,000 fiscal year to date. Water consumption for the month was up 583,000 gallons from the same period last year. Consumption was up in smaller (residential meters) and down in larger (commercial) meters. Fiscal year to date, water sales are 2.3% higher than the five-year average and 5.3% higher than the prior year. The favorable variance is entirely related to selling water to Artesian in the beginning of June (4.5 million gallons).



Water Expenses

Water operating expenses have a favorable year to date variance (\$65,000). These variances are the result of timing differences and are expected to decrease as the year progresses. The negative variances in salaries and benefits and repairs and maintenance are related to less expenses being capitalized that anticipated year to date for water operators and equipment being used on the VanDyke electric undergrounding project.

When considering nonoperating revenues and expenses, there is an increase in net position of \$311,000, which is \$255,000 better than anticipated at this point in the year. \$169,000 of that variance is related to grant from the State of Delaware for replacement spent carbon at the School Lane Treatment Facility. The new filter media has been capitalized in line with the Commission's policy as the new carbon has an estimated useful life in excess of a year.

Comptroller/Treasurer's Report – December 11, 2023

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

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	1,643,307	1,660,945	17,638	2,456,543
City Service Charges	24,461	19,045	(5,416)	37,000
MSC Service Charges	2,470	-	(2,470)	3,500
Miscellaneous Income	18,842	36,712	17,870	28,790
<i>Total Operating Revenues</i>	<u>1,689,080</u>	<u>1,716,702</u>	<u>27,622</u>	<u>2,525,833</u>
Less: Free Service	2,624	2,502	122	4,000
<i>Net Operating Revenues</i>	<u>1,686,456</u>	<u>1,714,200</u>	<u>27,744</u>	<u>2,521,833</u>
Operating Expenses				
Purchase of water	18,067	15,925	2,142	26,000
<i>Operations Dept</i>				
Salaries and benefits	591,444	616,064	(24,620)	920,789
Insurance	56,968	45,573	11,395	56,968
Utilities	18,366	19,993	(1,627)	28,770
Repairs and maintenance	100,734	124,127	(23,393)	172,112
Supplies and materials	75,122	39,397	35,725	131,435
Professional fees	56,108	26,938	29,170	86,502
Depreciation	204,185	227,849	(23,664)	306,400
<i>Total operations</i>	<u>1,102,927</u>	<u>1,099,941</u>	<u>2,986</u>	<u>1,702,976</u>
<i>General & administrative</i>				
Salaries and benefits	205,105	200,584	4,521	305,605
Insurance	18,630	15,515	3,115	18,630
Utilities	6,394	5,764	630	9,961
Repairs and maintenance	7,935	7,770	165	11,610
Supplies and materials	13,978	14,166	(188)	20,400
Professional fees	26,053	21,727	4,326	35,884
Miscellaneous	108,925	71,777	37,148	137,094
Depreciation	12,662	2,889	9,773	19,000
<i>Total general & administrative</i>	<u>399,682</u>	<u>340,192</u>	<u>59,490</u>	<u>558,184</u>
<i>Total operating expenses</i>	<u>1,520,676</u>	<u>1,456,058</u>	<u>64,618</u>	<u>2,287,160</u>
Operating Income	<u>165,780</u>	<u>258,142</u>	<u>92,362</u>	<u>234,673</u>
Nonoperating revenue(expense)				
Investment income	10,082	12,570	2,488	15,000
Investment expense	(370)	(304)	66	(500)
Unrealized gain(loss) on investment:	-	(1,403)	(1,403)	-
Grant income	-	168,510	168,510	-
Other Expense	-	(8,490)	(8,490)	-
Appropriations				
Mayor and Council	(93,296)	(91,990)	1,306	(140,000)
City Services	(26,420)	(24,525)	1,895	(40,000)
Special	-	(1,445)	(1,445)	-
<i>Total nonoperating revenue(expense)</i>	<u>(110,004)</u>	<u>52,923</u>	<u>162,927</u>	<u>(165,500)</u>
Change in Net Position	55,776	311,065	255,289	69,173

Comptroller/Treasurer's Report – December 11, 2023

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

	2024	2023
ASSETS:		
Current assets:		
Cash and equivalents	\$ 2,195,216	\$ 2,155,627
Investments	1,184,429	1,148,280
Accounts receivable, net	841,966	1,389,447
Inventories	968,021	847,148
Prepays	94,083	183,330
Restricted cash	720,304	808,218
Total current assets	6,004,019	6,532,050
Noncurrent assets:		
Capital assets not being depreciated:		
Land	43,796	45,386
Construction in progress	1,995,934	906,463
Capital assets net of accumulated depreciation:		
Buildings	687,586	257,892
Equipment	669,750	750,164
Infrastructure	14,037,829	10,816,800
Total noncurrent assets	17,434,895	12,776,705
Total assets	23,438,914	19,308,755
 DEFERRED OUTFLOWS OF RESOURCES		
Pension	574,626	319,164
Regulatory accounting - substation	-	3,632,130
Total deferred outflows	574,626	3,951,294
 LIABILITIES		
Current liabilities:		
Accounts payable	761,368	1,533,502
Accrued liabilities	76,590	37,626
Customer Deposits	741,358	954,868
Total current liabilities	1,579,316	2,525,996
Noncurrent liabilities:		
Due within one year	96,050	84,922
Due in more than one year	2,933,258	1,725,156
Total noncurrent liabilities	3,029,308	1,810,078
Total liabilities	4,608,624	4,336,074
 DEFERRED INFLOWS OF RESOURCES		
Pension	250,334	472,843
Total deferred inflows	250,334	472,843
 NET POSITION		
Net investment in capital assets	16,453,868	12,776,705
Unrestricted	2,700,715	6,341,405
Total net position	\$ 19,154,583	\$ 19,118,110

Comptroller/Treasurer's Report – December 11, 2023

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

	2024	2023
Operating Revenues:		
Water sales	\$ 1,679,990	\$ 1,577,795
Power sales	6,546,558	6,282,125
Miscellaneous	88,500	53,396
Total operating revenues	8,315,048	7,913,316
Less: free service	(6,241)	(6,426)
Net operating revenues	8,308,807	7,906,890
 Purchase of water and power	 4,491,459	 4,612,902
 Operating Expenses		
Salaries and benefits	1,752,288	1,547,886
Repairs and maintenance	233,419	232,057
Supplies	96,462	112,416
Utilities	38,685	40,378
Insurance	131,732	128,798
Professional fees	102,196	87,919
Administrative	137,824	110,460
Depreciation	731,260	467,036
Total operating expenses	3,223,866	2,726,950
Operating income (loss)	593,482	567,038
 Nonoperating revenues (expenses):		
Net investment income	82,096	21,441
Unrealized gain(loss) on investments	(9,356)	(89,287)
Gain (loss) on disposal of assets	-	(9,518)
Grant income	168,510	20,098
Grant Expense	-	(20,578)
Miscellaneous	(8,835)	11,231
Appropriations to Mayor & Council of New Castle		
Ordinary	(455,547)	(443,893)
City Services	(24,525)	(23,902)
Special	(5,110)	(8,736)
Total nonoperating revenues (expenses)	(252,767)	(543,144)
Income before capital contributions	340,715	23,894
 Change in net position	 340,715	 23,894
 Net position - beginning	 18,813,868	 19,094,216
Net position - ending	\$ 19,154,583	\$ 19,118,110

