

Municipal Services Commission Monthly Meeting
July 23, 2024 – 9:00 a.m.
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 9:00 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
David Bennett, Supervisor, Electric Utility
Jay Guyer, Manager, Water Utility

Mr. Blomquist convened the meeting at 9:00 a.m. Roll call followed and a quorum to conduct business was declared.

Minutes

June 20, 2024 – **A motion to approve the minutes of the June 20, 2024, regular meeting as presented and the June 20, 2024, executive session was made by Commissioner Wik, seconded by Commissioner Leary and unanimously passed.**

Resolution – Restatement of Qualified Retirement Plan

A motion was made by Commissioner Atherton to approve the Restatement of Qualified Retirement Plan to be signed by Scott Blomquist, Secretary, and Kendrick Natale, Comptroller. The motion was seconded by Commissioner Wik and unanimously carried.

CliftonLarsonAllen, LLP (CLA) – Fiscal Year End 2023 Audit

Cheri Amos, Principal with CLA, presented the Fiscal Year End 2023 Audit Report. An unmodified Auditors' Opinion on Financial Statements was issued.

No material weaknesses or significant deficiencies were noted and no separate letter was issued.

The Commission also had a "single audit" of federal expenditures which is required for entities who expend \$750,000 or more per fiscal year. The auditors had one finding. a significant deficiency in internal control over compliance was identified. One vendor tested did not have proper documentation maintained to support suspension and debarment verification was performed prior to the vendor being paid with federal funds. CLA confirmed that the vendor was not suspended and debarred and made a recommendation that MSC maintain documentation to show that they went through the exercise.

Ms. Amos explained the GASB Statement No. 100, Accounting Changes and Error Corrections, implemented by the Commission in March 31, 2024 financial statements; and stated that there is no anticipated impact on the financial states as a result of the implementation of this Statement.

At the conclusion of the presentation Ms. Amos and Mr. Natale responded to questions from the Commissioners.

Municipal Services Commission Monthly Meeting
July 23, 2024 – 9:00 a.m.
216 Chestnut Street New Castle, Delaware

Comptroller/Treasurer Report – Mr. Natale reporting

(See attached report)

Mr. Natale reported as of June 30, 2024:

- Total cash on hand: \$3.1M, of which \$843,000 was restricted.
- Investment Portfolio: \$1.2M, which was a net gain of about \$9,000 (0.78%) from prior month.
- Investment Sweep: Mr. Natale noted those funds are invested in a Goldman Sachs money Market Mutual Fund paying 5.21% interest and has a stable net asset value of \$1.00.
- Unrestricted cash on hand: 87 days at June 30, 2024, which was down four (4) days from prior month. A discussion ensued, during which it was noted MSC is working toward a goal of 120 days unrestricted cash on hand over the next three (3) years.
- Check Register Disbursements: Mr. Natale pointed out some particular payments that were fairly large:
 - \$182,000 – City of New Castle, for the quarterly appropriation.

Customer Service/Billing

- There were 12 service cuts for non-payment in June. Mr. Natale explained MSC's policy on cutting service.
- One (1) customer received \$358 under the New Castle Cares program.
- Two (2) customers received approximately \$272 from other agencies.

Electric Department

- Revenues are \$73,000 over budget year-to-date through June. Mr. Natale noted that the most recent billing for July was 1 million kWh higher than the average due to high temperatures.
- Consumption YTD was approximately 0.2% lower than the 5-year average and 4.1% higher than prior year to date.
- MSC's rates are 24.47% lower than Delmarva and 5.3% lower than the Co-Op.
- Expenses have an unfavorable variance of \$167,000 on the budgetary basis, mostly related to timing issues.
- Operations, Salaries and Benefits show an unfavorable variance of \$5,000 due to unanticipated changes in employee enrollments in the health plan.

Water Department

- User charges have a favorable variance of \$41,000 YTD. This will increase in July due to water sales to Artesian Water.
- Consumption for June was down 48,000 gallons from the same period last year. FY to date, consumption was 1 million gallons higher than the 5-year average and prior year-to-date due to the weather.
- Expenses have an unfavorable variance YTD of \$35,000 related to timing differences.
- MSC received \$1.8M in principal forgiveness for the AMI project.

Municipal Services Commission Monthly Meeting
July 23, 2024 – 9:00 a.m.
216 Chestnut Street New Castle, Delaware

During discussion, Mr. Guyer explained that Artesian Water is running a pilot program to switch from carbon to resin based on MSC's program. Mr. Guyer also gave a brief overview of Artesian Water's operation in Delaware.

Mr. Natale noted that the First Quarter Report will go to City Council and the Trustees. Mr. Blomquist noted that MSC provides an update to City Council annually.

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

Developer Projects:

- River Bend Subdivision – Installation of the circuit from Dobbinsville Substation to the CenterPoint Industrial Park has begun.

Capital Projects:

- Substation Relay Replacement – Relays have been ordered.
- Van Dyke Village – All conduits will be done in Van Dyke Village next month. Mr. Blomquist stated that when the project is completed he will schedule a meeting with residents for a final wrap-up discussion. Comcast has been contacted regarding their conduits and they are working on getting a contractor to mitigate the issue.

Outages:

- There were no outages in June.

Grant Potential:

- MSC has been in discussion with University of Delaware regarding possible grant opportunities for green energy projects such as EVs, LED lights, etc. They are looking into grants for an electric van and an electric mini excavator, as well as adding onto the solar field. Mr. Bennett noted that the City may have to apply for the grants.

A discussion of EV chargers ensued. Mr. Blomquist stated that MSC has one EV charger that has not yet been installed. Mr. Natale noted that MSC is receiving approximately \$400 per month from all EV chargers in the City, and that revenue is increasing. During discussion, Mr. Blomquist noted that "fast chargers" range in cost from \$50,000 to \$300,000, and the size electric service required is phenomenal.

Further discussion ensued on LED lights.

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

Developer Projects:

- Riverbend Subdivision – MSC is working on final details for the water jack and bore, and is working with McConnell Development and representatives from Lineage Logistics Services on the details and alignment of the water main and electric conduits in the Centerpoint Park utility easements. Water service from the curb to the houses is ongoing. An updated punch-list was sent to Freedom Development and Gemcraft, and responses are pending.

Municipal Services Commission Monthly Meeting
July 23, 2024 – 9:00 a.m.
216 Chestnut Street New Castle, Delaware

- Deemers Landing and The Helm Apartment Complexes – Water meters for the project are expected to be delivered by October 14th.
- Minor Subdivision on Arbutus Avenue – 8, 10, 11, 12, 13 Arbutus Avenue – Water service for Nos. 11 and 13 has been installed from the curb to the houses.
- Centerpoint Building 1400 Addition – Crozier Fine Arts Storage Facility – The engineer wants to schedule a fire hydrant flow test. Mr. Guyer noted that the project is not moving forward quickly.
- Riveredge Park – Flats at River Edge Residential Development – The contractor is still stockpiling dirt at the site.
- New Townhouse – 37 and 39 West 3rd Street – Two water services were installed and meters will be set when the contractor is ready.
- School Lane Pathway / Trail – Frenchtown Road to Rt. 13 – R E Pierson mobilized on July 16th and started construction.

MSC Projects:

- Advanced Metering Infrastructure – American Municipal Power (AMP) – Three (3) meters are still not reading, but most of the issues have been resolved.
- Cross Connection Control Program – Hydro Corp – MSC started the first round of mailings to customers who need to have their devices tested.
- School Lane Water Treatment Facility PFAS Treatment System Improvements – Mr. Guyer met with Pennoni on site and reviewed original drawings to note changes made over the years. MSC continues to gather information to submit to Pennoni so engineering and design of the project for the combination of carbon/resin system can begin.
- Lead Service Line Inventory (LSLI – EPA Revised Lead and Copper Rule – MSC continues to review records and data on services installed and updating information in the 120 Portal. Staff started on potholing in several areas, using a predictive model to identify services at the curb-stop. After discussion with the State Office of Drinking Water it was agreed that MSC would follow New Jersey's Predictive Model Manual. MSC is also drafting its own methodology. Mr. Guyer stated that not everything will be done by the October 16th submission date and it can be submitted at any time; however, if it is not submitted by the October 16th deadline MSC will have to commit to doing 5% of the system that is unknown for any portion of the water service.

Operations:

- Outages – There were no planned or unplanned outages in June.

