

Lewes Board of Public Works  
Regular Board Meeting Minutes  
June 29, 2022

**The Lewes Board of Public Works regular meeting was held Wednesday June 29, 2022, at 4:00 pm in the City Hall Council Chambers.**

**1. WELCOME, CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

President Panetta called the meeting to order at 4:00pm and led the pledge of allegiance.

**2. ROLL CALL**

**Board Members**

*Thomas Panetta*  
*Earl Webb*  
*D. Preston Lee, P.E.*  
*Richard Nichols*  
*A. Thomas Owen*

**Ex-Officio Members**

*Andrew Williams, Mayor*  
*Austin Calaman, General Manager*  
*Robin Davis, Assistant General Manager*  
*Michael Hoffman, Legal Counsel*

**Others**

*Kim Bellere, BPW*  
*Michael Wolgemuth, Inframark*  
*Richard Plack, Inframark*  
*Charlie O'Donnell, GMB*  
*Josh Elliott, GMB*  
*Ann Marie Townshend, City Manager*  
*Joshua Gritton, BPW*  
*Kristina Keller, BPW*  
*Nick Hammond*  
*Aaron Mushrush, Cape Gazette*  
*Sharon Sexton, BPW*  
*Tom Biagioli, GHD*  
*Jeff Sturdevant, GHD*  
*Nick Hammonds, JLAM*  
*Elizabeth Owen*  
*Timothy Ritzert, Council member*  
*Madeleine Nichols*  
*Barbara Curtis*  
*Suzanne Powell, BPW*

**3. REVISIONS AND/OR DELETIONS TO THE AGENDA**

None

#### 4. CONSENT AGENDA

- a. Receive Vice-President Report
- b. Receive Secretary Report – approval of minutes of April 27, 2022, regular meeting and March 28, 2022, joint meeting.

Mr. Lee requested to remove secretary report and detach the minutes, to discuss an APPA conference.

- c. Receive Treasurer Report- Resiliency Report
- d. Receive Asst. Treasurer Report

**ACTION:** *Mr. Owen motioned to approve the consent agenda including the minutes. Mr. Nichols seconded the motion, which passed unanimously.*

Mr. Lee reported on his recent APPA conference attendance. With mitigation committee starting up, Mr. Lee attended a session about FEMA and HUD information regarding pre and post mitigation issues. The information was related to the entire city not just utilities. Two examples were given where undergrounding power was happening in entire cities in Florida and Missouri. Mr. Lee stated that there are ways to accomplish this, but strong political connections may be needed.

EVs were a major topic. Mr. Lee brought back literature about setting rates and planning for the community with transportation electrification. Other sessions discussed distributive energy as it was related to EVs. There was a speaker there who was the head of a department at Harvard and spoke on the backlog of products. The speaker expected another year before breaking loose in supply chain and expects a buildup of surplus. Mr. Lee recommends the Board members to attend this conference if given the opportunity. President Panetta questioned if the governance was done this year. Mr. Lee stated no and that the workshops were cut back this year.

#### 5. Receive the Inframark Report.

Mr. Wolgemuth presented:

- Train two is cleaned and back online.
- Train three will be pulled after the holiday. This will be the last train to be cleaned this round.
- Pump station eight transfer switch was replaced on June 21<sup>st</sup> and back online.
- Pump station eight cleanouts were installed by Sprig.
- Station nine bypass fittings were installed.
- At pump station three, Inframark received approval to purchase rotating assemblies. Waiting for additional parts.
- President Panetta requested a condition assessment of what was found when train two was cleaned. Mr. Plack stated that due to the installation of the filtering dumpster there was significant improvement. Instead of 6"-12" inches of ragging on top, there was 3"-4". This supports the need for the improvements for the headworks.
- President Panetta questioned the sizing of the generator for pump station four. Mr. O'Donnell stated he will have to follow up with Keystone. Mr. Calaman stated that the electric was factor because of the step-up transformers.
- President Panetta questioned the nutrient loadings. Mr. Plack stated that seasonal changes are a factor. This year compared to past, have been much cooler which makes a longer transition for the colder microorganisms to be replace the warmer microorganisms. The nitrifiers are the most affected and take the longest to take hold.
- President Panetta questioned the Suez report ending June 1<sup>st</sup>. Suez noted TMPS for train three had increased. Mr. Wolgemuth stated that this train will be pulled after July 4<sup>th</sup> and has been about a year. This is an expected trend. Mr. Plack stated that it has been running more often with train two shut down.
- President Panetta questioned if a conversation was had with Suez regarding the comment about

the oxygen levels and the oxidation ditches. Mr. Wolgemuth stated that he said have that conversation with Matt Stapleberg. It was decided that it was not in Suez's scope.

- Mr. Calaman stated that Mr. Plack reached out to Emmett Foraker (BPW water supervisor) and gave him a list of pump stations to do some cleaning in preparation for the holiday weekend.
- President Panetta understands that the oxidation ditches are out of Suez scope but is it the condition the plant is operating under the cause for the two different oxygen levels. Mr. Wolgemuth stated that Inframark does process control sampling every day. Adjustments are based on those samples. Only one sample is required monthly. Inframark is maintaining normal range of total nitrogen.
- Mr. Webb stated that 64,000 gallons of sludge liquid seems high. Mr. Plack stated that the drying beds are open to the elements quite a bit of rain. Rain sets back the time required to stay in those drying beds to meet requirements. Mr. Webb questioned if something could be put over top the drying beds for rain events. Mr. Wolgemuth stated that it was explored but must be hurricane resistant and was cost prohibited. Mr. O'Donnell stated that it would be more cost effective to purchase the belt filter press. Mr. Webb agrees.
- Mr. Lee stated that he was at pump station five and after a downpour in the middle of the road was gurgling down in the station. Mr. Plack stated that he visited the station that day and there are holes in the plate where the handles are and allows some water. Never reached high level warning and does maintain. Replacing the lid as upgrades take place may be beneficial.

