

MINUTES OF THE MEETING OF THE
CITY OF SEAFORD ELECTRIC COMMITTEE

3:00 p.m.

November 30, 2017

MEMBERS PRESENT: Dan Henderson-Vice Mayor and Chair, Dolores Slatcher-City Manager, Bill Bennett-Director of Electric, June Merritt-Director of Finance & HR, Public Representative-George Logan and David Downes-Downes Associates Inc.

Vice-Mayor Dan Henderson called the meeting to order at 3:00 p.m.

Director of Electric Bill Bennett gave an update on the Pine Street Substation advising the project is about 54% complete and running on schedule. All the structural concrete is poured and the transformers were set on 10/05/17. The ground and grid are about 90% complete, which protects the equipment and employees while working. The cable trough is 100% complete and runs from the control house out to different areas of the Sub-Station. The control house was set on 11/07/17 and inside are three (3) rooms; batteries for backup room, an office area and the control room with the relays, control panels and boards. It has temporary power and the cable is being pulled at this time. The fence posts are in the ground for the project with the fencing to be in place in a couple of weeks. Energizing the transformers is scheduled to be done in February and late May of 2018. Discussion followed regarding total completion date and disposal of old equipment.

Director of Electric Bill Bennett gave an update on the Distribution improvements progress stating the project is on schedule and the contractor has been working with us as materials have come in. Poles have been set and wires pulled on Virginia Avenue, Hurley Park Drive, Tulip Place, Market Street, Stein Highway and Douglas Street. Porter Street will be next along with some small segments to do. AUI Power has been great to work with.

City Manager Dolores Slatcher presented the status of funds set aside for Pine Street Sub-Station and Distribution Improvements with DEMEC. Presently, as of the end of October \$782,842.66 has been set aside in the reserve fund including interest earned on those funds. The project was budgeted at \$9,000,000, the bids awarded through DEMEC came in at \$6,307,853 with DEMEC expenditures in the amount of \$3,704,720 as of 11/30/17. The project has come in \$3,704,720 under the estimated budget.

City Manager Dolores Slatcher gave the status of the Advanced Metering Infrastructure (AMI) with American Public Power project. We have an amended budget because of the IT Infrastructure Improvements as well as the financing of the bond issuance for an estimated total cost of \$1,379,466. Expenditures to date is \$166,711 for IT building and Infrastructure improvements in the vault room and servers, which are installed. Some sample product is in the field, but the largest expense are the meters which are due to arrive in March 2018.

Director of Electric Bill Bennett presented the status of the Advanced Metering Infrastructure (AMI) with American Public Power project. Three (3) access points (APs) have been installed at Ross Sub-Station, Pine Street Sub-Station and Pine/King Streets. The APs collect the data and transmit wirelessly to the data center in Ohio. Eight (8) relays are located at Ross Station Road, Herring Run Road, Lowe's Shopping Center, Popeyes, Dutton Avenue, Dunkin Donuts, Cedar Avenue and Nylon Capital Shopping Center. There are approximately fifty (50) test meters in the field and are being read wirelessly by AMP

and manually by City personnel for accuracy. The meters are a mesh network, communicating with each other to the relay with a quarter of a mile radius. There is enough redundancy so that data will not be lost. The remainder of meters will be installed April/May 2018 for a test phase taking approximately six (6) weeks to change out all the meters in the City of Seaford. Discussion followed regarding the benefits of Advanced Metering Infrastructure (AMI) and financing through DEMEC.

Vice-Mayor Dan Henderson suspended item 6 on the agenda and moved to item 7, since Mr. David Downes had to leave early.

City Manager Dolores Slatcher discussed the purchase of land for the switching structure needed and for a second tie-point with the Delmarva Power 69kV line out of their north substation. The 2.3+ acres are located at Bridgeville Highway and Herring Run Road, next to the City's Utility Building and adjacent to Ross Sub-Station. This land is part of Melanie's Ridge building project and this portion of the property will not be used. The owner of the land, Mr. Ramunnol was advised that the land would have to be appraised at market value and if Mayor & Council were to proceed that would be our offer. The proposal would be presented to the Electric Committee seeking recommendation to Mayor & Council for consideration to have the land surveyed and appraised. Mr. Ramunnol was in agreement with the City's process. There is not enough room for the switching gear next to Ross Sub-Station, the switching gear could be placed at this location and create a structure that would receive the second tie-point from the north Delmarva Power Sub-Station to serve the City of Seaford. Discussion followed regarding the benefits of this location.

Mr. George Logan made a motion to recommend to Mayor & Council to appoint someone to investigate the purchase of land needed for the switching gear structure and the second tie-point with Delmarva Power. Mr. David Downes made a second to the motion with all present in favor.

Mr. David Downes left the meeting at 4:00 pm.

Director of Electric Bill Bennett presented the Electric Department capital requests as follows:

FY19-

- Replacement of bucket truck #19, to go out to bid with no costs until delivery. The estimated cost is \$250,000, if 2½% interest for five (5) years for an annual payment of \$53,242.
- Ross Business Park primary installation to tie Pine Street Extended to Ross Business Park, so that Ross Business Park would not lose power all at once. This would provide two (2) ways to feed Ross Business Park and better interconnect for industrial loads. The estimated cost is approximately \$100,000.
- Renew electric infrastructure at Cypress Street and Hurley Park Drive by boring secondaries to reduce line loss and improve access, with no increase to customer exposure. The estimated cost is \$50,000 and \$14,000 for engineering fees to be done with the Martin Farm's project.
- Large format printer for approximately \$5,000 shared cost with the Code Department, Economic Development and Electric Department.
- Replace ice machine refrigerant part with shared estimated cost of \$4,200 with the Public Works Department.
- Floor coating of the Utility Building hallways, breakrooms, kitchen and conference room for approximately \$13,000.

- American Public Power (APPA) Reliability Tracker, approximately \$700 for a three (3) year commitment. An online system to track outages required to be sent in every three (3) years. This program will also work with DEMEC NERC annual reporting.
- Asset Management Inventory GIS mapping of electric facilities by GMB & ESRGC (Salisbury University) for a cost of \$16,500. Mayor & Council has already approved this for the water sewer side.

FY20-

- Expansion of the Utility Building for equipment and wire storage by expanding two (2) bays and add a lean to for wire and reels to be stored out of the weather and secured. Replace weather stripping and bad panels in existing doors, repave behind the fence, and install LED lighting in the truck parking area. An estimated cost of \$615,000, if 3% interest for ten (10) year term, payments would be \$71,642 per year.
- Replace Director's vehicle (2009 with 63,000 miles) for an estimated cost of \$32,000
- Wire storage rack to stack wire and reels off the ground for approximately \$32,000.

FY21-

- Replace Construction Coordinator's vehicle (2011 with 49,000 miles) for approximately \$35,000.

FY23-

- Renew electric infrastructure in Martin Farms to reduce limited access, tree trimming expense, outages, loss of revenue and increase system reliability. An estimated project cost of \$250,000. Budget engineering fees FY19 and set aside \$50,000 per year to complete in phases. The customer would be responsible for tree maintenance in the future.

It was reported back to Mr. Henderson that "AP" stood for Access Point.

There being no further business or discussion; the meeting adjourned at 4:32 p.m.


 Jeanne Sapp, Secretary