Reporting:

- Calgon Carbon Corporation (CCC) Pilot Study – The pilot study is going well.
- US EPA East Basin Road Groundwater Superfund Site – Mr. Guyer completed a survey for the Air National Guard.
- DNREC Water Supply Self Sufficiency Declaration – Drafts were distributed at the June 12th WSCC meeting. Comments/questions must be submitted by August 30th.

Municipal Services Commission Monthly Meeting
July 23, 2024 – 9:00 a.m.
216 Chestnut Street New Castle, Delaware

- Cybersecurity & Infrastructure Security Agency (CISA) – A CISA representative was on-site today and will be here all week.
- 2023 Consumer Confidence Report – The updated 2023 Consumer Confidence Report was distributed to customers on June 24th. Hard copies are available at the City Office, the Library, and other public locations in town.
- Artesian Water Company – Approximately 10 million gallons were sold to Artesian Water.
- 500 Centerpoint – Nixon Medical – All domestic piping was replaced in their vault. MSC was on site to observe and inspect the work.
- First Baptist Church (FBC) – Mr. Guyer worked with them to get the meter relocated out of the vault and followed up with a meeting to plan work for the fire system.
- ARC GIS Pro Water Mapping – Messrs. Guyer and Jaeger met with a representative from Pennoni Engineering to discuss how MSC can better utilize the system. Mr. Guyer will review their proposal.
- PFAS Litigation (Executive Session) – Mr. Guyer submitted everything for the 3M and DuPont settlements. He will be working on the Special Needs Fund submission to submit by the first week of August. A notice was received from another law firm regarding the Tyco and BASF litigation. Tyco committed \$750M and BASF committed \$316.5M to that. In response to a question from Commissioner Atherton, Mr. Guyer stated that MSC would be the plaintiff.

System Repairs and Maintenance:

- Riverbend Subdivision – Riverbend was flushed on June 21st to maintain chlorine residual. The first flushing was performed on June 6th as part of the Annual Fire Hydrant Flushing Program.
- Frenchtown Road Well – The replacement fence was installed and the site has been secured
- Van Dyke Village – Water operators continue to work with the electric crew on Van Dyke Village as needed.

Equipment:

- Truck 4 – A new Truck 4 was ordered. 2025 pricing from GM was received of \$95,402.63. Delivery is 6-8 months.

Safety:

- Water operators continue to hold daily morning Tailgate Talks.
- The next DEFIT meeting is scheduled for September 17th.

Local, State, and Federal Agencies:

- WSCC – Water Supply Coordinating Council – MSC received the Self Sufficiency Reports.
- WRA – Water Resource Agency – Mr. Guyer resumed sending weekly pumping data.
- Water operator Advisory Council – The June meeting was cancelled. The next meeting is scheduled for August 1st.

Managers were thanked and excused from the meeting.

Municipal Services Commission Monthly Meeting
July 23, 2024 – 9:00 a.m.
216 Chestnut Street New Castle, Delaware

Secretary's Report – Mr. Blomquist reporting

DEMEC:

- Demand for January through April was 3.7% higher than the same period in 2023.
- Total Income was \$57.7M, which was 1.6% higher than the same period in 2023.
- Power sales were up 12% over the same period in 2023.
- Power purchase expenses were 18.7% lower than the same period in 2023.
- May demand was up 9.8% over May 2023.

Secretary's Report:

- Indian River Settlement – The settlement is before the Federal Energy Regulatory Commission (FERC). They can either accept the settlement or propose modifications.
- EV Chargers – Mr. Blomquist has had no further communication from Richard Stat regarding EV chargers at Airport Plaza.
- CISA – A draft report on the Cybersecurity Assessment was received. City Administrator Antonina Tantillo and Mr. Blomquist will review the report. CISA has done a scan on MSC's system every week since the end of May 2023. Vulnerabilities have all been mitigated. As part of the CISA assessment, the IT Handbook will be updated by Mr. Blomquist and Ms. Tantillo.
- USF – A Cost of Service Study was begun with USF on rate projections over the next three years. MSC responded to all information requests except for one that the Water Department is working on.
- MSC Picnic – The MSC Company Picnic is scheduled for August 2nd at Lum's Pond.

Commissioner Comments

- In response to a question from Commissioner Leary, Mr. Blomquist explained the various colored utility flags.
- Top 5 Customer Tours – In response to a request from Commissioner Leary, Mr. Blomquist will arrange for the Commissioners to tour the top five (5) MSC commercial customers, including AgroRefiner on Luken's Drive.
- Riverbend – In response to a question from Commissioner Wik, Mr. Blomquist noted that approximately 210 houses will be built in the 55+ Riverbend Development.

Next Regular Meeting:

The Commissioners set the next monthly Board meeting to be Tuesday, August 20, 2024, at 9:00 a.m.

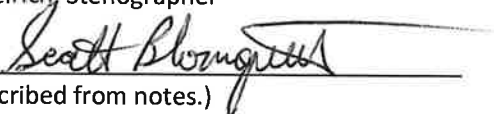
A motion to adjourn was made by Commissioner Atherton and seconded by Commissioner Leary. The motion was unanimously passed and the meeting adjourned at 10:35 a.m.



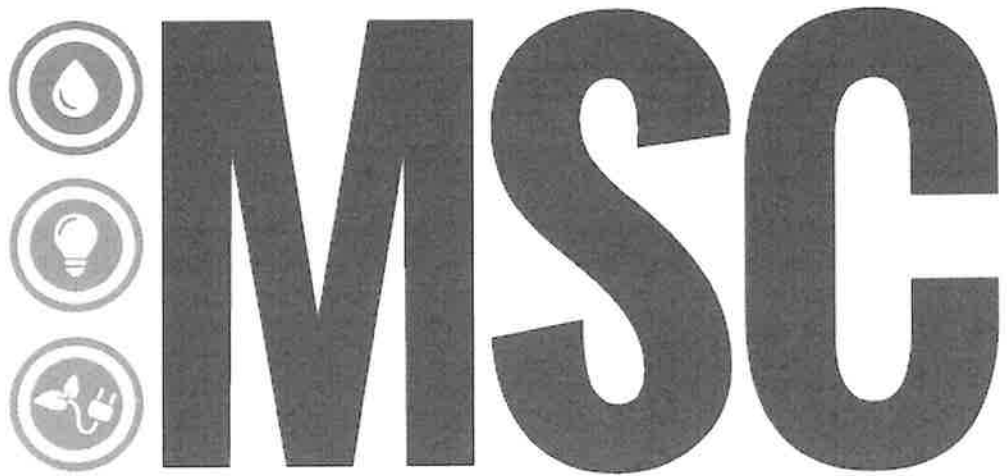
Kathleen R. Weirich, Stenographer

Approved: _____

(Minutes transcribed from notes.)



Comptroller/Treasurer's Report



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

July 23, 2024 Commission Meeting
Prepared By: Ken Natale, CPFO on July 16, 2024

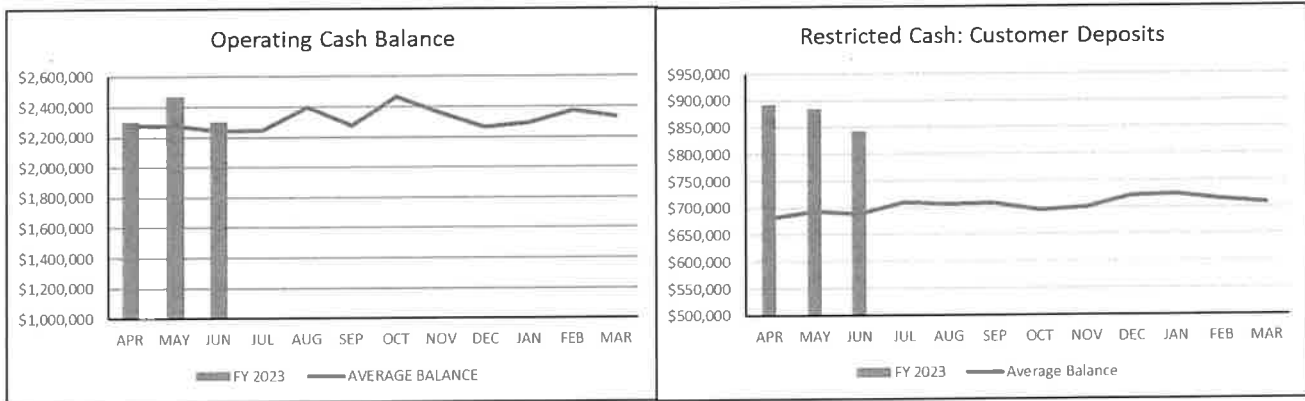
Contents

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

Cash & Investments

As of June 30, 2024 the cash balances were:

M&T Bank Checking:	\$	284,458
M&T Investment Sweep:		2,017,246
M&T Bank Restricted		843,234
Petty Cash/Change Fund:		900
Total Cash on Hand:	\$	3,145,838



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

Beginning Balance	\$	2,467,397
Cash from customers		987,780
Interest Income		8,853
Bond Proceeds		-
Refunds to customers - deposits	(74,586)
Payments to suppliers for goods & services*	(977,766)
Bank service fees	(613)
Payments to employees for services	(108,461)
Net Cash Provided (Used)	(164,793)
Ending Cash Balance	\$	2,302,604

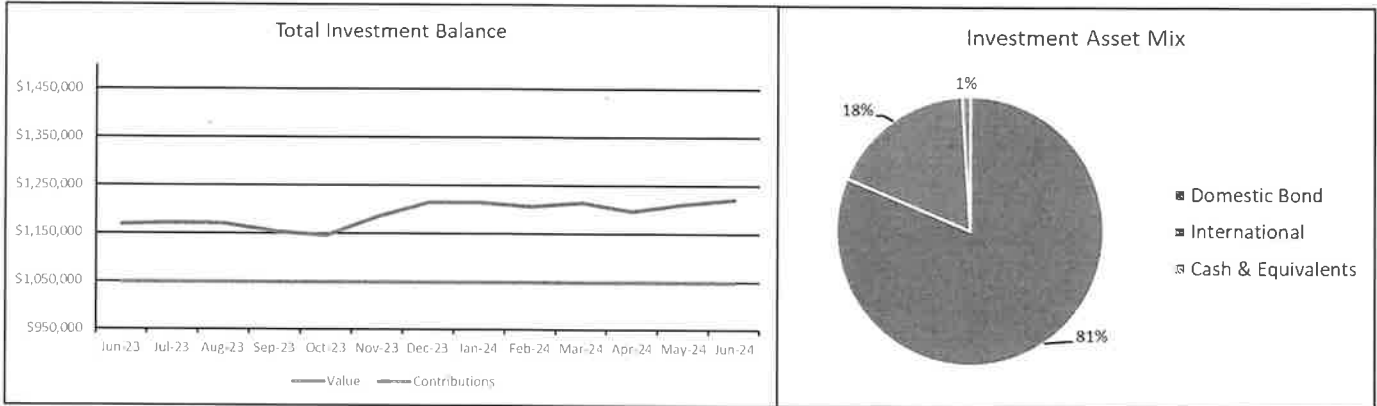
*A detailed check register for the month is available on page 3 of this report.

As of June 30, 2024 the value of the Commission's investment portfolio totaled \$1,220,838 which is a net gain of \$9,398 (0.78%) 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 5.21% interest and has a stable net asset value of \$1.00.

There was 87 days unrestricted cash on hand at June 30 (-4 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).

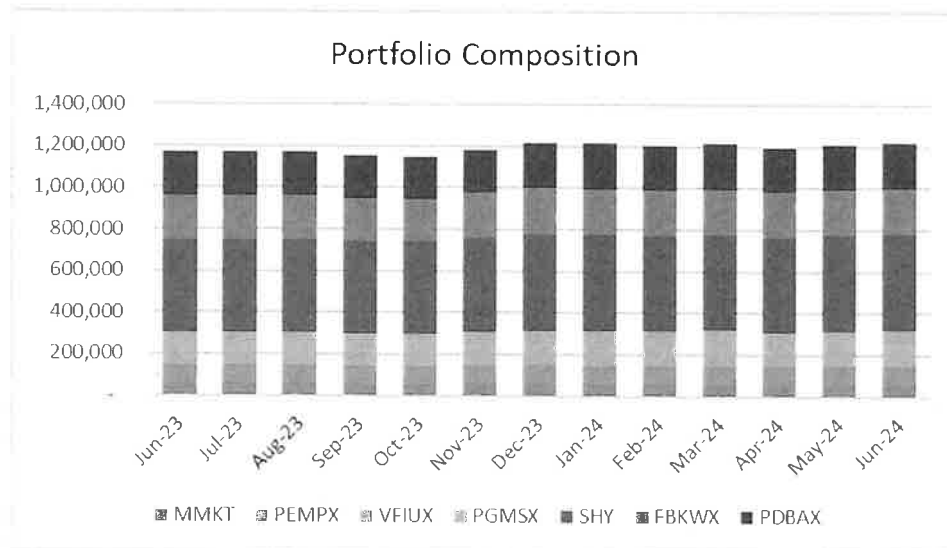
Comptroller/Treasurer's Report – July 23, 2024



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		\$ 6,715	0.80%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	223,051	4.42%
PGIM Total Return Bond CL A	PDBAX	216,844	4.56%
PIMCO Emerging Markets Bond I2	PEMPX	55,403	6.11%
T Rowe Price Global Multi Sector Bond I	PGMSX	170,025	5.38%
Vanguard Intermediate Term Treasury	VFIUX	86,457	4.31%
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	462,343	3.41%
Total		\$1,220,838	4.25%



JUNE CHECK REGISTER

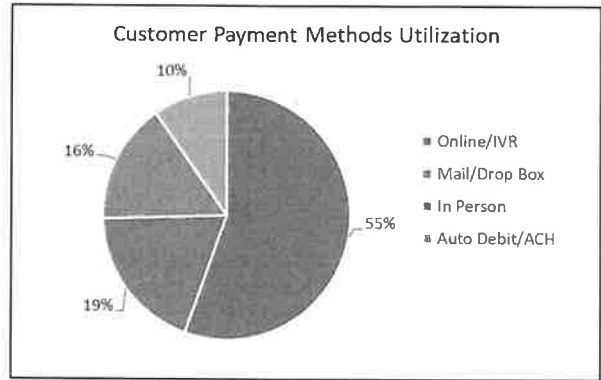
Number	Date	Vendor Name	Amount
201480	06/06/2024	Delmarva Power	118.72
201481	06/06/2024	EASTERN CR ACQUISITION	3,956.76
201482	06/06/2024	Ferguson Enterprises Inc	960.00
201483	06/06/2024	Kendrick Natale II	276.00
201484	06/06/2024	Keystone Engineering Group Inc	5,955.00
201485	06/06/2024	NATIONWIDE CREDIT CORPORATION	405.10
201486	06/06/2024	Utility Engineers PC	5,958.25
201487	06/06/2024	DEMEC Inc	943.93
201488	06/07/2024	120 WATER AUDIT INC	6,460.00
201490	06/26/2024	Antonio's Lawn Service	2,235.00
201491	06/26/2024	Artesian Water Co Inc	2,288.39
201492	06/26/2024	Christiana Excavating Company	9,200.00
201493	06/26/2024	City of New Castle	182,458.77
201494	06/26/2024	Consult Dynamics Inc DCA Net	20.00
201495	06/26/2024	Council 81	437.50
201496	06/26/2024	Delta Dental of Delaware Inc	1,854.82
201497	06/26/2024	DEMEC Inc	1,094.23
201498	06/26/2024	Diamond Materials	1,805.76
201499	06/26/2024	Dover Plumbing Supply Co.	218.18
201500	06/26/2024	Guyer Terri Lynn Green	1,000.00
201501	06/26/2024	Heartline Press	4,847.27
201502	06/26/2024	Kathleen R Weirich	225.00
201503	06/26/2024	KDI Inc.	183.60
201504	06/26/2024	Kendall Electric INC	758.49
201505	06/26/2024	Petty Cash	35.00
201506	06/26/2024	Principal Financial Group	1,888.94
201507	06/26/2024	Principal Financial Group	76.50
201508	06/26/2024	Trans Union LLC	393.63
DFT00023C	06/07/2024	Maryland Child Support Account	184.62
DFT000231	06/07/2024	Nationwide Retirement Sol	5,404.34
DFT000231	06/07/2024	United States Treasury	19,888.85
DFT000231	06/18/2024	American Municipal Power Inc	390.00
DFT000232	06/18/2024	DEMEC Inc	619,136.76
DFT000232	06/03/2024	OpenEdge	1,845.30
DFT000232	06/17/2024	BRINKS CAPITAL	680.30
DFT000232	06/07/2024	M&T ONE CARD	16,700.46
DFT000232	06/17/2024	Nationwide Life Ins. Co. of America	23,990.33
DFT000232	06/21/2024	Maryland Child Support Account	184.62
DFT000232	06/21/2024	Nationwide Retirement Sol	5,490.40
DFT000232	06/21/2024	United States Treasury	20,299.64
DFT000233	06/21/2024	COMPTRROLLER OF MARYLAND	1,173.48
DFT000233	06/21/2024	M&T ONE CARD	11,649.78
DFT000233	06/21/2024	Home Depot Credit Service	32.46
DFT000233	06/21/2024	Martin Marietta Materials Inc	552.66
DFT000233	06/27/2024	COLONIAL LIFE	781.34
DFT000234	06/01/2024	Delta Dental of Delaware Inc	1,817.24
DFT000234	06/19/2024	DEMEC Inc	4,008.13
DFT000234	06/19/2024	DEMEC Inc	7,500.19
TOTAL PAYMENTS			977,765.74