## **6. Receive the President's Report.**

President Panetta presented:

- Held debriefs with the four battery vendors. This was put on hold at the last meeting due to the shift in the market. Kept open dialogue with the vendors and they promised to come back as conditions change. Tremendous educational experience. Mr. Lee questioned if others found that they couldn't move forward because of similar issues. President Panetta stated that a lot of the projects being heard about are larger projects and tied more to the renewable market portfolio. The market is still moving forward but the price of batteries and ancillary goods have gone up. Batteries are 75% the cost of the project. The lithium market is really what is driving things. Mr. Lee stated that there was a lot of discussion at the conference concerning the sourcing by third world countries and availability. It was also mentioned that the issue will be reduced in the near future. EV will be comparable to combustion engines in five years as well. President Panetta stated that the Department of Energy spending a lot of money on the experimental market and supporting restarting lithium mines in the U.S.
- Mr. Owen questioned if solar component was a requirement? Mr. Calaman stated that it is not necessarily a requirement but a benefit to have solar coupled with a battery. It is not cost effective at this time.
- PJM does not give credit for batteries, which does not help the financial side.
- Mr. Webb questioned if any insight was given when to look at this again. Mr. Lee stated not at this time. These issues are unique to Lewes, as the BPW will not be coupling the battery with solar. The vendors stated that most of their projects are not with PJM but in New York and New England in the ISO markets. PJM is behind on this.
- DEMEC meeting last Wednesday. Encourages the Board to attend the annual meeting in September.

## **7. Receive the General Manager's Report**

Mr. Calaman presented:

- Mr. Bellere and staff continues to work on audit. The hope is to be done in the next month or two.
- Pilottown Road is in final stretch. There is a decent amount of trench repair that needs to take

- place. Final paving is on track to be done on the 18<sup>th</sup>.
- Work on Donovan Road continues. The manhole at Central Avenue will be done tonight. This project is coming to an end.
- Held a kickoff long range plan meeting with GHD. GHD will be presenting on pump stations.
- Virtual meeting with Tim Reath on investments and how investments will be affected with the FED raising rates.
- Dirty water throughout town this month. There is a 16” valve that comes from the wellfield was closed and not reopened from a tie-in on another project. This has been reopened and caused some of the issues in town.
- Submitted presentation to hospital on “No Wipes in the Pipes” for educational purposes. Mr. Calaman would like to go onsite and invite the hospital to the WWTP.

Josh Gritton presented:

- Averaging normal intrusion attempts, around 300-350, against the firewalls. Not alarming.
- Uptick in email active malware, 13 verified. Malware was targeted two end users and were stopped.
- Kick off meeting with Cyber who is doing audit report. Will follow up next week.
- Collaboration meeting with the city on the June 13<sup>th</sup> to compare city infrastructure versus BPW infrastructure. Looking to follow up in December. Mr. Lee questioned if the city uses a third party for their system. Ms. Townshend stated that the city used Eastern Shore Technology that comes in every two weeks and more often when needed.
- Mayor Williams questioned if the BPW is running internal diagnostics to see if employees are clicking on emails that should not be clicked. Mr. Gritton confirmed that the BPW does.
- Logs at WWTP were throwing messages regarding the power. It is light blips in the system, but Nickel Electric is coming in to validate that this is not anything to be concerned about or to be proactive.
- Offered a job for the IT support Specialist position.
- President Panetta stated that the BPW has applied for a .gov domain name. IT is a more stringent domain application. It is a lengthy process.
- Mr. Calaman stated that staff is working towards a paperless packet. Call to Order is included in the BPW’s NISC package. Will run as a pilot before acquiring iPads for the board members. It takes a lot of time to put paper packets together. President Panetta stated that he would prefer this except for items that need to be able to be seen, like financial reports. Mr. Lee stated that if the board was able to pilot the program, it would be helpful. Mr. Webb questioned if there is the ability to type or take notes on a page. Ms. Sexton stated that all annotations can be made on the documents and can be saved. There is another feature where all the BPW policies can be uploaded for reference in one spot. Ms. Townshend stated that the city tried a similar system. The city used the paperless program for a while and is back to producing paper. Mr. Lee questioned what specifically the problems were. Ms. Townshend stated that the council was more comfortable with paper. Ms. Sexton stated that the program has the option to print from. President Panetta stated that the PDFs would have to be opened individually and the notes saved. It is cumbersome. Mayor Williams stated that he prefers to use his Chromebook. Mayor Williams stated that he is able to enlarge and shrink documents, and use the ALT finds to see terms he is looking for. He finds it is easier to do it electronically.

Mr. Calaman provided an update on Donovan Smith. The MOU has been recorded by Mr. Hoffman’s office and received the binding commitment letters today for the loan. The binding letters were executed and sent to DNREC and DHSS. Mr. Hoffman stated that the official update is that this project is moving forward. President Panetta stated that Mr. Hoffman and his office has done a phenomenal job. Mr. Hoffman stated that it has been three years and a lot of people involved. President Panetta stated that the residents of Donovan Smith will finally get the services that they deserve. Mr. Lee questioned if they are legally citizens. Mayor Williams confirmed that they are and that six of the residents voted. Mayor Williams stated that the residents had a meeting and did bring up stormwater management. The residents are still

recognizing needs of vines growing up utility poles and recognizing incremental improvements and are starting to take pride in ownership.

## PRESENTATION

### 8. Presentation by GHD regarding the condition assessment done on the Lewes BPW major pump stations. INFORMATION/DISCUSSION (GHD)

Tom Biagioli and Jeff Sturdevant (GHD) presented:

- Jeff Sturdevant is the Vice President and technical Director with GHD. He served as the Project Director for this project. Tom Biagioli served as the Project Manager.
- GHD looked at the four largest pump stations and most important to the network: three, four, five, and eight. This study contains an overview of the condition assessment, recommendations, and preliminary capital cost estimates. Also includes comments and recommendations on existing SCADA system.
- Scope of Study included reviewing available information provided by the BPW and site visits to critical pump stations. During site visits GHD conducted visual inspections of the bypass pumping capabilities. GHD was aware of issues with excessive rags causing clogging issues and assessed if screening or a comminutor could be constructed in each one of the primary pump stations. There was discussion of the general reliability of each station and facility elevation with respect to flood elevations. Preliminary Engineering Report was developed that review's reliability, and analysis of station capacity. Developed an overall condition and recommended a list of improvements for each station with capital estimates that were good last fall. Due to supply chain issues, those prices may not be as accurate as expected. 47:11
- Overview of the condition assessments
  - Table rates each asset: 5 being very poor, close to failure and 1 being close to new.
  - Pump station structures were found to be in good to fair condition, no major structural issues.
  - Pumps and motors were generally in a fair physical condition. A lot of issues with ragging and clogging that cause operational performance issues at the pumps.
  - Piping and valves were generally in a moderate condition. Isolated instances of corroded parts that need to be swapped out.
  - HVAC was consistently poor at all sites have forced ventilation. This was the only asset category that was consistently poor.
  - Lighting and Instrumentation Controls were found that everything appeared to be in a good to moderate condition.
- Recommendations
  - Lift Station 3
    - Capital Works recommendations
      - Replacement of the existing pumps as they are beyond their expected design life. This project is already scheduled by the BPW. Recommend that before new pumps are specified, selected, and installed that a study is done to get a firm grasp on what the future peak flows are going to be at the pump station. GHD is aware that a significant amount of development is planned. A planning study would ensure selecting the proper size for this station. This is the largest on the collection network, but this side does not get as many blocking or clogging issues that is seen elsewhere.
      - Apply an epoxy lining system to protect well
      - Install an 8 inch in equal tee and isolation valve to enable

