



# The General Manager's Report

## April 2021

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- The Office has been fully staffed for the month of April. We follow COVID safety protocol through enhanced sanitation, social distancing, and the use of PPE per Delaware State current guidance.

This month we have had ZERO employees test positive for COVID -19. One employee has had a near relative pass away from COVID.

We have opened the front door and are allowing for customers to be served while following COVID protocol. Many customers have come in to register for the upcoming election.

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

- DEMEC Regular meeting and Executive sessions.
- Met with GMB and Teal Construction for multiple Pilottown Road progress meetings at the office and in the field.
- Had communications with property owners on southern Savannah Road and the High School to obtain easements for the future sewer services.
- Have made an offer of employment for a new administrative assistant. Sharron Sexton will be reporting in one week.
- Attended and passed the DRWA backflow prevention administrator's course. Also, in attendance and passing the certification were Emmett Foraker and Vaughn McCabe.
- Attended meeting with City Otis Smith Park representatives, Lewes City manager, City Parks and Recreation Director, Austin Calaman and Charlie O'Donnell to discuss the pond, outfall structure issues (the BPW's) and the shore restoration needs (the city's).
- Met with Tower Hill, DELDOT, and GMB officials to advance the Tower Hill utilities issues and New Road bridge coordination.
- Presented WWTP tour to and interested citizen from Cape Shores.
- Met on site with GMB RPR Russ Neal and Emmett Foraker on water main issues on Pilottown Road.
- Attended meeting with City manager and GMB representatives project #24- end of contract issues.
- Presented at the Arizona Water Conference- unaccounted for water panel.
- Attended meeting with Sargent and Lundy to advance the Batter Storage project. Tom Panetta and Austin Calaman also attended.
- Met with Mayor Becker and Preston Lee to discuss the proposed microbrewery sewer installation.
- Attended the April Water Infrastructure Advisory Council meeting. The possible funding for the State Park being connected to the BPW sewer system was accepted for a notice of intent.



## **Board Calendar 2020-2021**

### **Agenda items for consideration**

April	Election Preparation
May	Officers assignments Reserve Fund Policy Review
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
<b>2021</b>	
January	Strategic Workshop planned- early Feb meeting. 3 <sup>rd</sup> Quarter financial review Budget presented after board workshop.
February	Approval of the 2021-22 O&M Budget
March	Election Review