Comptroller/Treasurer's Report – July 23, 2024

Customer Service/Billing

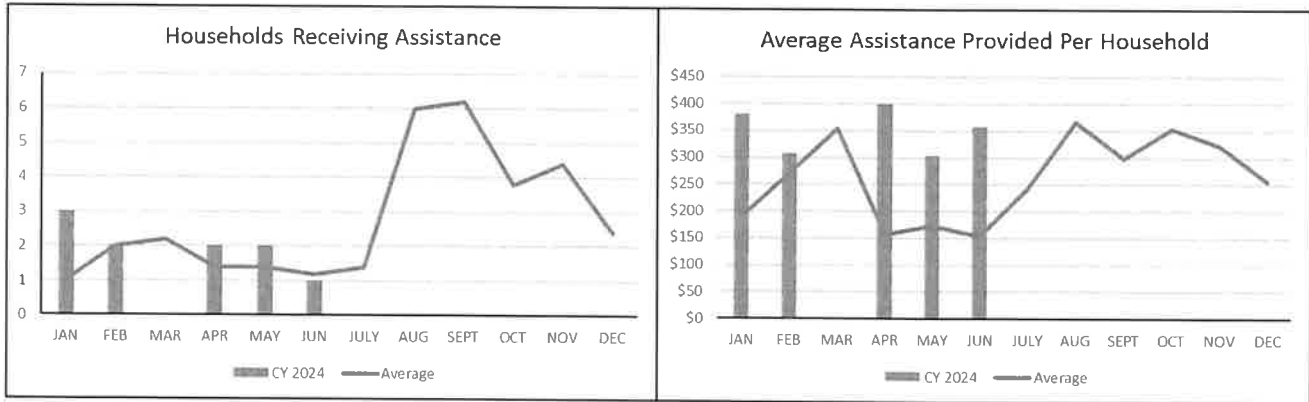
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,243
Delinquent & past due notices	345
Automated phone notifications	200
Payment arrangements	15
Contracts	0
Service cuts for non-payment	12
Accounts sent to collections	5
Electric bad debt write-offs	\$0
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 one customer with \$358. The maximum allowed by the program is \$400. The current balance in the fund is \$2,539.



In addition to assistance provided through the New Castle Cares fund, two customers received an average of \$272 from other agencies or nonprofits that provide assistance for utility bills.

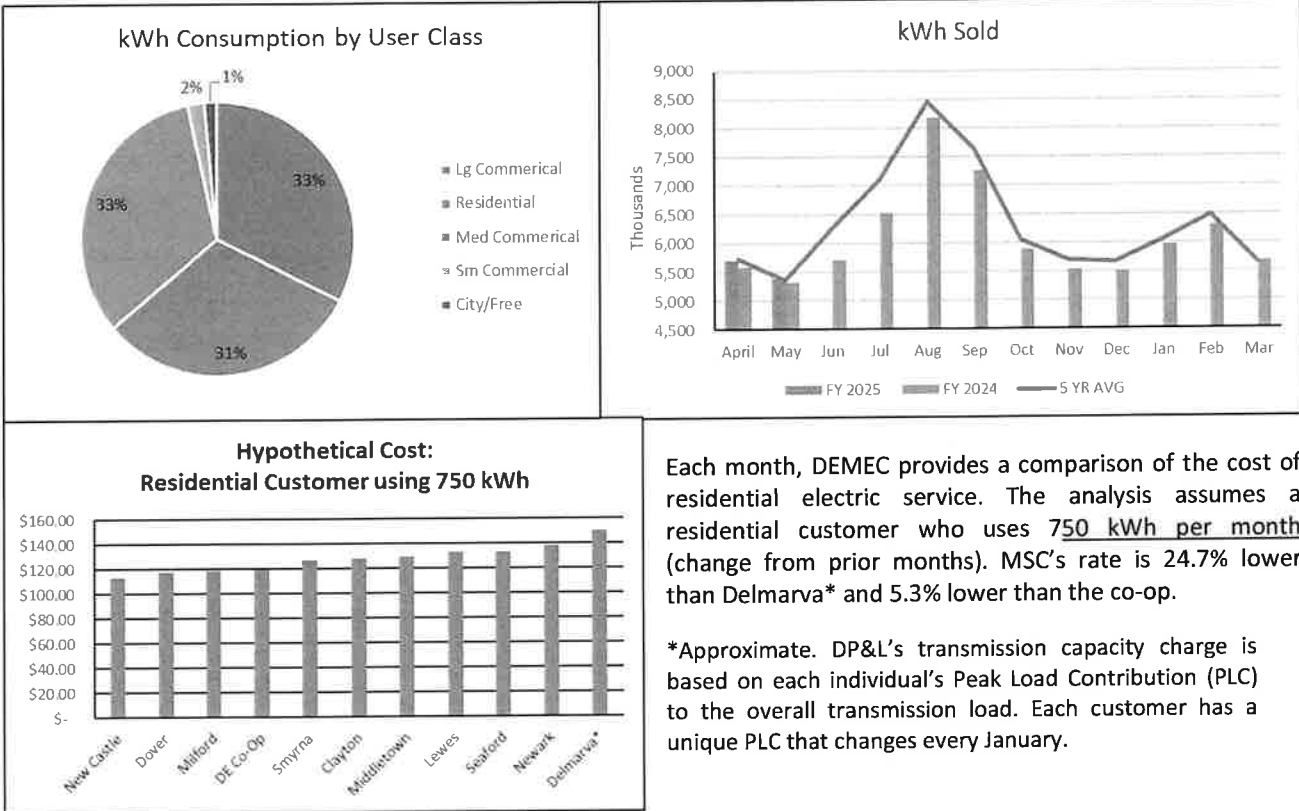
Below is a condensed aging report for active customers as of July 16, 2024, 2024:

Total	Current	30 Days	60 Days	90 Days	120 Days
\$103,434	\$98,014	\$4,785	\$1,034	\$305	\$704-

UNAUDITED

Electric Revenues

User charges are \$73,000 over budget fiscal year to date. June kWh sales were 8.7% higher (501,000 kWh) than the same period last year. Consumption for the fiscal year to date was approximately 0.2% lower than the 5-year average, and 4.1% higher than the prior year to date. The PCA offset \$35,245 of additional power purchase costs through June.



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 (change from prior months). MSC's rate is 24.7% lower than Delmarva* and 5.3% 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 an unfavorable variance (\$167,000) on the budgetary basis. These year-to-date variances appear to be timing issues of when services were billed verses when they were anticipated to fall when the budget was adopted. The largest variance is in power purchases (\$157,000) this is primarily due to the timing difference between when DEMEC bills MSC for consumption versus when MSC bills customers, and the higher-than-normal temperatures at the end of June. Operations salaries & benefits show an unfavorable variance of \$5,000 related to unanticipated changes in employee enrollments in the health plan.

After accounting for non-operating revenues and expenses, there is a decrease in net position on the budgetary basis of \$108,000, which is \$10,000 less than anticipated. Investment income overperformed expectations by \$12,000 as a result of investing more idle cash in government money market mutual funds. Unrealized losses on the Commission's intermediate portfolio totaled \$6,000 which was the result of monetary policy affecting bond prices.