**Municipal Services Commission
Combining Balance Sheet by Department
As of November 30, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
ASSETS:						
Current assets:						
Cash and equivalents	-	-	2,195,216	2,155,627	2,195,216	2,155,627
Investments	177,664	172,242	1,006,765	976,038	1,184,429	1,148,280
Accounts receivable, net	446,374	199,162	395,592	1,190,285	841,966	1,389,447
Inventories	261,614	187,104	706,407	660,044	968,021	847,148
Prepays	28,966	67,070	65,117	116,260	94,083	183,330
Restricted cash	-	-	720,304	808,218	720,304	808,218
Total current assets	914,618	625,578	5,089,401	5,906,472	6,004,019	6,532,050
Noncurrent assets:						
Capital assets not being depreciated:						
Land	43,796	45,386	-	-	43,796	45,386
Construction in progress	1,230,600	293,789	765,334	612,674	1,995,934	906,463
Capital assets net of accumulated depreciation:						
Buildings	312,878	119,664	374,708	138,228	687,586	257,892
Equipment	216,118	286,043	453,632	464,121	669,750	750,164
Infrastructure	6,956,780	7,013,746	7,081,049	3,803,054	14,037,829	10,816,800
Total noncurrent assets	8,760,172	7,758,628	8,674,723	5,018,077	17,434,895	12,776,705
Total assets	9,674,790	8,384,206	13,764,124	10,924,549	23,438,914	19,308,755
DEFERRED OUTFLOWS OF RESOURCES						
Pension	258,582	143,624	316,044	175,540	574,626	319,164
Regulatory accounting - substation	-	-	-	3,632,130	-	3,632,130
Total deferred outflows	258,582	143,624	316,044	3,807,670	574,626	3,951,294

(Continued)

**Municipal Services Commission
Combining Balance Sheet by Department
As of November 30, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
LIABILITIES						
Current liabilities						
Accounts payable	96,523	88,339	664,845	1,445,163	761,368	1,533,502
Accrued liabilities	51,819	16,932	24,771	20,694	76,590	37,626
Customer Deposits	7,021	59,978	734,337	894,890	741,358	954,868
Due to other funds	853,934	881,292	(853,934)	(881,292)	-	-
Total current liabilities	1,009,297	1,046,541	570,019	1,479,455	1,579,316	2,525,996
Noncurrent liabilities:						
Due within one year	15,592	-	80,458	-	96,050	-
Due in more than one year.	1,762,273	568,408	1,170,985	574,692	2,933,258	1,143,100
Total noncurrent liabilities	1,777,865	568,408	1,251,443	574,692	3,029,308	1,143,100
Total liabilities	2,787,162	1,614,949	1,821,462	2,054,147	4,608,623	3,669,096
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	8,138,601	7,758,628	8,315,267	5,018,077	16,453,868	12,776,705
Unrestricted	(1,105,041)	(1,058,526)	3,805,755	7,399,931	2,700,715	6,341,405
Total net position	7,033,560	6,700,102	12,121,022	12,418,008	19,154,583	19,118,110

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the eight months ending November 30, 2023 and 2022**

	Water		Electric		Total
	2024	2023	2024	2023	
Operating Revenues:					
Charges for services	\$ 1,679,990	\$ 1,577,795	\$ 6,546,558	\$ 6,282,125	\$ 8,226,548
Miscellaneous	36,712	18,888	51,788	34,508	88,500
Total operating revenues	1,716,702	1,596,683	6,598,346	6,316,633	8,315,048
Less: free service	(2,502)	(2,562)	(3,739)	(3,864)	(6,241)
Net operating revenues	1,714,200	1,594,121	6,594,607	6,312,769	8,308,807
Operating Expenses					
Purchase of water and power	15,925	16,007	4,475,534	4,596,895	4,491,459
Salaries and benefits	816,648	733,526	935,640	814,360	1,752,288
Repairs and maintenance	134,242	142,222	99,177	89,835	233,419
Supplies	52,625	60,543	43,837	51,873	96,462
Utilities	25,757	23,402	12,928	16,976	38,685
Insurance	61,088	60,854	70,644	67,944	131,732
Professional fees	43,733	41,637	58,463	46,282	102,196
Administrative	75,302	53,140	62,522	57,320	137,824
Depreciation	230,738	215,542	500,522	251,494	731,260
Total operating expenses	1,456,058	1,346,873	6,259,267	5,992,979	7,715,325
Operating income (loss)	258,142	247,248	335,340	319,790	593,482

(Continued)

Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the eight months ending November 30, 2023 and 2022

	Water		Electric		Total
	2024	2023	2024	2023	
Nonoperating revenues (expenses):					
Net investment income	12,266	2,909	69,830	18,532	82,096
Realized gain (loss) on investments	-	-	-	-	-
Unrealized gain(loss) on investments	(1,403)	(13,393)	(7,953)	(75,894)	(9,356)
Gain (loss) on disposal of assets	-	(2,172)	-	(7,346)	-
Grant income	168,510	20,098	-	-	168,510
Grant Expense	-	(20,098)	-	(480)	(20,578)
Miscellaneous	(8,490)	(2,951)	(346)	14,181	(8,835)
Appropriations to Mayor & Council of New Castle					
Ordinary	(91,990)	(88,634)	(363,557)	(355,259)	(443,893)
City Services	(24,525)	(23,902)	-	-	(24,525)
Special	(1,445)	(5,271)	(3,665)	(3,465)	(8,736)
Total nonoperating revenues (expenses)	52,923	(133,414)	(305,691)	(409,731)	(543,144)
Income before capital contributions	311,065	113,834	29,649	(89,940)	340,715
Change in net position	311,065	113,834	29,649	(89,940)	23,894
Net position - beginning	6,722,495	6,586,268	12,091,373	12,507,948	18,813,868
Net position - ending	<u>\$ 7,033,560</u>	<u>\$ 6,700,102</u>	<u>\$12,121,022</u>	<u>\$12,418,008</u>	<u>\$19,154,583</u>
					<u>\$19,118,110</u>

Comptroller/Treasurer's Report – December 11, 2023

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

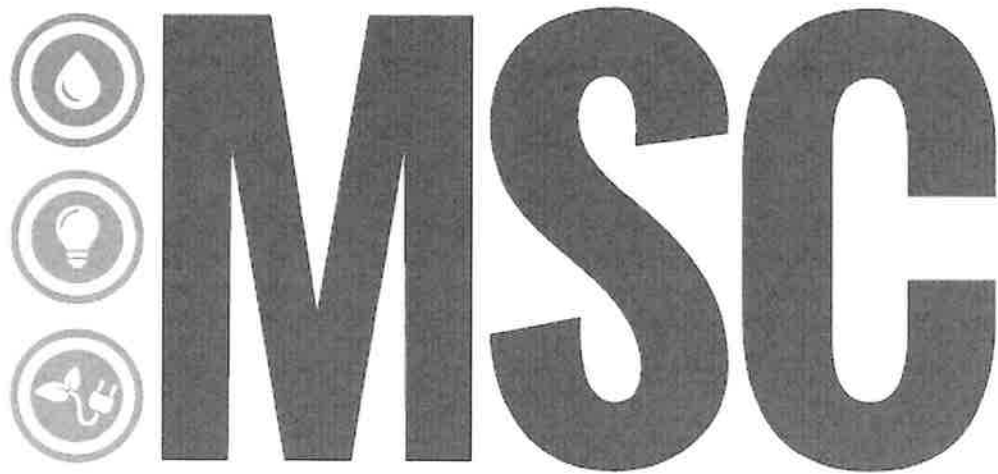
Project	Total Approved Budget	Materials as of 3/31/2024	Remaining Budget as of 3/31/2024	Total Capitalized To Date (1)	Status
Vandyke Village Undergrounding	\$ 886,000.00	\$ 658,550.00	\$ 227,450.00	\$ 1,391,935	In Progress
AMI System - Electric	665,000	475,728	189,272	-	In Progress
Dobbinsville Relay Replacement	85,000	37,127	47,873	-	In Progress
Stake Body Truck	90,000	91,640	(1,640)	91,640	Complete
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	725,907	555,093	-	In Progress
Toyota Pallet Lift	10,500	11,428	(928)	11,428	Complete
T-8 Replacement	150,000	63,371	86,629	-	In Progress
	\$ 3,267,500.00	\$ 2,154,679.04	\$ 1,112,820.96		

(1) Includes capitalized labor and equipment costs.