- bypassing
  - Replace cover and frame. The wet well is within Pilottown Road and there is scheduled to resurfaced in May 2022. Should be completed at the same time.
  - Replace the existing, corroded pump station building door
  - Install an odor control package unit
  - Repair/replace the existing forced ventilation systems in the wet well.
  - Preliminary capital cost estimates are \$640,000. There is a contingency of 35%. (This is in 2021, early 2022 dollars)
- O&M Recommendations
  - Clearance adjustment.
  - Check the slab drain.
  - Ensure that all the conduit penetrations are sealed.
- Lift Station 4
  - This pump may be the most critical and it is the downstream point of the collection network. This pump takes the majority of the flow from within the collection network and had a major issue with clogging of wipes and solids becoming stuck in the suction piping.
  - Capital Works recommendations
    - Installation of grinders on wet well influent. GHD believes it to be feasible to retrofit them within the existing structure.
    - Replacement of the existing pumps. This is a capacity issue and both pumps at this station need to be operational. GHD recommends more powerful pumps in this lift station so that it can handle peak flows with unit out of service if required.
    - Apply epoxy lining system
    - Install an alarm system
    - Replace broken windows and repair damaged roofing
    - Repair the existing forced ventilation systems in the wet well. Mr. Webb asked for an explanation of the forced ventilation system. Mr. Biagioli stated that at the time of inspection the ventilation system was not functioning. GHD visited the site twice and the first visit it was unsafe to go down into lower levels and the inspect the pumps because the ventilation system was not working. Mayor Williams questioned the capacity issue. Mr. Biagioli stated that in order to convey the peak flows that come out of the collection network upstream into station four both current pumps have to be operating to pass those flows. There is no redundancy or resiliency at this station. Because this is a critical station, it is recommended to pass the peak flows with one unit out of service. Two more powerful pumps are needed so that just one pump can be operated at a time and one on standby. Mr. Webb questioned if that redundant pump is in the total math. Mr. Biagioli stated that the estimate includes upgrading to two more powerful pumps.
    - The project estimate is \$990,000.
  - O&M Recommendations
    - Clearance adjustment.
    - Erect temporary barriers and/or fencing. More relevant while the well is being bypassed and covers are open.
    - Seal all below grade conduit penetrations.

- Lift Station 5
  - Capital Recommendations
    - Install external valve vault. The current wet well houses the check valves and are difficult to access and are exposed to flows from the network. Recommend bringing out of wet well and to a dedicated valve bulb and would be able to house the bypass valving as well.
    - Replace the existing pump guiderails and ductile iron delivery piping. It was heavily corroded.
    - Apply an epoxy lining system
    - Install an alarm system
    - Replace the existing wet well access covers with submersible covers. The finished grade of the road is below the flood elevation.
    - Provide fall protection
    - Remove the open electrical junction box that is currently located in the wet well and replace it with an external above grade vented junction box mounted below the control panel.
    - Replace and raise the existing control panel kiosk.
    - Install a new vented junction box.
    - Install a new stainless steel control panel cabinet.
    - Install forced ventilation system and package odor control unit.
    - The estimated capital costs for this site are \$390,000.
    - Mr. Lee questioned if this all could be done in the same easement or right-of-way. Mr. Biagioli stated he will investigate this. Mayor Williams stated that this is the area of the flood study and questioned if there would be any effect of this project and that study. Mr. O'Donnell stated that the BPW was just approved for the planning grant, but this project will need to be incorporated into the thought process.
  - O&M recommendations
    - Closely monitor the recently rebuilt Myers grinder pumps and if there are continued issues with clogging it is recommended to replace the grinder pumps with Flygt N-Type model with adaptive impeller and Mix-Wash Valve.
    - The estimated budget cost for two pumps is \$50,000. This was included in the capital costs estimate.
    - Mr. Webb questioned that when doing the study if the technology at the WWTP was considered. Mr. Biagioli stated that it does specifically at the sites where grinders are recommended. Checked with manufacturers and suppliers that any materials passed through the grinders and then to the facility would still be caught by the existing screens. Mr. Webb questioned if there is a better solution than what is recommended regarding the grinders. Mr. Biagioli stated that GHD believes that a lot of the issues the BPW saw at the WWTP is due to the recycling of solids within headworks of the treatment facility that was exacerbated by high ragging. Primarily the issues are from within the treatment facility itself. President Panetta stated that all grinder pumps are not created equal, and these pumps will grind into a larger size so that it will get caught by the 5mm and 2mm screen downstream. Mr. Sturdevant stated that it was discussed the different types of suction lift pumps that come with a cutting

mechanism on the impeller. Once upgraded to the Eradicator Solids System and the tolerances are kept where they need to be between the impeller and the loot, there might be an opportunity for the BPW not to install grinders or screens at the stations. This could be phase one and if the BPW is inclined to further diminish clogging then a grinder or screen could be installed at the primary pumps. The 2mm, secondary screen should be able to pull that material out and operate correctly.

- Lift Station 8
  - Critical station that flow goes directly to the treatment facility
  - Capital Recommendations
    - Installation of grinders on wet well influent
    - Retro-fit Eradicators Solid Management Systems
    - Replace the seal
    - Replace the existing check valves
    - Apply an epoxy lining system
    - Install an alarm system
    - Replace the existing pump station door and frame
    - Repair the damaged brickwork
    - Install removable access covers
    - Repair areas of damaged concrete
    - Replace the corroded electrical panel
    - Repair the existing forced ventilation system
    - Install air release valves on the discharge force main
    - Estimated cost is \$560,000
  - O&M recommendations
    - Evaluate flows in the sewer shed
    - Commission a structural survey
    - Closely monitor pumps as they approach the end of their useful life. Estimated cost for both pumps is \$75,000 (not included in estimate for recommendations).
    - Clearance adjustment
    - Seal all below grade conduit penetrations

The preliminary capital cost estimate for all lift stations is \$2,520,000. This is broken down into construction costs (\$2,020,000) and Engineering and administrative costs (500,000). This was put together in December/January at the current market conditions but included robust contingencies.