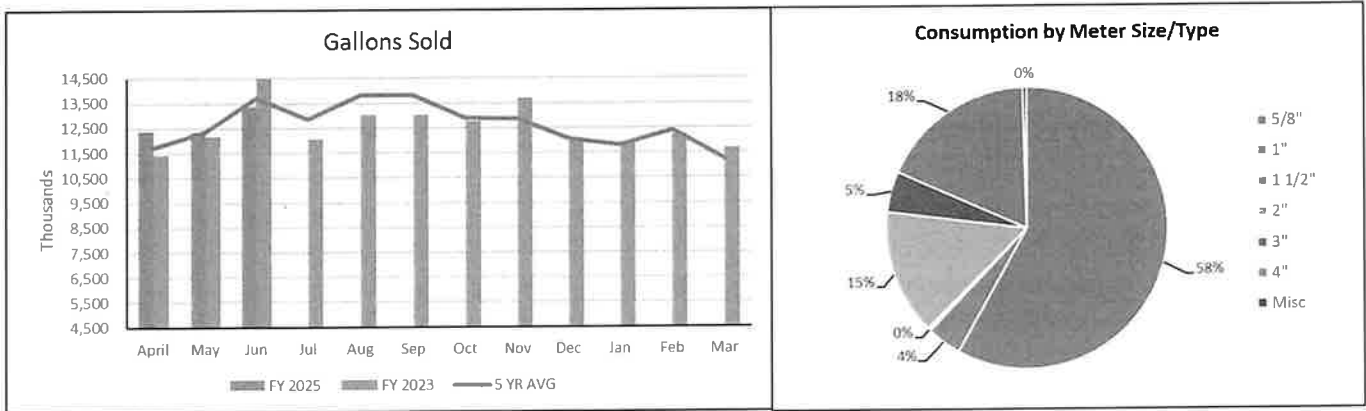
When converting from the budgetary basis of accounting to Generally Accepted Accounting Principles, the decrease in net position increased to \$130,000 as a result of non-cash transactions (depreciation expense \$199,000, a reduction of salaries and equipment costs of \$133,000 related to Van Dyke construction, and \$45,000 of principal debt payments and capital outlays moving to the balance sheet).

**Municipal Services Commission
Budget to Actual Comparison (non GAAP) – Electric
As of June 30, 2024**

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	2,325,780	2,413,483	87,703	10,468,256
City & MSC Services	23,599	9,437	(14,162)	99,000
Miscellaneous Income	13,702	2,624	(11,078)	80,723
<i>Total Operating Revenues</i>	<u>2,363,081</u>	<u>2,425,544</u>	<u>62,463</u>	<u>10,647,979</u>
Less: Free Service	1,818	1,783	35	8,000
<i>Net Operating Revenues</i>	<u>2,361,263</u>	<u>2,423,761</u>	<u>62,498</u>	<u>10,639,979</u>
Operating Expenses				
<i>Operations Dept</i>				
Purchase of electric for resale	1,660,281	1,817,490	(157,209)	7,299,000
Salaries and benefits	273,261	278,530	(5,269)	1,173,586
Professional fees	8,012	15,606	(7,594)	66,200
Repairs and maintenance	10,656	21,333	(10,677)	102,700
Other purchased services	15,241	16,400	(1,159)	47,800
Supplies and materials	5,034	15,962	(10,928)	35,808
<i>Total operations</i>	<u>1,972,485</u>	<u>2,165,321</u>	<u>(192,836)</u>	<u>8,725,094</u>
<i>General & administrative</i>				
Salaries and benefits	137,451	130,064	7,387	564,499
Professional fees	56,489	42,021	14,468	175,620
Repairs and maintenance	5,879	5,772	107	27,549
Other purchased services	9,769	15,360	(5,591)	50,425
Supplies and materials	9,304	2,087	7,217	40,073
Miscellaneous	7,499	5,419	2,080	20,000
Debt Service	22,491	22,500	(9)	90,002
<i>Total general & administrative</i>	<u>248,882</u>	<u>223,223</u>	<u>25,659</u>	<u>968,168</u>
<i>Total operating expenses</i>	<u>2,221,367</u>	<u>2,388,544</u>	<u>(167,177)</u>	<u>9,693,262</u>
Operating Income	<u>139,896</u>	<u>35,217</u>	<u>(104,679)</u>	<u>946,717</u>
Nonoperating revenue(expense)				
Investment income	23,570	35,333	11,763	104,000
Investment expense	(590)	(601)	(11)	(2,500)
Unrealized gain(loss) on investment:	-	(5,598)	(5,598)	-
Gain(loss) on disposal of asset	-	1,772	1,772	-
Other Expense	-	(1,997)	(1,997)	-
Capital outlays	(117,015)	(26,973)	90,042	(468,217)
Appropriations				
Mayor and Council	(144,944)	(144,974)	(30)	(580,000)
Special	-	(1,010)	(1,010)	-
<i>Total nonoperating revenue(expense)</i>	<u>(238,979)</u>	<u>(144,048)</u>	<u>94,931</u>	<u>(946,717)</u>
Change in Net Position	(99,083)	(108,831)	(9,748)	-

Water Revenues

User charges have a favorable variance of \$41,000 for the fiscal year. Water consumption for the month of June was down 48,000 gallons from the same period last year, when removing June 2023 sales to Artesian Water. However, Fiscal Year to date consumption was 1 million gallons higher than the five-year average and prior year to date. Consumption for the year was 0.7% higher than the five-year average and 2.7% higher than the prior fiscal year, after adjusting for Artesian consumption. This increase in billed consumption is consistent with increased water production, verified with the Water Department.



Water Expenses

Water operating expenses have an unfavorable year to date variance (\$35,000) on the budgetary basis. These year-to-date variances appear to be timing issues of when services were billed verses when they were anticipated to fall when the budget was adopted. These expense categories will be monitored to ensure expenses do not exceed total budget for the year.

After accounting for non-operating revenues and expenses, there is an increase in net position on the budgetary basis of \$1.9 million which is of \$1.9 million better than anticipated. \$1.8 million is related to the State processing principal forgiveness for the Water AMI and Hewlett & Javier Main Replacement bonds which occurred earlier than anticipated. Unrealized losses on the Commission's intermediate portfolio totaled \$1,000 which was the result of monetary policy affecting bond prices. Additionally work on water capital projects has not proceeded as quickly as anticipated.

When converting from the budgetary basis of accounting to Generally Accepted Accounting Principles, there is a decrease in net position of \$1.7 million as a result of non-cash transactions (depreciation expense \$128,000).

**Municipal Services Commission
Budget to Actual Comparison (non GAAP) – Water
As of June 30, 2024**

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	637,025	679,809	42,784	2,702,197
City & MSC Services	11,088	9,229	(1,859)	44,000
Miscellaneous Income	(2,411)	7,410	9,821	(1,422)
<i>Total Operating Revenues</i>	<u>645,702</u>	<u>696,448</u>	<u>50,746</u>	<u>2,744,775</u>
Less: Free Service	989	816	173	4,000
<i>Net Operating Revenues</i>	<u>644,713</u>	<u>695,632</u>	<u>50,919</u>	<u>2,740,775</u>
Operating Expenses				
<i>Operations Dept</i>				
Purchase of water for resale	6,911	4,434	2,477	26,000
Salaries and benefits	269,229	265,569	3,660	1,106,603
Professional fees	12,277	19,623	(7,346)	88,241
Repairs and maintenance	65,429	109,903	(44,474)	288,115
Other purchased services	12,600	15,743	(3,143)	37,350
Supplies and materials	8,289	13,470	(5,181)	63,183
<i>Total operations</i>	<u>374,735</u>	<u>428,742</u>	<u>(54,007)</u>	<u>1,609,492</u>
<i>General & administrative</i>				
Salaries and benefits	81,130	76,882	4,248	329,769
Professional fees	46,481	33,702	12,779	163,750
Repairs and maintenance	4,891	4,722	169	23,103
Other purchased services	8,102	12,660	(4,558)	42,075
Supplies and materials	7,458	1,708	5,750	34,722
Miscellaneous	250	10	240	1,000
Debt Service	-	-	-	23,649
<i>Total general & administrative</i>	<u>148,312</u>	<u>129,684</u>	<u>18,628</u>	<u>618,068</u>
<i>Total operating expenses</i>	<u>523,047</u>	<u>558,426</u>	<u>(35,379)</u>	<u>2,227,560</u>
Operating Income	121,666	137,206	15,540	513,215
Nonoperating revenue(expense)				
Investment income	4,063	5,738	1,675	18,000
Investment expense	(118)	(106)	12	(500)
Unrealized gain(loss) on investment:	-	(988)	(988)	-
Realized gain(loss) on sale of asset	-	6,392	6,392	-
Grant income	387,041	1,764,774	1,377,733	1,548,785
Other Expense	-	(2,073)	(2,073)	-
Capital Outlays	(472,186)	(10,946)	461,240	(1,889,500)
Appropriations				
Mayor and Council	(37,485)	(37,485)	-	(150,000)
City Services	(9,768)	(11,172)	(1,404)	(40,000)
<i>Total nonoperating revenue(expense)</i>	<u>(128,453)</u>	<u>1,714,134</u>	<u>1,842,587</u>	<u>(513,215)</u>
Change in Net Position	(6,787)	1,851,340	1,858,127	-