Special Appropriations

City & Trustee Projects	Donated Labor & Equipment	Billable Material	Invoiced Date	Paid Date
City of New Castle - Repairs & Maintenance	\$ 5,110.00	\$ -	n/a	n/a

Comptroller/Treasurer's Report



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

December 11, 2023 Commission Meeting
Prepared By: Ken Natale, CPFO on December 4, 2023

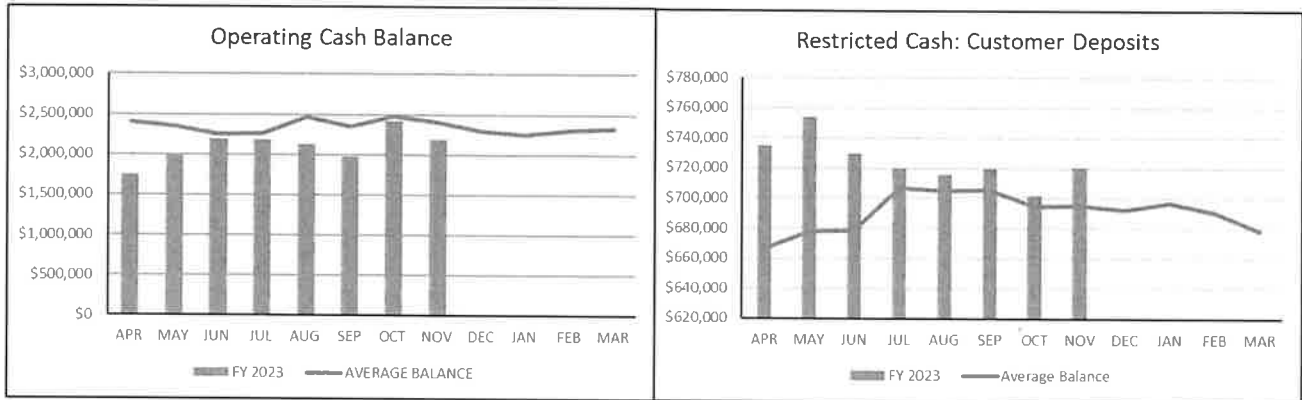
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Cash & Investments

As of November 30, 2023 the cash balances were:

M&T Bank Checking:	\$	585,048
M&T Investment Sweep:		1,609,269
M&T Bank MMA:		720,304
Petty Cash/Change Fund:		899
Total Cash on Hand:	\$	2,915,520



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

Beginning Balance	\$	2,422,763
Cash from customers		955,905
Interest Income		8,849
Bond Proceeds		26,103
Refunds to customers - deposits		-
Payments to suppliers for goods & services*	(1,090,587)
Bank service fees	(688)
Payments to employees for services	(127,129)
Net Cash Provided (Used)	(227,547)
Ending Cash Balance	\$	2,195,216

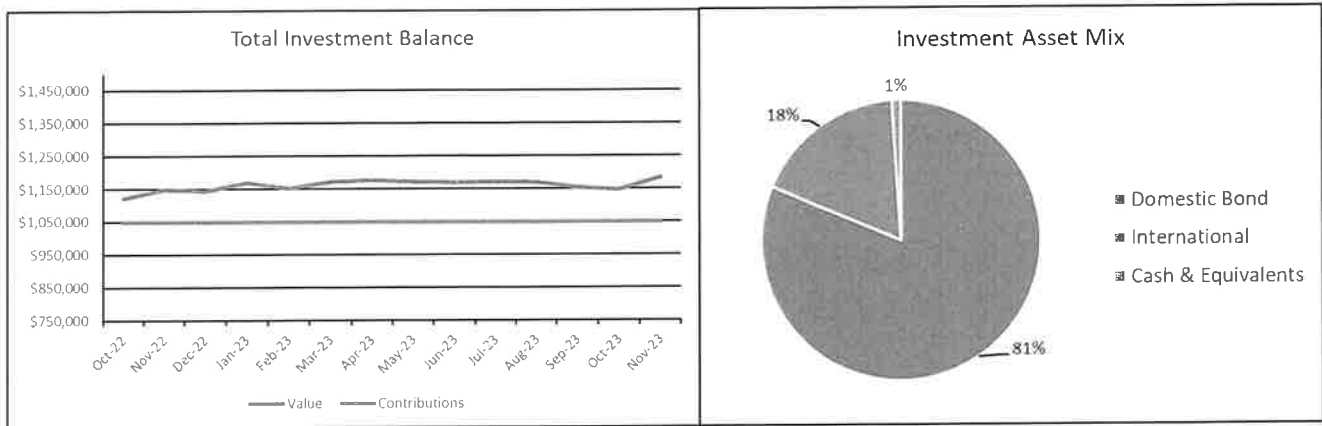
*A detailed check register for the month is available on page 3 of this report.

As of November 30, 2023 the value of the Commission's investment portfolio totaled \$1,184,429 which is a net gain of \$38,550 (3.4%) 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 5.38% interest and has a stable net asset value of \$1.00.

There was 99 days unrestricted cash on hand at November 30 (-6 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).

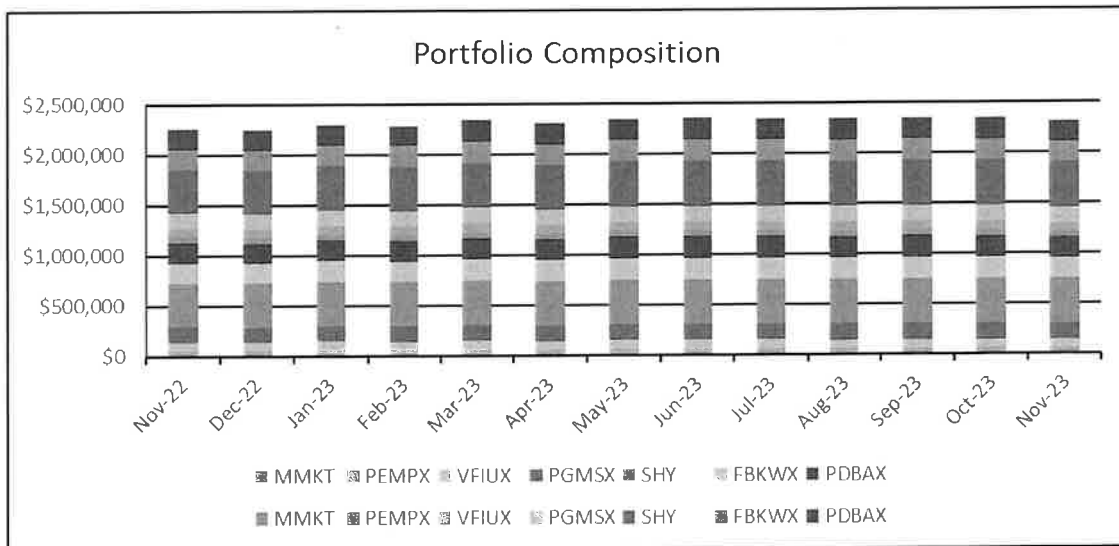
Comptroller/Treasurer's Report – December 11, 2023



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		\$ 10,688	0.80%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	214,089	4.70%
PGIM Total Return Bond CL A	PDBAX	207,397	6.02%
PIMCO Emerging Markets Bond I2	PEMPX	51,403	8.83%
T Rowe Price Global Multi Sector Bond I	PGMSX	162,211	4.68%
Vanguard Intermediate Term Treasury	VFIUX	86,280	4.63%
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	452,361	2.59%
Total		\$1,184,429	