Mr. Nichols questioned if the pipe under the canal is replaced would there be any ripple effect on station four and eight. Mr. Calaman stated that this a water line.

- Existing SCADA System findings:
  - PointWatch system is in place at each of the remote pump stations and gives mock SCADA capabilities.
  - Operators can monitor and receive alarms on cell phones but cannot control remotely.
  - PointWatch is used for pump cycling and as a mapping tool
  - Inframark noted key issues:
    - No flow meter data for stations with meters installed
    - Regular issues with signal coverage at remote sites
    - Several instances where alarms were not configured correctly for high level conditions and instead call out for low level conditions



- BPW does not currently have method of communication for the pump stations
- Recommendations:
  - The reliability of the existing cellular-based SCADA system is not in line with current best practice.
  - A detailed communication study.
  - Develop a design Standard for the wider BPW SCADA system
  - The study would outline the requirements for all current and future remote pump stations and would be the basis of design for site-specific upgrades to existing sites, as well as future new or expanded facilities. Reviewing and upgrading the SCADA system is being widely done in the industry.

Mr. Webb questioned what the top three items would be to do first. Mr. Biagioli stated that lift station four is the most critical, followed by lift station eight. Mr. Sturdevant stated that the BPW should take a careful look at the improvements at lift station three to make sure that incremental improvements are not done to accommodate new development in the city. There are some shortcomings to that station, like the wet well in the middle of the road. The BPW could take this opportunity to do those smaller improvements or upgrade and move the wet well out of the road. If there is ever an issue with the wet well, the road will be shut down to repair it. Mr. Calaman stated that this is essentially two proposals. One to line the wet well, replace the pumps, etc. and the other is to relocate the entire wet well out of the road. Mr. Calaman stated that it is currently located in the center of Pilottown Road, and flow is coming from both directions.

Mr. Webb recapped that lift station four would be first, lift station eight would be second, and lift station three would be third. What would be fourth, including SCADA? President Panetta stated that the BPW is already working on lift station three. Mr. Calaman stated the \$1.75 million loan encompasses both the headworks and the pump stations. The headworks is part one and the pump stations are part two. Improvements are coming from the recommendations of GHD, Inframark, and GMB. Mr. Plack stated that some of the pump's stage of life has degraded since the GHD survey on site. This has prompted Inframark to do further explorations with the bypass because of the deterioration of the pump at station three. Mr. Lee questioned what the cost would be to replace it. Mr. O'Donnell stated that GMB only has material and installation costs, but they do not know where it would go. Mr. Lee stated to get it out of the road it would have to go onto private property. Mr. O'Donnell stated that submersible pumps would be used. It is possible to utilize the existing footprint of the pump station and put it where it is now and bypass in the meantime or stick it beside it.

Mr. Sturdevant stated that one issue that GHD was concerned with was the wiring at lift station five. The wiring was not in a box or sealed. The wiring should be explosion proof and there will be issues there.

Mayor Williams questioned the 35% contingency fee versus what the costs are now. Mr. Calaman stated that the two pumps for pump station three with the valves were \$70,000-\$80,000 two weeks ago. GHD quoted \$75,000.

Mr. Webb questioned the cost of the SCADA. GHD has not come up with a cost for upgrades or the study yet. Mr. Sturdevant stated that there are a lot of questions involved in developing pricing for this. GHD will need to sit down with the BPW to discuss what the technology will need to look like in the future and then costs can be developed. Mr. Calaman stated that the BPW recently redid the SCADA at the WWTP and the well field. By upgrading the SCADA, when new developments come online, those pumps stations will be built to those standards. President Panetta stated that this would also create commonality of inventory. Mr. O'Donnell stated that he would like to see the BPW upgrade their SCADA system. Getting the signal back to the WWTP is going to be the issue. Mr. Gritton stated that it was being considered to

run fiber to the pump stations or at least to the main stations, but the cost overshadowed the project. Mr. Gritton would prefer to do a backhaul over a hardline.

Mr. Calaman stated that the next step is to digest this information and lay out the options.

**9. Open forum/general discussion on a proposal by Olde Town at White's Pond to post a "good faith" escrow while the Developers Agreement is being finalized. INFORMATION/DISCUSSION/ACTION (N. Hammonds and A. Calaman)**

Mr. Calaman stated that there was an initial kick off meeting and there is the developer's agreement and both the Board, and the city are involved. The developer is looking to post a good faith escrow because of lead times, materials, and jobs taking longer.

Mr. Hammonds stated that the property is under contract to purchase where Olde Town will be developed. A pre-pre-construction meeting was held with the BPW, the city, and GMB to understand the needs to start construction. Mr. Hammonds stated that the developer requested the BPW and GMB to start reviewing submittals for sewer and water and the developer is hopeful to make them for electric soon. The request is driven by the costs going up daily and the developer is looking to purchase ASAP. The second factor is timing, and significant time issues for transformers is anticipated.

The developer's agreement not signed yet, as it needs to be reviewed by the BPW, the city, and legal counsel. This is the mechanism that is needed to establish the escrow or deposit for payment of GMB's time. The developer is asking to post a good faith deposit or temporary escrow, in advance the developer's agreement. Mr. Hammonds stated that this is not the first time he has been through this process with the BPW. Mr. Hammonds feels confident to post escrow for the review of submittals so the materials can be ordered in advance of the developer's agreement being signed.

Mr. Lee questioned if this would be an escrow amount would be a pot of money to work from that would never to exceed. Mr. Lee would be comfortable if the pot was big enough that the BPW would get behind. Mr. Hammonds stated that ultimately there are numbers that the developer needs to post in the agreement. Mr. Hammonds stated that it is hope would be to post something based on an estimate that Mr. Calaman and the team are comfortable with, for the review of submittals.

Mr. Hoffman clarified no work will start, that the request is just for the review the submittals so materials can be ordered. The agreement itself does include an escrow requirement that when it reaches a certain level, it needs to be re-upped. To be clear, no work would begin until the development agreement is signed.