**Municipal Services Commission
Statement of Net Position
As of June 30, 2024 and 2023**

	2025	2024
ASSETS:		
Current assets:		
Cash and equivalents	\$ 2,302,604	\$ 2,197,655
Investments	1,220,838	1,168,195
Accounts receivable, net	817,222	566,571
Inventories	1,028,938	845,127
Prepays	79,535	69,865
Restricted cash	843,234	729,821
Total current assets	6,292,371	5,577,234
Noncurrent assets:		
Capital assets not being depreciated:		
Land	43,796	43,796
Construction in progress	245,492	1,109,682
Capital assets net of accumulated depreciation:		
Buildings	668,620	701,263
Equipment	691,247	757,005
Infrastructure	16,554,813	14,229,277
Total noncurrent assets	18,203,968	16,841,023
Total assets	24,496,339	22,418,257
 DEFERRED OUTFLOWS OF RESOURCES		
Pension	327,027	574,627
Total deferred outflows	327,027	574,627
 LIABILITIES		
Current liabilities:		
Accounts payable	843,457	814,618
Accrued liabilities	58,808	50,698
Customer Deposits	922,551	740,925
Total current liabilities	1,824,816	1,606,241
Noncurrent liabilities:		
Due within one year	102,456	96,050
Due in more than one year	2,166,201	2,368,112
Total noncurrent liabilities	2,268,657	2,464,162
Total liabilities	4,093,473	4,070,403
 DEFERRED INFLOWS OF RESOURCES		
Pension	348,995	250,334
Total deferred inflows	348,995	250,334
 NET POSITION		
Net investment in capital assets	17,333,413	16,103,183
Unrestricted	3,047,485	2,568,964
Total net position	\$ 20,380,898	\$ 18,672,147

UNAUDITED

Municipal Services Commission
Statement of Revenues, Expenses, and Changes in Net Position
As of June 30, 2024 and 2023

	2025	2024
Operating Revenues:		
Water sales	\$ 689,038	\$ 626,850
Power sales	2,422,920	2,153,886
Miscellaneous	10,034	26,761
Total operating revenues	3,121,992	2,807,497
Less: free service	(2,599)	(2,348)
Net operating revenues	3,119,393	2,805,149
Operating Expenses		
Purchase of water and power	1,821,924	1,522,330
Salaries and benefits	663,775	618,406
Repairs and maintenance	90,807	139,285
Professional fees	110,952	43,539
Supplies	33,227	21,499
Other purchased services	60,163	161,680
Miscellaneous	5,429	-
Debt service - interest	4,292	-
Depreciation	327,823	270,369
Total operating expenses	3,118,392	2,777,108
Operating income (loss)	1,001	28,041
Nonoperating revenues (expenses):		
Net investment income	40,364	28,169
Realized gain (loss) on investments	6,392	-
Unrealized gain(loss) on investments	(6,586)	(12,331)
Gain (loss) on disposal of assets	1,772	-
Grant income	1,764,774	-
Grant Expense	-	(480)
Miscellaneous	(4,070)	(1,565)
Appropriations to Mayor & Council of New Castle		
Ordinary	(182,459)	(170,830)
City Services	(11,172)	(9,200)
Special	(1,010)	(3,525)
Total nonoperating revenues (expenses)	1,608,005	(169,762)
Income before capital contributions	1,609,006	(141,721)
Capital Contributions	-	-
Change in net position	1,609,006	(141,721)
Net position - beginning	18,771,892	18,813,868
Net position - ending	\$ 20,380,898	\$ 18,672,147

UNAUDITED

Comptroller/Treasurer's Report – July 23, 2024

**Municipal Services Commission
Combining Balance Sheet by Department
As of June 30, 2024 and 2023**

	Water		Electric		Total
	2025	2024	2025	2024	
ASSETS:					
Current assets:					
Cash and equivalents	-	-	2,302,604	2,197,655	2,302,604
Investments	183,126	175,229	1,037,712	992,966	1,220,838
Accounts receivable, net	179,362	129,671	637,860	436,900	817,222
Inventories	276,986	191,270	751,952	653,857	1,028,938
Prepays	24,173	18,068	55,362	51,797	79,535
Restricted cash	-	-	843,234	729,821	843,234
Total current assets	663,647	514,238	5,628,724	5,062,996	6,292,371
					5,577,234
Noncurrent assets:					
Capital assets not being depreciated:					
Land	43,796	43,796	-	-	43,796
Construction in progress	85,683	486,626	159,809	623,056	245,492
Capital assets net of accumulated depreciation:					
Buildings	304,257	319,094	364,363	382,169	668,620
Equipment	307,968	248,617	383,279	508,388	691,247
Infrastructure	9,199,367	6,896,149	7,355,446	7,333,128	16,554,813
Total noncurrent assets	9,941,071	7,994,282	8,262,897	8,846,741	18,203,968
Total assets	10,604,718	8,508,520	13,891,621	13,909,737	24,496,339
					16,841,023
					22,418,257
DEFERRED OUTFLOWS OF RESOURCES					
Pension	140,270	258,583	186,757	316,044	327,027
Total deferred outflows	140,270	258,583	186,757	316,044	327,027

(Continued)

UNAUDITED

**Municipal Services Commission
Combining Balance Sheet by Department
As of June 30, 2024 and 2023**

	Water		Electric		Total	
	2025	2024	2025	2024	2025	2024
LIABILITIES						
Current liabilities						
Accounts payable	57,767	76,411	785,690	738,207	843,457	814,618
Accrued liabilities	28,430	24,463	30,378	26,235	58,808	50,698
Customer Deposits	17,855	(3,133)	904,696	744,058	922,551	740,925
Due to other funds	766,996	644,547	(766,996)	(644,547)	-	-
Total current liabilities	871,048	742,288	953,768	863,953	1,824,816	1,606,241
Noncurrent liabilities:						
Due within one year	22,197	15,592	80,259	80,458	102,456	96,050
Due in more than one year.	1,024,718	1,173,290	1,141,483	1,194,822	2,166,201	2,368,112
Total noncurrent liabilities	1,046,915	1,188,882	1,221,742	1,275,280	2,268,657	2,464,162
Total liabilities	1,917,963	1,931,170	2,175,510	2,139,233	4,093,473	4,070,403
DEFERRED INFLOWS OF RESOURCES						
Pension	159,729	112,650	189,266	137,684	348,995	250,334
Total deferred inflows	159,729	112,650	189,266	137,684	348,995	250,334
NET POSITION						
Net investment in capital assets	9,552,831	7,645,525	7,780,582	8,457,658	17,333,413	16,103,183
Unrestricted	(885,535)	(922,242)	3,933,020	3,491,206	3,047,485	2,568,964
Total net position	8,667,296	6,723,283	11,713,602	11,948,864	20,380,898	18,672,147

UNAUDITED

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the three months ending June, 2024 and 2023**

	Water		Electric		Total	
	2025	2024	2025	2024	2025	2024
Operating Revenues:						
Charges for services	\$ 689,038	\$ 626,850	\$ 2,422,920	\$ 2,153,886	\$ 3,111,958	\$ 2,780,736
Miscellaneous	7,410	4,546	2,624	22,215	10,034	26,761
Total operating revenues	696,448	631,396	2,425,544	2,176,101	3,121,992	2,807,497
Less: free service	(816)	(961)	(1,783)	(1,387)	(2,599)	(2,348)
Net operating revenues	695,632	630,435	2,423,761	2,174,714	3,119,393	2,805,149
Operating Expenses						
Purchase of water and power	4,434	5,726	1,817,490	1,516,604	1,821,924	1,522,330
Salaries and benefits	339,096	285,752	324,679	332,654	663,775	618,406
Repairs and maintenance	111,990	100,665	(21,183)	38,620	90,807	139,285
Professional fees	53,325	13,565	57,627	29,974	110,952	43,539
Supplies	15,178	12,318	18,049	9,181	33,227	21,499
Other purchased services	28,403	86,492	31,760	75,188	60,163	161,680
Administrative		-		-		-
Miscellaneous	10	-	5,419	-	5,429	-
Debt service	-	-	4,292	-	4,292	-
Depreciation	128,900	82,080	198,923	188,289	327,823	270,369
Total operating expenses	681,336	586,598	2,437,056	2,190,510	3,118,392	2,777,108
Operating income (loss)	14,296	43,837	(13,295)	(15,796)	1,001	28,041