Comptroller/Treasurer's Report – December 11, 2023

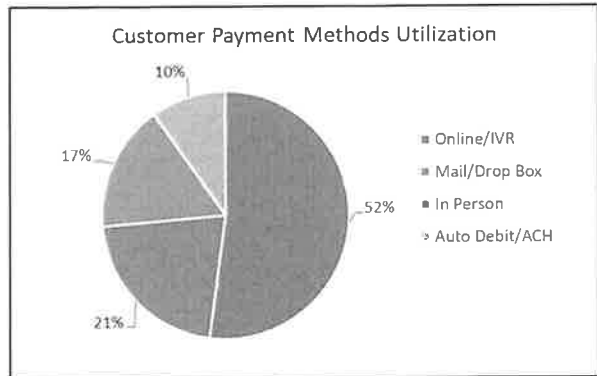
NOVEMBER 2023 - CHECK REGISTER

Number	Date	Vendor Name	Amount
201170	11/14/2023	Anixter	\$ 1,888.08
201171	11/14/2023	Antonio's Lawn Service	2,520.00
201172	11/14/2023	CBM Insurance Agency LLC	12,755.52
201173	11/14/2023	CirilloBro	4,600.00
201174	11/14/2023	Delmarva Power	131.77
201175	11/14/2023	Diamond Materials	1,026.26
201176	11/14/2023	Dover Plumbing Supply Co.	54,295.16
201177	11/14/2023	Hire Right Solutions Inc	749.55
201178	11/14/2023	Keystone Engineering Group Inc	410.00
201179	11/14/2023	New Castle County	523.12
201180	11/14/2023	Railroad Management Company IV LLC	639.92
201181	11/14/2023	Security Instrument Corp.	296.85
201182	11/14/2023	ToyotaLift Northeast LLC	1,935.55
201183	11/14/2023	Trans Union LLC	425.04
201184	11/14/2023	Tyler Technologies Inc.	471.25
201185	11/14/2023	Utility Engineers PC	1,100.00
201186	11/14/2023	Wesco Receivables Corp.	9,309.87
201187	11/27/2023	CONCENTRA OCCUPATIONAL HEALTH CENTER OF DELAWARE P.A.	286.00
201188	11/27/2023	Consult Dynamics Inc DCA Net	20.00
201189	11/27/2023	Council 81	415.50
201190	11/27/2023	Delta Dental of Delaware Inc	1,817.24
201191	11/27/2023	Department of Human Resources Financial Services	36,679.72
201192	11/27/2023	Kendall Electric INC	9,365.59
201193	11/27/2023	McCullom D'Emilio Smith Uebler LLC	8,900.00
201194	11/27/2023	Petty Cash	208.13
201195	11/27/2023	Pitney Bowes	467.70
201196	11/27/2023	Pivot Occupational Health	234.00
201197	11/27/2023	Principal Financial Group	2,490.05
201198	11/27/2023	RICHARD E PIERSON CONSTRUCTION CO INC	283,968.00
201199	11/27/2023	ToyotaLift Northeast LLC	1,468.74
201200	11/27/2023	United Electric Supply Co	152.50
201201	11/27/2023	Wesco Receivables Corp.	704.16
DFT0002126	11/10/2023	Maryland Child Support Account	184.62
DFT0002127	11/10/2023	Nationwide Retirement Sol	4,996.08
DFT0002130	11/10/2023	United States Treasury	18,261.00
DFT0002131	11/16/2023	BRINKS CAPITAL	680.30
DFT0002132	11/02/2023	OpenEdge	1,616.50
DFT0002133	11/10/2023	Nationwide Life Ins. Co. of America	22,897.42
DFT0002134	11/17/2023	DEMEC Inc	509,842.81
DFT0002135	11/10/2023	M&T ONE CARD	18,712.36
DFT0002136	11/10/2023	SFS Tools and Safety LLC	170.00
DFT0002137	11/10/2023	Choctaw-Kaul Distribution Company	499.20
DFT0002138	11/22/2023	Maryland Child Support Account	184.62
DFT0002139	11/22/2023	Nationwide Retirement Sol	4,875.26
DFT0002141	11/22/2023	M&T ONE CARD	3,663.03
DFT0002142	11/22/2023	United States Treasury	18,840.73
DFT0002143	11/30/2023	COMPTROLLER OF MARYLAND	1,123.78
DFT0002144	11/30/2023	Nationwide Retirement Sol	995.03
DFT0002146	11/30/2023	United States Treasury	10,798.59
DFT0002147	11/29/2023	Delaware Div. of Revenue	17,415.00
DFT0002148	11/24/2023	M&T ONE CARD	14,575.15
TOTAL PAYMENTS			\$ 1,090,586.75

Customer Service/Billing

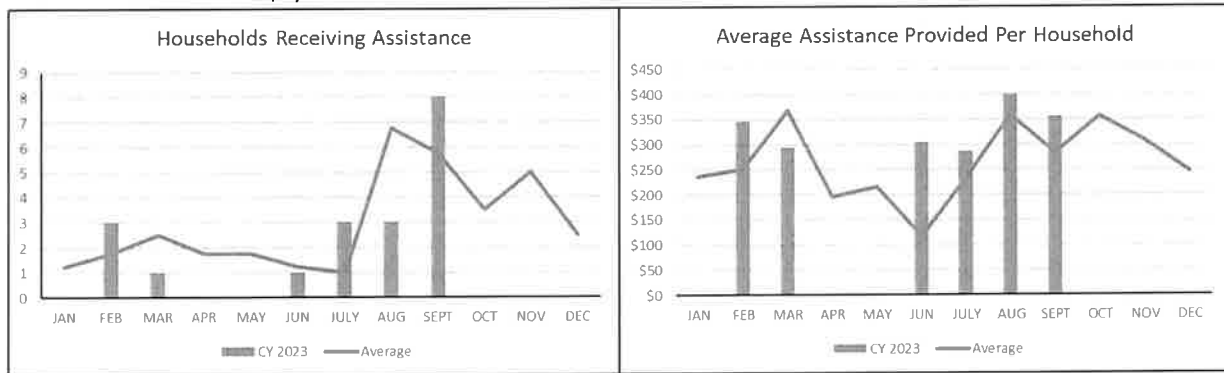
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,226
Delinquent & past due notices	427
Automated phone notifications	359
Payment arrangements	28
Contracts	0
Service cuts for non-payment – Nov	42
Accounts sent to collections	0
Electric bad debt write-offs	\$0.00
Applications for service	29



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 November, the fund assisted two customers with approximately \$385. The maximum allowed by the program is \$400. The current balance in the fund is \$6,851.



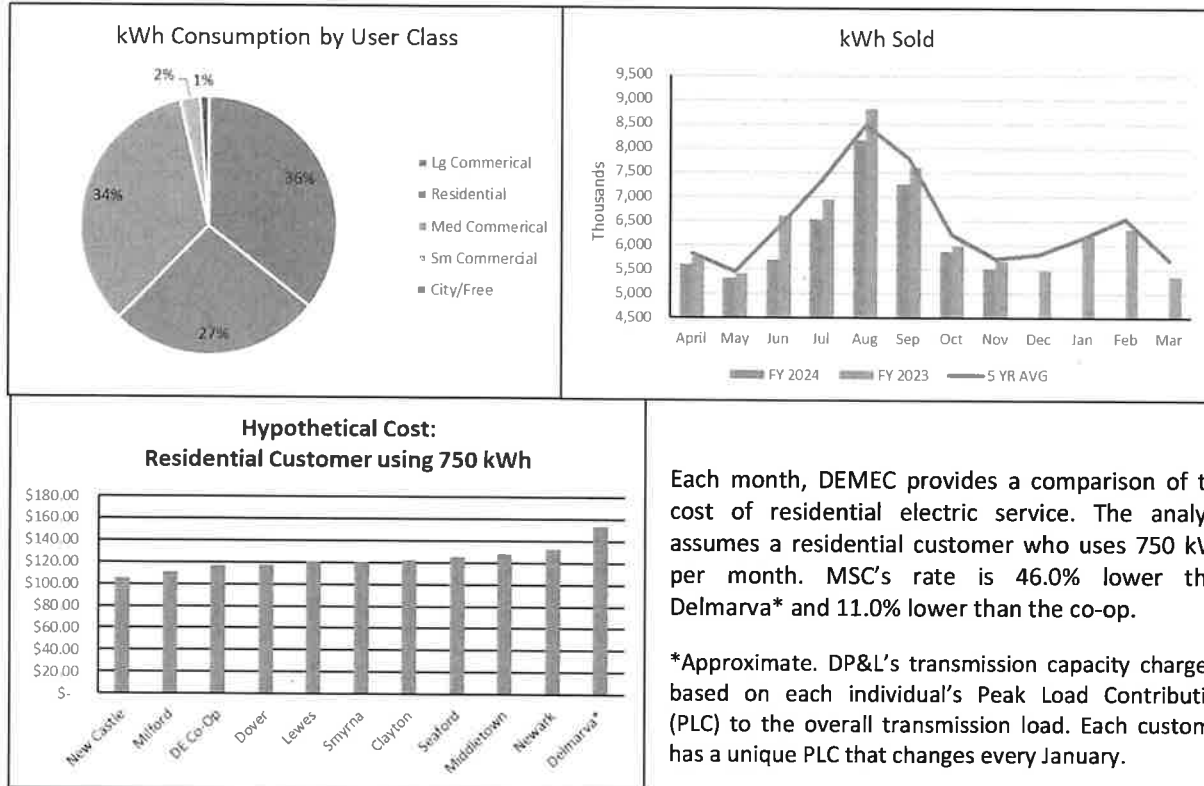
In addition to assistance provided through the New Castle Cares fund, eight customers received an average of \$571 from other agencies or nonprofits that provide assistance for utility bills.