Mr. Lee stated that in the past the BPW had issues where the escrow falls below and there was not enough to cover what was charged. Mr. Hoffman stated that the difference in this situation is that work cannot begin until the developer's agreement is executed. Mr. Hoffman stated that the amount should be a reasonable amount. Mr. Lee stated that if for some reason the project falls apart before it starts, the BPW does not want to be behind. Mr. Hoffman stated that the Board could put a condition that if the escrow runs dry, then the review stops. Mr. Calaman suggested setting it up similar to the existing escrow language: \$50,000 to start and replenish when it reaches \$25,000. Mr. Lee stated that the BPW will need to be diligent in tracking expenses versus what is in the escrow. President Panetta agrees and that this is an uncertain market, and the best of intentions is to develop the property, but it is unknown for sure. President Panetta stated that he does not want to see the BPW get caught holding the bag for engineering reviews. Mr. Lee questioned if this was just for BPW reviews. Mr. Calaman stated that everything would be utility related. Mr. Hoffman stated that the BPW can only speak for the BPW reviews. Ms. Townshend stated that typically all the billing goes through BPW because the bulk of the expenses is through the BPW, and it is difficult to separate the city from the BPW. For the developments, the escrow goes through BPW. Ms. Townshend stated she does not think this would require any specific authorization from the city. Mr. Lee stated that city spending will need to be tracked as well as the BPW expenses. Ms. Townshend stated anything associated with the reviews gets

billed to the escrow, which the developer pays. Mr. O'Donnell stated that this confusion is why it is done through one entity, the BPW.

Mr. Hoffman stated that the trigger point for the BPW for when a developer's agreement in place, is before work is done. The question is the board willing to have GMB to incur billing prior to the developer agreement in place. The risk is that GMB does the review, sends the bill, and the project never goes forward. Who pays the bill? Ms. Townshend stated that the money should be in the escrow. Mr. Hoffman stated that the issue is that there is no escrow before the developer's agreement is in place. Mr. Lee stated that there is a time delay from the time GMB does the work and bills the BPW.

President Panetta stated that the trigger point should not be zero. Ms. Townshend suggested that the escrow should be replaced at 10% of the initial amount. Mr. Lee stated that he thinks this amount is too small. Mr. Hammonds stated that there was a \$13,000 estimate referenced for submittals. Mr. Hammonds is willing to put double into the escrow and hopefully will not be exceeded especially if another control is put in place. President Panetta stated that anything left in the escrow would be rolled forward. Mr. Webb questioned the amount. Mr. O'Donnell stated that what Mr. Hammonds is proposing sounded good because the \$13,000 estimate was conservative and there would be \$26,000 deposited into the escrow. There would also be a re-up clause in the agreement. Mr. O'Donnell does not think GMB will get anywhere near the \$26,000. Mr. Lee is concerned that GMB may need to exceed what is in the escrow because extra work is needed. Mr. O'Donnell stated the GMB has never done shop drawing reviews for any development that got anywhere near \$26,000.

Mr. Hoffman stated that even with replenishment, the issue is going to be enforcement. Mr. Hoffman suggested approving what the developer is asking for, Mr. O'Donnell will tell the BPW if funds are getting low, stop review and have the applicant deposit more. The goal is to get to the developer agreement. Mr. Calaman added that Ms. Bellere manages all the BPW escrows. Ms. Bellere stated that she sends emails every month to update the account, unless otherwise specified.

Mr. Nichols questioned what happens after the approval of the shop drawings. Mr. Hoffman stated that this is on the developer and the material is on the owner. The developer is responsible for constructing the improvements and the BPW is responsible for the inspections. Mr. Hoffman stated that there is no reasonable reliance that the Board taking this action shifts any burden. That burden remains with the developer. Nothing that is done today should be read as any reliance that if the materials are ordered, the BPW is guaranteeing anything. The BPW is not.

President Panetta stated that the combination of the conservatism of GMB and the applicant is willing to double the amount covers the BPW with Ms. Bellere's oversight. Mr. Owen agrees especially with the contingency that the developer cannot do any work without the agreement signed.

**ACTION:** *Mr. Owen motioned to accept the escrow of \$26,000 with contingencies as discussed by Mr. Hoffman. Mr. Webb seconded the motion, which passed unanimously.*

#### **10. Open forum/general discussion on a proposal to procure a line of credit from Fulton Bank. INFORMATION/DISCUSSION/ACTION (K. Bellere and A. Calaman)**

Ms. Bellere stated that Mr. Calaman and herself have decided to pursue a line of credit with Fulton Bank. The BPW operating account is with Fulton Bank. Ms. Bellere presenting the different proposals offered:

**Option 1.** Unsecured line of credit for \$3 million that uses SOFR plus 2%. Currently this is at 3.5%. There is a one-time fee of 10 basis points, \$3000. If used, it is expected to be a short-term expense and to paid within twelve months. Fulton Bank would be billing interest only, and whatever is paid above and beyond would go to the principal. Mr. Calaman stated that if a more drastic expense, there is the availability to term it out. There are annual reviews with Fulton Bank and if a balance is held or a large expense, then the bank allows to term it out into a loan. Mr. Owen questioned if the plus 2% is a standard. Ms. Bellere will look into this. Mr. Webb questioned if the auditors have looked at this for unintended consequences. Ms. Bellere stated no.

**Option 2.** Secured line of credit up to \$7 million. The BPW would have to transfer the UBS assets to Fulton Bank as collateral. This would be the Prime minus 1.25 as the rate and is comparable to the unsecured. The line of credit is 65% of the investments. There is no bank fee and similar billing as the unsecured line of credit. The Board can only select option one or two, not both.

**Option 3.** Equipment line of credit is like a traditional loan and termed at 3, 5, or 7 years based on the life of the equipment. This is based on Bloomberg plus 2%. For seven years, it is currently 5.58%. This does have a 10-basis points fee, per draw.

Mr. Webb questioned if any of these options have anything the BPW pays in advance. Ms. Bellere stated that option one, unsecured line of credit does have to be paid upfront one time to open. Mr. Calaman stated that no fees exist if it sits. Mr. Nichols questioned if there was a time limit. Ms. Bellere stated that it just stays open. Mr. Lee questioned if there was anything urgent about these options. Ms. Bellere stated that it is not but an additional resource. Mr. Lee suggests that this is something the finance committee should look at. Mr. Calaman stated that this came from discussions of resiliency and mitigation. This would allow for flexibility and the purpose is to be more agile this market. Ms. Bellere stated that the loan can be termed out if it goes beyond the 12 months. There are attorney fees for document preparation. Fulton Bank has never seen these fees go above five thousand dollars.