(Continued)

**Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department
For the three months ending June 30, 2024 and 2023**

	Water		Electric		Total	
	2025	2024	2025	2024	2025	2024
Nonoperating revenues (expenses):						
Net investment income	5,632	4,219	34,732	23,950	40,364	28,169
Realized gain (loss) on investments	(988)	(1,850)	(5,598)	(10,481)	(6,586)	(12,331)
Unrealized gain(loss) on investments	6,392	-	-	-	6,392	-
Realized gain(loss) on investments	-	-	1,772	-	1,772	-
Gain(loss) on disposal of fixed assets	1,764,774	-	-	-	1,764,774	-
Grant income	-	-	-	-	-	-
Grant Expense	-	-	-	(480)	-	(480)
Miscellaneous	(2,073)	(1,950)	(1,997)	385	(4,070)	(1,565)
Appropriations to Mayor & Council of New Castle						
Ordinary	(37,485)	(34,268)	(144,974)	(136,562)	(182,459)	(170,830)
City Services	(11,172)	(9,200)	-	-	(11,172)	(9,200)
Special	-	-	(1,010)	(3,525)	(1,010)	(3,525)
Total nonoperating revenues (expenses)	<u>1,725,080</u>	<u>(43,049)</u>	<u>(117,075)</u>	<u>(126,713)</u>	<u>1,608,005</u>	<u>(169,762)</u>
Income before capital contributions	1,739,376	788	(130,370)	(142,509)	1,609,006	(141,721)
Capital Contributions	-	-	-	-	-	-
Change in net position	1,739,376	788	(130,370)	(142,509)	1,609,006	(141,721)
Net position - beginning	6,927,920	6,722,495	11,843,972	12,091,373	18,771,892	18,813,868
Net position - ending	<u>\$ 8,667,296</u>	<u>\$ 6,723,283</u>	<u>\$11,713,602</u>	<u>\$11,948,864</u>	<u>\$20,380,898</u>	<u>\$18,672,147</u>

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

July 23, 2024

Prepared by: Jay Guyer on July 15, 2024

1. Developer Projects

A. Riverbend Subdivision

1. Freedom Development (FD) advised WUM Guyer they were waiting on revised contractor proposals for the water jack and bore. MSC is working through the details and alignment of the water main and electric conduits in the Centerpoint Park utility easements with McConnell Development and representatives from Lineage Logistics Services. Estimates for the water portion of the project bonding will be developed and forwarded when ready. Water service installations from the curb stop to the house are being inspected, meters installed, and services tested for homes being completed by Gemcraft. The updated punch-list for Phase I was e-mailed to FD and Gemcraft.

B. Deemers Landing and Helm Apartment Complexes

1. The property owner's plumber started retrofit plumbing work at Deemer's Landing preparing each unit for a meter. Meter registers and ERT Modules have been ordered for both Facilities with an estimated ship date of October 14th.

C. Minor Subdivision on Arbutus Avenue – 8, 10, 11, 12, 13 Arbutus Avenue

1. Framing is complete on 11 and 13 Arbutus Avenue. WUS Jaeger coordinated the water service installation from the curb stops into the houses with the developer. The services were installed, blown off, and checked for leaks. The installations were in conformance with MSC Standards.

D. Centerpoint Building 1400 Addition – Crozier Fine Arts Storage Facility

1. WUM Guyer reviewed, approved, and returned the revised plans to Fredrick Ward Associates. MSC will ensure the water main relocation work is completed in accordance with MSC's Water Technical Specifications. WUM Guyer was contacted by the engineer in reference to scheduling a fire hydrant flow test which is pending.

E. Riveredge Park – Flats at River Edge Residential Development

1. The developer continues hauling in and stock piling fill dirt for the project. WUM Guyer has no further update on this project.

F. New Townhomes – 37 and 39 West 3rd Street

1. WUM Guyer and WUS Jaeger met with the builder on site and discussed the requirements of using the 2 existing water services for the new homes currently under construction. The builder will have his plumber coordinate water service installation with MSC when ready.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

July 23, 2024

Prepared by: Jay Guyer on July 15, 2024

G. School Lane Pathway / Trail - Frenchtown Road to RT 13

1. Access to the lane has been coordinated with the Contractor using a double lock system on the main gate off RT 13. The contractor mobilized equipment and supplies to the site in late May and early June but has not returned to the site to work. WUM Guyer has reached out to Del DOT and the Contractor to get an update on the project. Work is scheduled to start on July 16th lasting 79 Days.

2. MSC Projects

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

1. MSC, DEMEC, and AMP schedule monthly meetings to discuss issues/concerns with the AMI System. WUM Guyer, WUS Jaeger and MSC Water Operators continue working on the non-reading meters. A permanent mounting method for the ERT modules that were located outside the vaults will be designed. 3 meters remain on the non-reading list which will be reviewed with AMP.

B. Cross Connection Control Program – Hydro Corp

1. Cross Connection Control (CCC) Program – WUM Guyer, WUS Jaeger, and Operator Schlecht reviewed Hydro Corps draft first notice letters and approved them. First notices were mailed out in late June and customers have started receiving them reaching out with questions about the testing/certification of their devices.

C. School Lane Water Treatment Facility PFAS Treatment System Improvements

1. WUM Guyer, WUS Jaeger and Pennoni Engineers met on site at School Lane Water Treatment Facility to review and confirm existing conditions versus the As-Built plans. WUM Guyer and WUS Jaeger continue gathering information for the project for submission to Pennoni so they can start design/engineering and RFP development to advertise the project.

D. Lead Service Line Inventory (LSLI) - EPA Revised Lead and Copper Rule -

1. WUM Guyer and WUS Jaeger continue gathering existing water service information from the main to 2 feet inside the structure from available resources. Operator Schlecht is gathering, organizing, and entering service information into our 120 Water Portal database. MSC's LSLI Methodology document continues to be updated and refined. It will be used to define water service material determinations being completed. A plan for pot hole excavation to inspect the Utility Side and Customer Side of the water service at the curb stop / property line is being developed. WUM Guyer and WUS Jaeger will schedule a meeting with our 120 Water project manager to review progress and next steps. MSC's Lead Service Line Inventory will be submitted to the ODW by the October 16, 2024 deadline.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

July 23, 2024

Prepared by: Jay Guyer on July 15, 2024

3. Operations

A. Outages

1. There were no planned or unplanned water outages for the month of June 2024. 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 for all 4 columns delivering them to the STRIDE Lab for testing, evaluation, and comparison.
2. US EPA East Basin Road Groundwater Superfund Site – The next meeting will be scheduled for September or October 2024. WUM Guyer received several e-mail communications from Delaware Air National Guard (DANG) in reference to the Superfund Site.
3. DNREC Water Supply Self Sufficiency Declaration - WUM Guyer e-mailed our updated Draft 2024 Self Sufficiency Certification to DNREC on April 12th. Drafts were distributed at the June 12th WSCC Meeting for comment and review. DNREC / WRA / Council Members have until August 30th to submit comments and questions. WUM Guyer will submit MSC's final draft pending comments.
4. Cybersecurity & Infrastructure Security Agency (CISA) – MSC continues working with our local CISA Representative for Delaware – Region III Chris Ramos following our Cybersecurity Roadmap for evaluation. MSC, our IT and SCADA System Representatives, and CISA Representatives have met 4 times to review our Cybersecurity Performance Goals (CPG's) and plan our Validated Architecture Design Review (VDAR) scheduled for the week of July 22nd.
5. WUM Guyer and WUS Jaeger updated information for the 2023 Consumer Confidence Report. The report was updated as part of the June Newsletter, forwarded to the printer, and mailed to our customers on June 24th ahead of the July 1st deadline. WUM Guyer emailed copies of the report and certifications of delivery to ODW and the Public Advocate. Copies were placed at public locations including the City Library, City Administration Building, Billing Office, and Utility Building.
6. WUM Guyer was contacted by Artesian Water Company June 20th about opening the interconnection to supply their operation with water. MSC Operators met with their Operators on site, flushed the interconnection, and started supplying them with

MUNICIPAL SERVICES COMMISSION

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

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

July 23, 2024

Prepared by: Jay Guyer on July 15, 2024

400gpm. Operations were monitored by SCADA and an operator visiting the facility daily including weekends while the interconnection is in operation to ensure water quality. Artesian purchased water from June 20th to July 12th. 10,291,514 gallons of water was pumped / sold at \$3.531 per thousand gallons for a total bill of \$36,339.34.