Below is a condensed aging report for active customers as of December 1, 2023:

Total	Current	30 Days	60 Days	90 Days	120 Days
\$492,340	\$451,646	\$39,538	\$1,577	\$144	(\$565)

Electric Revenues

User charges are \$169,000 under budget fiscal year to date. November kWh sales decreased by approximately 2.8% (156,000 kWh) from the same period last year. Consumption is approximately 6.2% lower than the 5-year average and 5.3% 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.



Electric Expenses

Electric operating expenses have a year-to-date favorable variance (\$62,000). \$123,000 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 well as less expense being capitalized for the VanDyke undergrounding project than anticipated YTD. Other variances are the result of timing differences and are expected to decrease in future months.

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 not 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). The remaining negative variance in repairs and maintenance is related to less expenses being capitalized for using MSC's own equipment on the VanDyke project than anticipated YTD.

After accounting for non-operating revenues and expenses, there is an increase in net position of \$30,000, \$87,000 less than anticipated at this point in the year as a result of the variances discussed above.

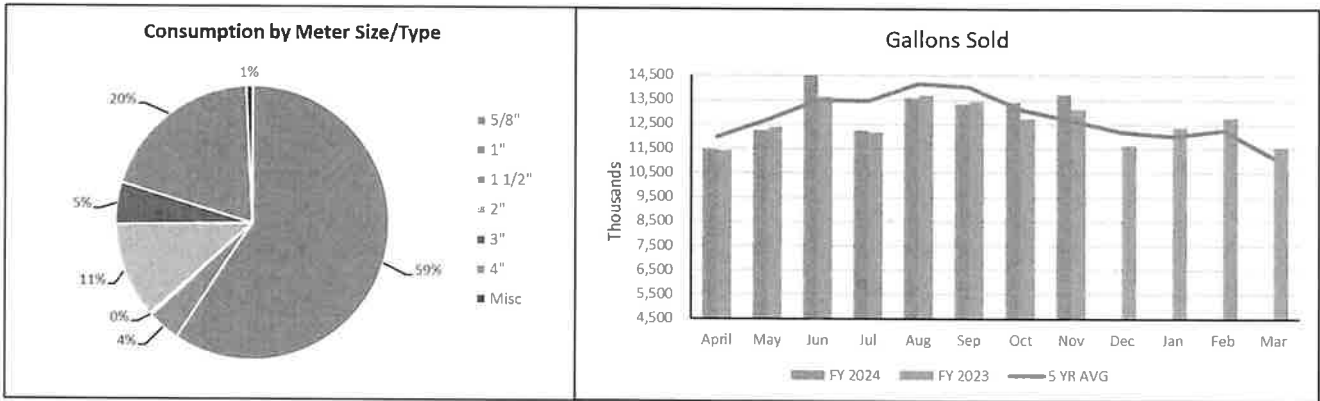
Comptroller/Treasurer's Report – December 11, 2023

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

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User charges	6,656,889	6,497,824	(159,065)	9,624,301
City service charges	35,112	31,156	(3,956)	52,000
MSC service charges	23,736	17,578	(6,158)	41,000
Miscellaneous income	47,073	51,788	4,715	61,210
<i>Total Operating Revenues</i>	<u>6,762,810</u>	<u>6,598,346</u>	<u>(164,464)</u>	<u>9,778,511</u>
Less: Free Service	3,713	3,739	(26)	8,000
<i>Net Operating Revenues</i>	<u>6,759,097</u>	<u>6,594,607</u>	<u>(164,490)</u>	<u>9,770,511</u>
Operating Expenses				
Purchase of Power	4,599,000	4,475,534	123,466	6,751,000
<i>Operations</i>				
Salaries and benefits	543,496	598,254	(54,758)	872,468
Insurance	51,186	51,681	(495)	51,186
Utilities	5,681	5,883	(202)	11,700
Repairs and maintenance	(76,015)	13,702	(89,717)	(82,900)
Supplies and materials	42,471	56,548	(14,077)	73,600
Professional fees	69,389	39,384	30,005	112,250
Depreciation	474,810	494,540	(19,730)	712,500
<i>Operations total</i>	<u>1,111,018</u>	<u>1,259,992</u>	<u>(148,974)</u>	<u>1,750,804</u>
<i>General & administrative</i>				
Salaries and benefits	347,023	337,386	9,637	518,853
Insurance	22,770	18,963	3,807	22,770
Utilities	7,589	7,046	543	11,731
Repairs and maintenance	5,437	4,015	1,422	7,860
Supplies and materials	20,273	19,874	399	29,500
Professional fees	121,817	85,043	36,774	141,340
Misc	67,654	45,432	22,222	95,328
Depreciation	18,659	5,982	12,677	28,000
<i>Total general & administrative</i>	<u>611,222</u>	<u>523,741</u>	<u>87,481</u>	<u>855,382</u>
<i>Total operating expenses</i>	<u>6,321,240</u>	<u>6,259,267</u>	<u>61,973</u>	<u>9,357,186</u>
Operating income	<u>437,857</u>	<u>335,340</u>	<u>(102,517)</u>	<u>413,325</u>
Nonoperating revenue(expense)				
Investment income	53,772	71,550	17,778	80,000
Investment expense	(1,850)	(1,720)	130	(2,500)
Unrealized gain(loss) on investment:	-	(7,953)	(7,953)	-
Other Expense	-	(346)	(346)	-
Appropriations				
Mayor and Council	(373,184)	(363,557)	9,627	(560,000)
Special	-	(3,665)	(3,665)	-
<i>Total nonoperating revenue(expense)</i>	<u>(321,262)</u>	<u>(305,691)</u>	<u>15,571</u>	<u>(482,500)</u>
Change in Net Position	116,595	29,649	(86,946)	(69,175)

Water Revenues

User charges have a favorable variance of \$10,000 fiscal year to date. Water consumption for the month was up 583,000 gallons from the same period last year. Consumption was up in smaller (residential meters) and down in larger (commercial) meters. Fiscal year to date, water sales are 2.3% higher than the five-year average and 5.3% higher than the prior year. The favorable variance is entirely related to selling water to Artesian in the beginning of June (4.5 million gallons).



Water Expenses

Water operating expenses have a favorable year to date variance (\$65,000). These variances are the result of timing differences and are expected to decrease as the year progresses. The negative variances in salaries and benefits and repairs and maintenance are related to less expenses being capitalized that anticipated year to date for water operators and equipment being used on the VanDyke electric undergrounding project.

When considering nonoperating revenues and expenses, there is an increase in net position of \$311,000, which is \$255,000 better than anticipated at this point in the year. \$169,000 of that variance is related to grant from the State of Delaware for replacement spent carbon at the School Lane Treatment Facility. The new filter media has been capitalized in line with the Commission's policy as the new carbon has an estimated useful life in excess of a year.