Mr. Webb questioned if Fulton Bank is cheaper than UBS regarding managing money. Ms. Bellere stated that Fulton Bank has provided a pricing model to compare what the BPW is paying now versus what they are offering. Fulton Bank is cheaper. Mr. Owen questioned Fulton Bank's management experience. President Panetta stated that this is not critical right now but heading into hurricane/disaster season and this would be nice to have lined up in the next months. Ms. Bellere stated that Fulton Bank is willing to present to the Board on a larger scale.

Mr. Lee questioned if the finance committee will be up and running for the timing of this discussion. Mr. Nichols stated that option one and three seemed reasonable as well as the rates. Mr. Nichols stated that to wait and run it through the financial committee to get additional options seems like overkill. Mr. Nichols stated once the policy document is approved today, that would trigger the finance committee's first meeting. Mr. Lee does not see the urgency. President Panetta stated that this proposal assumes that these three options are the only options, and the committee may come up with alternatives. President Panetta agrees with Mr. Lee that the finance committee should review if it can be done within the next two months. How long will it take to implement? Ms. Bellere stated that the unsecured line would just be the signing the paperwork. With the unsecured line, the BPW would have to transfer everything and would be dependent on UBS. The equipment loan would be a matter of signing paperwork.

President Panetta would like the finance committee to look at the options and provide the Board with a recommendation. Mr. Nichols questioned if there was an urgency with finances and okay to wait two months. Mr. Calaman stated that some funds needed to be moved from UBS because of the projects going on. This is nothing out of the ordinary. President Panetta stated that the projects are coming to an end. Mr. Owen stated that one reason the lines of credit are being discussed is because of the cash reserve policy. Does it make sense to move money from investment? Mr. Calaman stated that moving from investment to operations was necessary because of the projects this summer. Typically, summer is quiet.

Mr. Webb questioned if there is any equipment needs coming up. Mr. Calaman stated that there is a PO for a bucket truck that is expected to be built in the spring of 2023 and a line truck to be built the summer of 2024. Equipment could be a pump for a pump station.

Mr. Webb confirmed that there is an upfront cost of \$3,000 with option one. Ms. Bellere stated that if the Board is considering transferring accounts to Fulton Bank, it would not make sense to do the unsecured line and pay the fees and pay another document fee for the secured line of credit.

**ACTION:** *Mr. Lee motions to refer the line of credit options to the finance committee for evaluation. Motion fails.*

Mr. Webb believes that this should go to the finance committee should review but is concerned with the timing. President Panetta stated that his concern is if an emergency storm hits. The Board could always exercise option one immediately. The finance committee could still provide the Board with feedback. Mr. Webb doesn't disagree but if he was an underwriter, he would not give money if a hurricane just hit. Mr. Owen stated from an insurance standpoint, there are 30 days that the bank will not do anything. Ms. Bellere would like to be proactive instead of reactive.

Mr. Owen questioned if there are any costs to cancel the line of credit. Ms. Bellere stated that she will check but does not think so. Mr. Owen is comfortable with option one and three and does not like that the BPW is using money from investments to supplement the cash reserve.

President Panetta questioned if the BPW has the \$3 million line of credit, does it close other options. Ms. Bellere stated that she did speak with other DEMEC members and have not had any issues and do not foresee any issues. One person suggested that it may look better that there is a debt but not using. President Panetta stated that a credit report looks at how much potential debt there is and may affect the credit rating. Would having a \$3 million credit be a detriment? Mr. Owen stated that a bank told him that if a person has a line of credit and does not use it, it helps the credit report.

Mr. Calaman asked if the city has any lines of credit. Mayor Williams stated that the city does not draw on one.

Mr. Calaman stated that Fulton Bank defines equipment as anything that can be depreciated and has a useful life.

Mr. Webb stated that he could support option one with auditors' consent that it will not harm the BPW in any way and that the finance committee needs to take a deeper dive into it.

**ACTION:** *Mr. Nichols motioned to approve option one contingent on staff confirming that the auditors are not concerned. Mr. Owen seconds the motion, which passes unanimously.*

**ACTION:** *Mr. Nichols motioned to refer to the finance committee the evaluation of lines of credit, specifically all three options presented today or any other options and make a recommendation to the Board. Mr. Owen seconded the motion, which passed unanimously.*

### **11. Open forum/general discussion on a proposal to add bypass and isolation valving to pump station 3. INFORMATION/DISCUSSION/ACTION (A. Calaman)**

Mr. Calaman stated that this proposal is to add two isolation valves and a bypass valve that would allow that station pump station three pumps to be bypassed in the case of an emergency. Mr. Plack station stated that it would also allow for any work to be done or replacement if needed. Mr. Webb questioned how this relates to the presentation from GHD study. Mr. Plack stated that it is a precursor to that due to the degradation of the pumps and the isolation valve not functioning, it limits the ability to repair. The to-be-purchased rotating assemblies would restore the pumps to buy time until a more permanent solution is found. Mr. Lee stated that this is a \$65,000 band-aid. Mr. Calaman stated that it is the same set up no matter if the wet well was relocated or kept the existing location. Mr. Plack stated

that in order to replace the pumps, the station will still need to be isolated and presently Inframark does not have that ability. Mr. Lee stated that he thought that submersible pumps was a potential solution. Mr. Plack stated that it is possibility and when that replacement would take place, the station would be able to isolate and run off the bypass equipment. Mr. Lee questioned if this equipment would be amenable to that. Mr. O'Donnell stated that the bypasses on the suction side and force main side are necessary whether the Board goes with a whole new pump station or rehabilitate the existing pump station. Mr. O'Donnell stated that this proposal is a good investment. Mr. Calaman stated that if a failure were to occur a bypass would have to put the bypass in the road and close a single lane.

Mr. Nichols questioned how long this proposal would take to implement from today. Mr. Calaman estimates a couple of weeks to a month. Mr. Owen stated that the materials are seemingly readily available. Mr. Lee questioned if this is using the current footprint. Mr. Plack confirmed that it would be in the footprint of the building and the road within the right-of-way. Mr. Calaman stated that the BPW would talk to the property owner and coordinate accordingly. Mr. Webb assumes that the BPW would not utilize the financing and just pay upfront. Mr. Calaman stated that is correct.

