

The General Manager's Report

May 2020

- The worldwide pandemic has made meeting face to face very rare. On March 20th the BPW office staff began working from home. We have held daily office meetings for coordination and organization. This was critical as we were completing the transition to NISC, our new billing, customer management and accounting software. The move to introduce our new web portal application- Smarthub was also introduced. This was a huge undertaking and staff handled it very well, with the added difficulty of working from home, the project was implemented successfully. The field crews have been separated as much as possible. Water/wastewater crews have been split and separated so that if one crew is infected, the other will be able to continue. The electric crew is not able to work separately for safety reasons, yet they have isolated in place when not in the field. None of the BPW staff have been infected with the COVID-19.

Unless stated- meeting have been held virtually or conference call.

- DEMEC Executive sessions.
- Multiple call for City managers and the Governor on the pandemic efforts in the State.
- Multiple Safety trainings through AMP/DEMEC.
- Met with GMB and Tower Hill on both design and developer agreement issues.
- Met with Suez representatives, White Marsh staff and Breakwater staff for the membrane replacement, Equalization tank maintenance work at the WWTP. Some meetings were held on site.
- Meet with Mayor and City Manager on a phone call with Chesapeake gas to review to date progress of installing natural gas in Lewes- cancelled due to the pandemic.
- Met with State representatives, Mike Hoffman, GMB representatives and Ken Burnham to advance the Donovan Smith MHP Project.
- Have held multiple meeting for New Road utility alignments and easements with DelDot, Tower Hill and Waterfront Preserve and Reserve at Pilottown Village representatives.
- Met with Inframark Representatives, D. Preston Lee, P.E., and Tom Panetta to advance discussions of the WWTP operation.
- Held Pre-Bid and Bid opening meeting for the Church Parking lot Project.
- Met with Cianbro for coordination of work on the Savannah Bridge- On Site.
- Met with GMB to discuss all project advancement.
- Multiple meetings regarding the City conflict with the BPW.

Board Calendar 2020-2021
Agenda items for consideration

April	Annual financial report
May	Officers assignments
June	Project updates, Capital Budget
July	First quarter review (April, May, June)
August	Review draft yearend audit financial report efforts
September	Accept annual financial audit for year ended March 31 DEMEC annual meeting
October	Capital Budget Review
November/December	Lewes Fire Department donation
2021	
January	Strategic Workshop planned- early Feb meeting
February	Budget presented after board workshop
March	Approval of the 2020-21 O&M Budget