Comptroller/Treasurer's Report – December 11, 2023

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

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	1,643,307	1,660,945	17,638	2,456,543
City Service Charges	24,461	19,045	(5,416)	37,000
MSC Service Charges	2,470	-	(2,470)	3,500
Miscellaneous Income	18,842	36,712	17,870	28,790
<i>Total Operating Revenues</i>	<u>1,689,080</u>	<u>1,716,702</u>	<u>27,622</u>	<u>2,525,833</u>
Less: Free Service	2,624	2,502	122	4,000
<i>Net Operating Revenues</i>	<u>1,686,456</u>	<u>1,714,200</u>	<u>27,744</u>	<u>2,521,833</u>
Operating Expenses				
Purchase of water	18,067	15,925	2,142	26,000
<i>Operations Dept</i>				
Salaries and benefits	591,444	616,064	(24,620)	920,789
Insurance	56,968	45,573	11,395	56,968
Utilities	18,366	19,993	(1,627)	28,770
Repairs and maintenance	100,734	124,127	(23,393)	172,112
Supplies and materials	75,122	39,397	35,725	131,435
Professional fees	56,108	26,938	29,170	86,502
Depreciation	204,185	227,849	(23,664)	306,400
<i>Total operations</i>	<u>1,102,927</u>	<u>1,099,941</u>	<u>2,986</u>	<u>1,702,976</u>
<i>General & administrative</i>				
Salaries and benefits	205,105	200,584	4,521	305,605
Insurance	18,630	15,515	3,115	18,630
Utilities	6,394	5,764	630	9,961
Repairs and maintenance	7,935	7,770	165	11,610
Supplies and materials	13,978	14,166	(188)	20,400
Professional fees	26,053	21,727	4,326	35,884
Miscellaneous	108,925	71,777	37,148	137,094
Depreciation	12,662	2,889	9,773	19,000
<i>Total general & administrative</i>	<u>399,682</u>	<u>340,192</u>	<u>59,490</u>	<u>558,184</u>
<i>Total operating expenses</i>	<u>1,520,676</u>	<u>1,456,058</u>	<u>64,618</u>	<u>2,287,160</u>
Operating Income	<u>165,780</u>	<u>258,142</u>	<u>92,362</u>	<u>234,673</u>
Nonoperating revenue(expense)				
Investment income	10,082	12,570	2,488	15,000
Investment expense	(370)	(304)	66	(500)
Unrealized gain(loss) on investment:	-	(1,403)	(1,403)	-
Grant income	-	168,510	168,510	-
Other Expense	-	(8,490)	(8,490)	-
Appropriations				
Mayor and Council	(93,296)	(91,990)	1,306	(140,000)
City Services	(26,420)	(24,525)	1,895	(40,000)
Special	-	(1,445)	(1,445)	-
<i>Total nonoperating revenue(expense)</i>	<u>(110,004)</u>	<u>52,923</u>	<u>162,927</u>	<u>(165,500)</u>
Change in Net Position	55,776	311,065	255,289	69,173

Comptroller/Treasurer's Report – December 11, 2023

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

	<u>2024</u>	<u>2023</u>
ASSETS:		
Current assets:		
Cash and equivalents	\$ 2,195,216	\$ 2,155,627
Investments	1,184,429	1,148,280
Accounts receivable, net	841,966	1,389,447
Inventories	968,021	847,148
Prepays	94,083	183,330
Restricted cash	720,304	808,218
Total current assets	<u>6,004,019</u>	<u>6,532,050</u>
Noncurrent assets:		
Capital assets not being depreciated:		
Land	43,796	45,386
Construction in progress	1,995,934	906,463
Capital assets net of accumulated depreciation:		
Buildings	687,586	257,892
Equipment	669,750	750,164
Infrastructure	14,037,829	10,816,800
Total noncurrent assets	<u>17,434,895</u>	<u>12,776,705</u>
Total assets	<u>23,438,914</u>	<u>19,308,755</u>
 DEFERRED OUTFLOWS OF RESOURCES		
Pension	574,626	319,164
Regulatory accounting - substation	-	3,632,130
Total deferred outflows	<u>574,626</u>	<u>3,951,294</u>
 LIABILITIES		
Current liabilities:		
Accounts payable	761,368	1,533,502
Accrued liabilities	76,590	37,626
Customer Deposits	741,358	954,868
Total current liabilities	<u>1,579,316</u>	<u>2,525,996</u>
Noncurrent liabilities:		
Due within one year	96,050	84,922
Due in more than one year	2,933,258	1,725,156
Total noncurrent liabilities	<u>3,029,308</u>	<u>1,810,078</u>
Total liabilities	<u>4,608,624</u>	<u>4,336,074</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	16,453,868	12,776,705
Unrestricted	2,700,715	6,341,405
Total net position	<u>\$ 19,154,583</u>	<u>\$ 19,118,110</u>

Comptroller/Treasurer's Report – December 11, 2023

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

	<u>2024</u>	<u>2023</u>
Operating Revenues:		
Water sales	\$ 1,679,990	\$ 1,577,795
Power sales	6,546,558	6,282,125
Miscellaneous	88,500	53,396
Total operating revenues	<u>8,315,048</u>	<u>7,913,316</u>
Less: free service	<u>(6,241)</u>	<u>(6,426)</u>
Net operating revenues	8,308,807	7,906,890
Purchase of water and power	4,491,459	4,612,902
Operating Expenses		
Salaries and benefits	1,752,288	1,547,886
Repairs and maintenance	233,419	232,057
Supplies	96,462	112,416
Utilities	38,685	40,378
Insurance	131,732	128,798
Professional fees	102,196	87,919
Administrative	137,824	110,460
Depreciation	731,260	467,036
Total operating expenses	<u>3,223,866</u>	<u>2,726,950</u>
Operating income (loss)	<u>593,482</u>	<u>567,038</u>
Nonoperating revenues (expenses):		
Net investment income	82,096	21,441
Unrealized gain(loss) on investments	(9,356)	(89,287)
Gain (loss) on disposal of assets	-	(9,518)
Grant income	168,510	20,098
Grant Expense	-	(20,578)
Miscellaneous	(8,835)	11,231
Appropriations to Mayor & Council of New Castle		
Ordinary	(455,547)	(443,893)
City Services	(24,525)	(23,902)
Special	(5,110)	(8,736)
Total nonoperating revenues (expenses)	<u>(252,767)</u>	<u>(543,144)</u>
Income before capital contributions	340,715	23,894
Change in net position	340,715	23,894
Net position - beginning	<u>18,813,868</u>	<u>19,094,216</u>
Net position - ending	<u>\$ 19,154,583</u>	<u>\$ 19,118,110</u>

**Municipal Services Commission
Combining Balance Sheet by Department
As of November 30, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
ASSETS:						
Current assets:						
Cash and equivalents	-	-	2,195,216	2,155,627	2,195,216	2,155,627
Investments	177,664	172,242	1,006,765	976,088	1,184,429	1,148,280
Accounts receivable, net	446,374	199,162	395,592	1,190,285	841,966	1,389,447
Inventories	261,614	187,104	706,407	660,044	968,021	847,148
Prepays	28,966	67,070	65,117	116,260	94,083	183,330
Restricted cash	-	-	720,304	808,218	720,304	808,218
Total current assets	914,618	625,578	5,089,401	5,906,472	6,004,019	6,532,050
Noncurrent assets:						
Capital assets not being depreciated:						
Land	43,796	45,386	-	-	43,796	45,386
Construction in progress	1,230,600	293,789	765,334	612,674	1,995,934	906,463
Capital assets net of accumulated depreciation:						
Buildings	312,878	119,664	374,708	138,228	687,586	257,892
Equipment	216,118	286,043	453,632	464,121	669,750	750,164
Infrastructure	6,956,780	7,013,746	7,081,049	3,803,054	14,037,829	10,816,800
Total noncurrent assets	8,760,172	7,758,628	8,674,723	5,018,077	17,434,895	12,776,705
Total assets	9,674,790	8,384,206	13,764,124	10,924,549	23,438,914	19,308,755
DEFERRED OUTFLOWS OF RESOURCES						
Pension	258,582	143,624	316,044	175,540	574,626	319,164
Regulatory accounting - substation	-	-	-	3,632,130	-	3,632,130
Total deferred outflows	258,582	143,624	316,044	3,807,670	574,626	3,951,294