Mr. Calaman stated that this is future thinking. This will allow for safe working conditions by not having to close the road and not dealing with DelDot right-of-way

**ACTION:** *Mr. Owen motioned to approve the proposal for the \$64,900 for the improvements at station three. Mr. Webb seconded the motion, which passed unanimously.*

## **12. Open forum/general discussion on a plan for the Old Power Plant Building on Schley Ave. INFORMATION/DISCUSSION/ACTION (A. Calaman, R. Davis and T. Panetta)**

Mr. Calaman stated that it was brought to the attention of BPW that there are some degrading aspects of the existing roof, window broken, and a door that does not lock. Mr. Davis is trying to get a contractor in to provide an estimate for repairs. The building is very old and is going to need work. The end goal of the building is needed: whether it is keeping the building and renovating or something else. President Panetta stated that every battery vendor wanted the building demolished. This needs to be considered with the master plan of Schley because spending money on a building that will not be use, makes little sense. If there is some adaptive use for that building, letting it disintegrate hampers that potential option. The new old powerplant is used as a warehouse, Lewes and Bloom uses a portion, and the rest is vacant.

Mr. Lee stated that the building is in the historic district. Mr. Lee questioned what restrictions there would be to do work there. Mr. Davis stated that normally that would be a city decision and would need to go through the process of demolition or renovation. The ordinance states that if requesting to demo the building, there must be a plan in place and approved by the historic commission. President Panetta stated that the city is exempt from all ordinances and this property is dual titled. President Panetta stated that he is unsure of the historical significance due to the additions over the years. Mr. Davis agreed and stated that those buildings are non-contributing buildings. Mr. Davis stated that the city had the University of Delaware come and survey every property in the historic district, so this may have changed.

Mr. Owen questioned if any improvements need to be made for safety issues or to keep people out. Mr. Lee stated that there is a hole in the roof. Mr. Davis is had a contractor come out to look at the hole in the roof and the five windows on the back of the building. Mr. Lee questioned if this was a part of the original building. President Panetta does not believe that it was. Mr. Davis stated that the contractor is breaking down the repairs into three sections: roof, replacing windows, and a door. President Panetta stated that the emergency repairs can be done as band-aids, but the building is deteriorating.

Mr. Owen thinks that the Schley Avenue needs a plan. Mr. Webb questioned if there was any update on potential properties. Mayor Williams stated no and agreed with Mr. Owen that the city and BPW need to reconvene to discuss the masterplan. Mr. Owen stated that whatever is done would be better than what is there now.

Mr. Davis stated that there is old three-tab shingles on the roof now, and the contractor will not be able to match the color. Mr. Owen questioned if people could crawl in and out of windows and doors. Mr. Davis stated that it is secure. One window looks like plywood has been up for years, and just now being brought to discussion. Mr. Nichols questioned what was inside. Mr. Davis stated that it is the Lewes and Bloom warehouse. Waiting on the cost from the contractor. Mr. Owen stated that the BPW is liable from an insurance standpoint the public can get in and improvements need to be done from a safety standpoint. Mr. Davis stated that the area is enclosed by a gate. Mr. Nichols questioned if the door is now used by Lewes and Bloom. Mr. Davis does not believe so. President Panetta suggested putting plywood on the inside of the door and a lock.

Mr. Lee stated that the Board needs to start thinking about the building long-term, because it is rotting.

Mr. Nichols questioned what is the level of expense that needs Board approval. Mr. Calaman stated that in this circumstance, the BPW is waiting to see what the price is and that will ultimately lead into a larger discussion. Mr. Nichols stated that he would like to address the health/safety issues now.

Mr. Webb stated that Lewes and Bloom does a lot for the whole town and if the BPW can help them in a reasonable way, it should be considered. President Panetta stated that he does not think the costs associated with these repairs is anything more than a couple thousand dollars.

**ACTION:** *Mr. Webb motioned to allow BPW staff to move forward with repairs within a \$5000 budget. Mr. Nichols seconded the motion, which passed unanimously.*

**13. Open forum/general discussion on authorizing the purchase order for a line truck from TEREX for delivery in 2024 (currently a 24-month lead time).  
INFORMATION/DISCUSSION/ACTION (A. Calaman)**

Mr. Calaman stated that the BPW would like to purchase a line truck for the electric department with a delivery in 2024. The lead time is 24 months, plus. This item was budgeted in the five-year capital and a PO needs to be allocated. Mr. Owen questioned if this truck has a finance option. Mr. Calaman stated there is the ability to finance. The BPW will not select the detailed options until about six months from the truck being built.

**ACTION:** *Mr. Owen motions to give BPW staff to order a line truck. Mr. Nichols seconded the motion, which passed unanimously.*

**OLD BUSINESS**

**14. Open forum/general discussion on consolidated Lewes BPW policies.  
INFORMATION/DISCUSSION/ACTION (E. Webb, T. Owen, M. Hoffman and A. Calaman)**

Mr. Hoffman stated that the Board previewed the policy document, and some edits were received, incorporated, and circulated to board members. This is memorializing existing policies. There is a

discrepancy in terms of overhead and underground electrical wires, a few items have been referred to the finance committee, etc. If the Board should adopt this document, there is opportunity to revise and revisit. Mr. Hoffman has a list of items that the Board wanted to revisit.

**ACTION:** *Mr. Owen motioned to read resolution 22-004 by title only. Mr. Nichols seconded the motion, which passed unanimously.*

Mr. Hoffman read Resolution 22-004 by title only.

**ACTION:** *Mr. Owen motioned to accept resolution 22-004. Mr. Nichols seconded the motion, which passed unanimously.*

**15. Open forum/general discussion on an updated Lewes BPW pole attachment agreement. INFORMATION/DISCUSSION/ACTION (A. Calaman, R. Davis and M. Hoffman)**

This is the draft agreement that was presented from the last meeting and there were questions about comparable rates. Mr. Davis reached out to other municipalities, and a few responded.

President Panetta questioned if this agreement was strong enough on abandoned line issue. There is nothing definitively called out and needs to be black and white. Mr. Davis stated that in article nine there is a section about maintenance and transfers but is more about the responsibilities of the BPW. President Panetta is ok with this agreement if it can be amended later. Mr. Hoffman stated that he remembered language that addressed this. Once the agreement is adopted it can be amended. This document becomes the form, and the user will submit the form back to the BPW for approval. Once approved, it becomes the agreement. Mr. Calaman stated that this is similar to a developer's agreement.

