

The General Manager's Report

September 2020

- We hold held daily office meetings for coordination and organization. We are taking customers on an appointment only entrance into the building. Any customer seeking to do business in person can call (302) 645-6228 and request an appointment, or they can call from the front door, and with the possibility of a short wait, will be helped in the office. We follow COVID safety protocol through enhances sanitation, social distancing, and the use of PPE per Delaware State current guidance. After a discussion with Mayor Becker, we are anticipating operating the front office in the above manner until after the first of the year- or if the State goes to stage 3 prior to that time.

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

- DEMEC Regular meeting and Executive session. Two in person strategic planning meeting for the DEMEC organization.
- Provided tours of the WTP to Tim Ritzert, Andrew Williams.
- Met with Cianbro for date to complete work on the Savannah Bridge- Anticipate the removal of the trailer at the Schley Ave. Property in two weeks.
- Met with GMB to discuss project advancement of Pilottown Road, Cedar Avenue and all other projects.
- Call with Tower Hill, and Michael Hoffman to advance the developers agreement to the completion and request for approval by the Board.
- Visited the WWTP Drying beds with Austin Calaman and Duane Hoffman -RPR-GMB.
- Met with D. Preston Lee, Robert Kennedy, Earl Web and Tom Panetta for BPW business concerns on separate occasions and times.
- Held interviews for the meter reader position and the lineman position. An offer has been made to fill each position.
- Held Executive session Board meetings.
- Met with Richard Bevelle of the Bevelle group to discuss wireless data system for Lewes.
- Met with Mayor Becker, Ann Marie Townsend and D. Preston Lee, P.E. to coordinate between the BPW and the City.
- Met with Mayor Becker, Kay Carnahan, Rob Morgan and Janelle Cornwell to prepare for a Sea Level Rise workshop to be held October 1st, 2020- 3:00 Zoom.
- Met with engineers, GMB, City representatives and Whites Pond engineers to advance the project.

Board Calendar 2020-2021
Agenda items for consideration

April	Annual financial report
May	Officers assignments
June	Project updates, 5-year 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 2021-22 O&M Budget

Task Name
WWTP Operation
Water Front Preserve
Harbor Point
Mariners Retreat
Cape Henlopen State Park Sewer
Cedar Avenue Water & Sewer
Donovan Smith Water & Sewer
Fishers Cove
Tower Hill
Pillotown Road Water & Sewer
Savannah Road Sewer District Extension
Showfield City- AKA Whites Pond Water, Sewer & Electric
Showfield- Phase 5&6
WWTP
NISC Conversion
WWTP Software Upgrade
WWTP Environmental Study
Electric Dept Staffing
Admin Process Review
WWTP Drying Beds
Battery
Solar Field
Virden Site development
Annual Financial Audit
GIS
Asset Depreciation review
Grease Trap Inspection
Tree Trimming
Valve Exercising
Stormdrain Jetting
Manhole Rehab
Cyber Security Annual
Capital Budget
O&M Budget
Annual Reserve Fund Review- Treasurer
Root Cause Analysis
Website
AMI
Jones Farm Purchase
Water Tank Construction
Water Source Development
Dutchmans Harvest
Beebe Senior Living