(Continued)

**Municipal Services Commission
Combining Balance Sheet by Department
As of November 30, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
LIABILITIES						
Current liabilities						
Accounts payable	96,523	88,339	664,845	1,445,163	761,368	1,533,502
Accrued liabilities	51,819	16,932	24,771	20,694	76,590	37,626
Customer Deposits	7,021	59,978	734,337	894,890	741,358	954,868
Due to other funds	853,934	881,292	(853,934)	(881,292)	-	-
Total current liabilities	1,009,297	1,046,541	570,019	1,479,455	1,579,316	2,525,996
Noncurrent liabilities:						
Due within one year	15,592	-	80,458	-	96,050	-
Due in more than one year.	1,762,273	568,408	1,170,985	574,692	2,933,258	1,143,100
Total noncurrent liabilities	1,777,865	568,408	1,251,443	574,692	3,029,308	1,143,100
Total liabilities	2,787,162	1,614,949	1,821,462	2,054,147	4,608,623	3,669,096
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	8,138,601	7,758,628	8,315,267	5,018,077	16,453,868	12,776,705
Unrestricted	(1,105,041)	(1,058,526)	3,805,755	7,399,931	2,700,715	6,341,405
Total net position	7,033,560	6,700,102	12,121,022	12,418,008	19,154,583	19,118,110

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the eight months ending November 30, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
Operating Revenues:						
Charges for services	\$ 1,679,990	\$ 1,577,795	\$ 6,546,558	\$ 6,282,125	\$ 8,226,548	\$ 7,859,920
Miscellaneous	36,712	18,888	51,788	34,508	88,500	53,396
Total operating revenues	1,716,702	1,596,683	6,598,346	6,316,633	8,315,048	7,913,316
Less: free service	(2,502)	(2,562)	(3,739)	(3,864)	(6,241)	(6,426)
Net operating revenues	1,714,200	1,594,121	6,594,607	6,312,769	8,308,807	7,906,890
Operating Expenses						
Purchase of water and power	15,925	16,007	4,475,534	4,596,895	4,491,459	4,612,902
Salaries and benefits	816,648	733,526	935,640	814,360	1,752,288	1,547,886
Repairs and maintenance	134,242	142,222	99,177	89,835	233,419	232,057
Supplies	52,625	60,543	43,837	51,873	96,462	112,416
Utilities	25,757	23,402	12,928	16,976	38,685	40,378
Insurance	61,088	60,854	70,644	67,944	131,732	128,798
Professional fees	43,733	41,637	58,463	46,282	102,196	87,919
Administrative	75,302	53,140	62,522	57,320	137,824	110,460
Depreciation	230,738	215,542	500,522	251,494	731,260	467,036
Total operating expenses	1,456,058	1,346,873	6,259,267	5,992,979	7,715,325	7,339,852
Operating income (loss)	258,142	247,248	335,340	319,790	593,482	567,038

(Continued)

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the eight months ending November 30, 2023 and 2022**

	Water		Electric		Total	
	2024	2023	2024	2023	2024	2023
Nonoperating revenues (expenses):						
Net investment income	12,266	2,909	69,830	18,532	82,096	21,441
Realized gain (loss) on investments	-	-	-	-	-	-
Unrealized gain(loss) on investments	(1,403)	(13,393)	(7,953)	(75,894)	(9,356)	(89,287)
Gain (loss) on disposal of assets	-	(2,172)	-	(7,346)	-	(9,518)
Grant income	168,510	20,098	-	-	168,510	20,098
Grant Expense	-	(20,098)	-	(480)	-	(20,578)
Miscellaneous	(8,490)	(2,951)	(346)	14,181	(8,835)	11,231
Appropriations to Mayor & Council of New Castle						
Ordinary	(91,990)	(88,634)	(363,557)	(355,259)	(455,547)	(443,893)
City Services	(24,525)	(23,902)	-	-	(24,525)	(23,902)
Special	(1,445)	(5,271)	(3,665)	(3,465)	(5,110)	(8,736)
Total nonoperating revenues (expenses)	52,923	(133,414)	(305,691)	(409,731)	(252,767)	(543,144)
Income before capital contributions	311,065	113,834	29,649	(89,940)	340,715	23,894
Change in net position	311,065	113,834	29,649	(89,940)	340,715	23,894
Net position - beginning	6,722,495	6,586,268	12,091,373	12,507,948	18,813,868	19,094,216
Net position - ending	<u>\$ 7,033,560</u>	<u>\$ 6,700,102</u>	<u>\$12,121,022</u>	<u>\$12,418,008</u>	<u>\$19,154,583</u>	<u>\$19,118,110</u>

Comptroller/Treasurer's Report – December 11, 2023

**Municipal Services Commission
Capital & Projects Budget to Actual
As of November 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	\$ 658,550.00	\$ 227,450.00	\$ 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	91,640	(1,640)	91,640	Complete
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	725,907	555,093	-	In Progress
Toyota Pallet Lift	10,500	11,428	(928)	11,428	Complete
T-8 Replacement	150,000	63,371	86,629	-	In Progress
	\$ 3,267,500.00	\$ 2,154,679.04	\$ 1,112,820.96		

(1) Includes capitalized labor and equipment costs.

Special Appropriations

City & Trustee Projects	Donated Labor & Equipment	Billable Material	Invoiced Date	Paid Date
City of New Castle - Repairs & Maintenance	\$ 5,110.00	\$ -	n/a	n/a

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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

Water Department Commission Meeting Report

December 11, 2023

Prepared by: Jay Guyer on December 4, 2023

1. Developer Projects

A. Riverbend Subdivision

1. Freedom Development's Representative advised they are forwarding the money for the Norfolk Southern Railroad Crossing Permit Applications for the water and electric loops with Centerpoint Boulevard. 10 new Building permits have been issued by the City Building Department. WUM Guyer forwarded an estimate to GEM Craft for inspection of the new water services from the curbstop to the house. The permitted new homes are under construction. WUM Guyer is working to reconcile the project for Phase 1 of the installation with both Freedom Development and GEM Craft Homes.

B. Deemers Landing and Helm Apartment Complexes

1. The property owner's plumber continues installing meter settings for each apartment unit preparing them for individual metering. Individual meters will be installed over the next year and when ready the master meter will be stopped and the new meters activated.

2. MSC Projects

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

1. MSC, DEMEC, AMP, and Pro Meters have weekly meetings to discuss the conversion progress and issues being encountered with implementation of the AMI metering system. System evaluation and optimization is being scheduled. MSC Water Operators continue installing water meters that remain unchanged and have started troubleshooting meters in the field that are not reading using the tablet with the Field Tools Application.

B. Water System Asset Management Program

1. RK & K Engineering submitted a final draft of the Asset Management Plan on November 7th. WUM Guyer and WUS Jaeger are reviewing and training with RK & K will be scheduled. WUM Guyer will reconcile the project and assist with grant closing.

C. Cross Connection Control Program – Hydro Corp

1. Cross Connection Control (CCC) Program – HydroCorp mailed out the Final notices to MSC customers with testable devices that have not responded to the first and second notices. WUM Jaeger and Water Operator Schlecht are working on contacting non-compliant customers to confirm contact information and advise them of the device testing requirements.

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

1. R.E. Pierson Construction Company (REP) completed the main installation and had back-to-back samples absent of bacteria. The main was flushed and put into service.

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REP started transferring individual water services on November 14th averaging 4 - 5 per day. MSC Water Operator Granger continues performing full time inspection in coordination with our Engineer Pennoni Associates to ensure compliance with MSC standards. An onsite meeting was held on November 8 with REP, Pennoni, and MSC to review and discuss paving, curb, and sidewalk restoration. WUM Guyer and Pennoni Associates are reviewing/approving pay requests 1 and 2 and submitting DWSRF Reimbursement requests 2, 3, and 4 to the Office of Engineering. The November 16th Progress Meeting went well and the schedule was updated. Project update #2 was sent out to our customers and outage letters prepped for Monday and Wednesday the week of December 4th. REP plans to start the final 2 crossings and tie ins the week of December 4th working nights.