President Panetta questioned if putting the language of having existing lines addressed in the agreement before adopting it, does it give the BPW more leverage. Mr. Hoffman stated that it would not apply. If the other party does not sign the agreement, then the BPW is not retroactively applying this. Mr. Hoffman stated that the BPW needs a consistent form. When the form comes back, the Board can add language and amend the form.

President Panetta questioned what the current enforcement action is. Mr. Hoffman stated that it is whatever their current agreement says. President Panetta stated that abandoned lines are a tripping hazard on sidewalks. There is a safety and aesthetic aspect. Mr. Calaman questioned if an entity that is currently utilizing the poles signs the updated agreement, does it grandfather the existing poles. Mr. Hoffman stated that this would need to be looked at. Mr. Hoffman would recommend reach out to the people whose lines they are. Mr. Hoffman stated that this form is a far more robust agreement and produced by DEMEC. There is uniformity across municipalities. Mr. Owen questioned if it was worthwhile to add the language in the form at this point. Mr. Hoffman recalled coming away with the opinion that the hook was there but cannot cite the section. Mr. Hoffman can take a look and have it ready for when the Board comes back. Mr. Owen stated that the Board can approve the form contingent that the language is added. Mr. Hoffman recommends adopting the form and at a future meeting a change could be made.

Mr. Davis referred to page 25, the permit application is noted under attention the city building official. There are some cases where it will go to the building official when it deals with wireless, but in instances where there is no wireless provision it does not go to the building official. Mr. Hoffman stated that this is a BPW form and should go to a BPW employee. The city has its own process and zoning review. Mr. Hoffman recommends changing it the general manager.



President Panetta stated that there are a bunch of Verizon poles in town that BPW wires are attached to. Mr. Hoffman recommends tabling this discussion and follow up.

Mr. Davis referred to page 24, letter “e” and corresponds with B9 on page 33. The language states “prior to” on page 24 and states “have been removed” in B9. The question is, does BPW want to know before removal. Mr. Hoffman stated that notice should be provided before touching poles. B9 should say that this is to notify you that licensees’ attachments will be removed from the following poles. Mr. Calaman stated that cost would be determined when the application was to come forward. Mr. Hoffman stated that the ability to terminate is going to be dictated by the agreement. President Panetta questioned if B9 is supposed to be as building. Mr. Hoffman stated that “e” is intended to say don’t mess with the poles unless the BPW has notice. The notification triggers the other pieces and the BPW is aware that billing is going to discontinue. President Panetta questioned if the applicants were to replace a wire, is there a form. Mr. Hoffman stated that there is likely notice on maintenance. President Panetta would like consistency whether attachments are removed or replaced. Mr. Hoffman will review and follow up. Mr. Hoffman recommends that Board change B9 to refer to “will be” as opposed to “has been”.

Mr. Davis referred to page 21, A1 and language “attached by including a drawing made on system maps of the BPW which licensee may purchase from the BPW at a reasonable cost”. Mr. Davis questioned if this the applicant can supply a map instead of coming to BPW and being charged for a system map. Mr. Calaman stated that this is a GIS map for the electrical system. Mr. Davis questioned if the map needed to be that detailed because it adds an extra step. Mr. Gritton stated that the BPW has a good GIS of the electrical system of BPW assets. Mr. Calaman recommended including it because it is a benchmark. Mr. Lee questioned if the BPW maps are up to date. Mr. Gritton stated that he updates with anything new and is working to update the older infrastructure. Mr. Webb questioned if exhibit A has a schedule of fees and the actual amounts. Mr. Calaman stated that it is blank and the BPW would incorporate those because in five years it would be completely different. Mr. Davis stated that exhibit A only shows five years, but the agreement on page nine, says ten years. Mr. Hoffman stated that it is what is negotiated and will be noted if there is a different term. Mr. Webb questioned if the BPW can charge people if they do not pay and how is this managed today. Mr. Hoffman recommended tabling this conversation for later.

**ACTION:** *Mr. Nichols motioned to approve the pole attachment agreement, instruct staff to revise page 25 to change city building official to general manager, and change the words have been with will be as discussed. Mr. Owen seconded the motion, which passed unanimously.*

**16. Open forum/general discussion of strategic planning goals and objectives.  
INFORMATION/DISCUSSION/ACTION (A. Calaman)**

President Panetta stated that this was the strategic plan that was originally agreed to and that he annotated the last two years with the status. President Panetta suggested discussing any changes the Board would like to make and how to proceed forward. Mr. Owen stated that it may be worth tabling because discussion could get in depth. President Panetta stated that this is not critical right now but a baseline of where the BPW is at right now. Mr. Lee stated that the strategic plan is reviewed annually in March. Mr. Webb stated that at the future meeting, he will still lobby for customer satisfaction and employee satisfaction.

The Board will review and have comments for the July meeting.

**17. Open forum/general discussion of the mitigation committee.  
INFORMATION/DISCUSSION/ACTION (D. Preston Lee, P.E.)**

Mr. Lee recommended a fifth person to become a member of the mitigation, Mark Prouty. Mr. Lee has known Mr. Prouty for many years and has forty years of experience in designing wastewater systems, and a P.E. Mr. Prouty recently moved from Wilmington to Lewes.

**ACTION:** *Mr. Webb motioned to accept Mr. Lee's recommendation of Mark Prouty. Mr. Nichols seconded the motion, which passed unanimously.*

**18. CALL TO THE PUBLIC:**

Barbara Curtis stated she was reviewing the annual water report and the EPA tightening the PFAS guidance levels and questions if the BPW analyzes for PFAS compounds in the drinking water. Mr. Calaman stated that the BPW had the drinking water tested in September and fell well below the standard. Ms. Sexton stated that the results are on the BPW website.

**19. CALL TO THE PRESS**

None.

**20. Executive Session**

**ACTION:** *Mr. Owen motioned to adjourn to executive session. Mr. Nichols seconded the motion, which passed unanimously.*

President Panetta adjourned to executive session at 7:13 pm.

**21. Return to open session**

**22. Discussion and action on items from Executive Session, if applicable.**

**23. ADJOURNMENT**

**ACTION:** *Mr. Owen motioned to adjourn the meeting. Mr. Nichols seconded the motion, which passed unanimously.*

President Panetta adjourned the meeting at pm.

Respectfully Submitted  
Sharon Sexton  
Executive Assistant