7. 500 Centerpoint – Nixon Medical – Nixon worked with Apex Mechanical to have maintenance performed on their water meter vault. All domestic piping was removed and replaced and the meter was reinstalled. MSC was on site to inspect the work completed and collect a bacteria sample for testing. MSC time and testing will be billed to the contractor.
8. 901 E. Basin Road - First Baptist Church (FBC) – FBC worked with Cochran Plumbing to have maintenance performed on their water meter vault. All domestic piping was removed and replaced and the meter was reinstalled inside the mechanical room. MSC was on site to inspect the work completed and collect a bacteria sample for testing. MSC time and testing will be billed to the contractor.
9. ARC GIS Pro Water System Mapping - WUM Guyer, WUM Jaeger Facility Person Jones met with Pennoni Engineering representatives about our water mapping system and database to review options for improving functionality and useability. They will develop a proposal and forward to MSC for discussion and review.
10. PFAS Litigation (Executive Session) – Review 3M and DuPont litigation and Special Needs Fund submission. Review Tyco and BASF litigation recently released.

C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on June 21st to maintain Chlorine residual. The first flushing was performed June 6th as part of the Annual Fire Hydrant Flushing Program.
2. Frenchtown Road Well Site – The replacement fence was picked up from South Camden Iron Works in New Jersey. Water Operators completed replacing the fence to secure the facility.
3. 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.

E. Equipment

1. No equipment issues to report for the month of June 2024.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

July 23, 2024

Prepared by: Jay Guyer on July 15, 2024

2. WUM Guyer reviewed the final Truck 4 specifications and proposals from NuCar Chevrolet and Intercon Truck Body. The estimated cost of the truck with 2025 GM pricing is \$95,402.63. The Truck was ordered and our sales representative will follow up with the estimated delivery date.

F. Personnel and Training

1. No personnel issues to report.

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 to be taken.
2. The next DEFIT Safety Meeting is scheduled for September 17th at the Kent County Emergency Operations Center.

4. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. WSCC Members have been provided copies of the Self Sufficiency Reports from the 5 Northern New Castle County Water Purveyors to review and submit comments to DNREC by August 30th. WUM Guyer has started reviewing them and will submit comments.
2. The Next meeting will be scheduled in September unless Water Conditions turn dry.

B. WRA – Water Resource Agency

1. WUM Guyer continues sending weekly pumping demand data to the University of Delaware Water Resource Agency (WRA).

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting will tentatively be scheduled in August.

D. Water Operator Advisory Council

1. The June 11th meeting to review the Water Operator Licensing Examinations was cancelled due to Council member scheduling conflicts.
2. The next Advisory Council meeting is scheduled for August 1st as a Regular Advisory Council meeting.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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

Water Department Commission Meeting Report

July 23, 2024

Prepared by: Jay Guyer on July 15, 2024

E. WIAC - Water Infrastructure Advisory Council

1. The next WIAC meeting is scheduled for September 18th.

End of Report

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

www.newcastlemsc.com

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

Monthly Water Works Report

June 1 - 30, 2024

Prepared By: Jay Guyer on July 15, 2024

Water Production		FT 300	
Month	Year	Raw Total Gallons	Adjusted Finished Total Gallons
June 2023		18,590,300	18,310,613
June 2024		19,626,100	19,304,373
	Difference	1,035,800	993,760
	Percentage Difference	5.3	5.1

Gallons	
Raw	Finished
19,626,100	19,304,373
	Difference
	-321,727
	Percentage Difference
	1.6

NOTE: MSC 2023 Annual Hydrant Flushing was started on June 3rd and completed on June 12th.

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads	Reserve	Not Used
Days Pumped	Reserve Status	XXX	XXX	Resting	OOS	Out of Service
		28	14		XXX	Run and No. of Days

Note: MSC sold water to Artesian Water Company starting on June 20th and continued through and stopped on June 30th.

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.43 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	0.85 ppm	0.80 ppm	0.60 - 1.00 ppm

General Water System Report

Routine Bacteria Sampling
(Office of Drinking Water)

# Collected	10
Results	10 Absent
	0 Present

Miss Utility Locate Requests (Water and Electric Locates)

# Received	89
# Completed	89
# of Damages	0

Building Permit Review (Water Related Conflicts)

# Reviewed	34
# Approved	34
# Not Approved	0

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

www.newcastlemc.com

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

Monthly Water Outages / Interruptions Report

June 1 - 30, 2024

Prepared By: Jay Guyer on July 15, 2024

Planned Outage / Interruptions

**Approximate
Duration**

Date	Hours / Minutes	Location	No. of Customers	Comments
-------------	------------------------	-----------------	-----------------------------	-----------------

No Planned Outages or Interruptions for the Month of June 2024.

Unplanned Outage / Interruptions

**Approximate
Duration**

Date	Hours / Minutes	Location	No. of Customers	Comments
-------------	------------------------	-----------------	-----------------------------	-----------------

No Unplanned Outages or Interruptions for the Month of June 2024.

ELECTRIC DEPARTMENT COMMISSION REPORT

July 23, 2024

Prepared by Artie Granger on July 15, 2024

1. Developer Projects:

A. Riverbend Subdivision:

- I. Contractor for Freedom Development has installed two of the three manholes needed for this section of the project. Conduit have been installed into both manholes.
- II. Conduits are installed roughly from the switch in Riverbend to the location where they will cross under the Rail Road track and connect with CenterPoint.
 - i. Manhole installation is complete for the two that are needed on the Riverbend side. The remaining manhole will be installed on the CenterPoint Industrial Park side.
 - ii. Installation of the conduits from CenterPoint is expected to begin shortly.
- III. The Electric Department has installed another meter for Gemcraft Homes.

B. Duplexes on Arbutus

- I. MSC Electric worked with the contractor to install electrical conduits to the two new homes.
- II. MSC Electric will work with the contractor to get transformer set and the two dwellings energized when they are ready.

2. Capital Projects:

a. Substation Relay Replacement

- I. SEL Relays and annunciators have been ordered for this project. MSC will continue to work with Utility Engineering as Keystone Engineering to get this project moving once materials get here.

b. Van Dyke Village:

- I. MSC Electric and Water departments have continued to install pathway for the underground electrical. The pathway installation is almost complete for this project. Once the pathway is complete, we will complete the restoration of the road and sidewalk/driveways.

ELECTRIC DEPARTMENT COMMISSION REPORT

July 23, 2024

Prepared by Artie Granger on July 15, 2024

- II. In response with questions about the Comcast conduits. MSC has been in contact with Comcast and they are working on their final design.

3. Outages :

- i. MSC has had not outages in the past month.

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
128.743	1.557	82.72	99.9774%

- II. 7/1/23 – 7/1/24

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.

4. Repairs and Maintenance:

a. Trucks

MSC has received pricing and scheduled the annual di-electric inspections and services for the bucket truck. This is scheduled for around Thanksgiving.

b. Infrared Inspections

MSC has received the proposal for the annual infrared testing and system inspection. MSC will get this scheduled shortly. We typically try to get this done peak summer. There are

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

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

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

ELECTRIC DEPARTMENT COMMISSION REPORT

July 23, 2024

Prepared by Artie Granger on July 15, 2024

usually a few repair items that come up during this inspection. The electric department will schedule the repairs as soon as possible.

6. Substations

A. Wilmington Road Substation:

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

B. Dobbinsville Substation:

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

5. Grant Potential

a. MSC has been made aware of possible grant opportunities for green energy projects. We have started conversation with University of Delaware about adding additional solar arrays at Penn Farm. We are also discussing trying to replace the MSC Van with an EV Vehicle.