E. School Lane Water Treatment Facility PFAS Treatment System Improvements

1. WUM Guyer and WUS Jaeger will plan to attend the December 13th Water Infrastructure Council Meeting where the Full Application will be presented for Approval in case there are any questions. DWSRF did confirm the project is approved to receive full principle forgiveness of \$1,135,920.00.

3. Operations

A. Outages

1. There were 1 (32) planned and 1 unplanned water outages for the month of November 2023. See attached outage report for details.

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 and has no update.
3. MSC completed our second round of Unregulated Contaminant Monitoring Rule 5 (UCMR 5) sampling on September 11th. Results being posted to the EPA Central Data Exchange web site are pending.
4. US EPA East Basin Road Groundwater Superfund Site – WUM Guyer confirmed our next quarterly meeting with the US EPA and DNREC will be virtual and is scheduled for January 10th.

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5. House Bill 249 Proposed - WUM Guyer is following House Bill 249 which is proposing to raise the fees for services and permitting for Delaware Department of Natural Resources and Environmental Control. If the proposed fees are approved by the legislature, they will have a financial impact on MSC Water Operations related to annual Permitting, Allocation, and Support.
6. Delaware Rural Water Association (DRWA) Apprenticeship Program with Colonial School District's William Penn High School - WUS Jaeger attended the November 7th Veolia Water Treatment Plant in Stanton with the students. The next class WUS Jaeger has scheduled is on December 6th with our engineering consultant Keystone Engineering making a SCADA System Presentation.

C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on November 15th to maintain Chlorine residual.
2. Cross Road Well Motor Controller – CR Well Variable Frequency Drive motor controller burned up on November 2nd during well change over. The pump and motor were placed out of service and WUS Jaeger reached out to our Drives Representative at United Electric who visited the site and have ordered a new drive at a cost of \$6,221.00.
3. Water Tank Maintenance Program - Southern Corrosion mobilized on November 13th performing our annual inspection of the Ships Landing and Gray Street Water Tanks. Inspection Reports will be forward when completed noting observations and issues.
4. Water Main Break at 602 West 14th Street – MSC crews mobilized on November 28th for a reported water main break. Crews excavated and repaired the 6” Cast Iron Water Main that had a circumferential crack. Paving will be completed weather permitting.
5. 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.

D. Grants - State Revolving Funds - Budgets

1. School Lane Water Treatment Facility Natural Gas Generator – WUM Guyer as advised the project review was progressing and received RFI #2 from our DEMA Representative on November 10th. A virtual meeting was held on November 16th with DEMA and our University of Delaware Grant Representative to discuss the RFI. MSC is working on updated information for RFI #2 and will coordinate our response with our U of DE Grant Rep by December 8th deadline.

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2. Capital and O & M Budgets – WUM Guyer and WUS Jaeger updated the Water Operations 5 Year Capital Budget referencing the Draft Asset Management Plan. The FYE 2025 Operation and Maintenance Budget was drafted and reviewed with Comptroller Natale, revisions were made per the meeting comments.

E. Equipment

1. No equipment issues to report for the month of November.
2. Water Operators are performing routine maintenance on water trucks and equipment including DMV inspections.

F. Personnel and Training

1. No personnel issues to report.
2. All Utility Building Staff are registered to attend OSHA 10 Safety Training on January 16th and 17th.

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 next DEFIT Safety Meeting is scheduled for December 19th at the Milford Public Works Yard.
3. WUM Guyer and WUS Jaeger are following up with our PMA Group Risk Control Specialist for assistance with developing our basic Respirator Program.

3. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. The next Northern New Castle County Water Providers Check-In Meeting is scheduled for December pending weather conditions.
2. The Delaware Geological Survey (DGS) and Delaware State Climatologist send weekly Water Conditions updates and weather predictions for Northern New Castle County. 2 stream flow indicators were in the Drought Warning range heading for Drought Emergency however recent rains moved those indicators back to a normal flow range.

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B. WRA – Water Resource Agency

1. WUM Guyer stopped sending weekly pumping demand data to the University of Delaware Water Resource Agency Staff on October 30th until Spring 2024.

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting is scheduled for December 12th.

D. Water Operator Advisory Council

1. The next Advisory Council meeting is scheduled for December 7th in executive session.

E. WIAC - Water Infrastructure Advisory Council

1. The next WIAC meeting is scheduled for December 13, 2023.

End of Report

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Monthly Water Works Report
 November 1 - 30, 2023
 Prepared By: Jay Guyer on December 4, 2023

Water Production		FT 300		Gallons	
Month	Year	Total Gallons	Adjusted Finished Total Gallons	Raw	Finished
November	2022	11,423,800	11,276,703	11,608,400	11,589,036
November	2023	11,608,400	11,589,036		
Difference		184,600	312,333		-19,364
Percentage Difference		1.6	2.7	0.2	

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

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.55 ppm	1.40 ppm	1.0 - 4.0 ppm
Average pH	7.2	7.5	6.5 - 8.5 on a 0 - 14 Scale
Average Fluoride Residual	0.83 ppm	0.80 ppm	0.60 - 1.00 ppm

General Water System Report
 Routine Bacteria Sampling
 (Office of Drinking Water)

# Collected	Absent	Present
10	10	0
Results		

Miss Utility Locate Requests
 (Water and Electric Locates)

# Received	# Completed	# of Damages
78	78	0

Building Permit Review
 (Water Related Conflicts)

# Reviewed	# Approved	# Not Approved
26	26	0

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Monthly Water Outages / Interruptions Report

November 1 - 30, 2023

Prepared By: Jay Guyer on December 4, 2023

Planned Outage / Interruptions

Date	Approximate Duration Hours / Minutes	Location	No. of Customers	Comments
11/6 to 11/16/2023	30 minutes each	Hewlett, Janvier, and Megginson Avenues	32	Contractor transferred 32 water services from the existing water main to the new water main.

Unplanned Outage / Interruptions

Date	Approximate Duration Hours / Minutes	Location	No. of Customers	Comments
11/28/2023	1 Hour - 20 minutes	602 west 14th St - near Washington St	14	Circumferential Crack on 6" Cast Iron Water Main - installed 6" x 12" repair clamp.

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ELECTRIC DEPARTMENT COMMISSION REPORT

December 11, 2023

Prepared by Artie Granger on December 1, 2023

1. Developer Projects:

A. Riverbend Subdivision:

- I. MSC has been in contact with the developer. They are planning on installing the primary power to junction boxes which will feed houses currently under construction.
- II. MSC has had conversations with the developer about the primary loop from Centerpoint Industrial Park. The tentative plan is to begin first to second quarter of next year.

B. Graver Industries

- I. MSC has had no new conversations about this project.

C. Agro Refiners

- I. MSC has had no new conversations about this project.

D. The Flats at Riveredge

- I. MSC has had no new conversations 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. This has been substantially completed. MSC is planning on ordering materials the first part of FYE 25

b. Van Dyke Village:

- I. MSC has completed the restoration for this year. MSC will plan on installing wiring to convert customers from aerial to underground.

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ELECTRIC DEPARTMENT COMMISSION REPORT

December 11, 2023

Prepared by Artie Granger on December 1, 2023

3. Capital Purchases:

I. **AMI**

1. MSC will continue to work on installing the remaining electric meters to complete this portion of the project.

4. Operations:

5. Outages :

- I. MSC has had no outages since our last commission report.

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
42.853	0.542	79.098	99.9918%

- II. 11/1/22 – 11/1/23

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.

6. Repairs and Maintenance:

A. **Wilmington Road Substation:**

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

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ELECTRIC DEPARTMENT COMMISSION REPORT

December 11, 2023

Prepared by Artie Granger on December 1, 2023

B. Dobbinsville Substation:

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

C. System

- I. The electric department will be doing routine tree trimming
- II. The electric department will be working on replacing a few poles that have been identified for replacement.