

## General Managers Report

We held the pre-construction meeting for the Donovan Smith MHP water and sewer project. We have created a link (<https://www.lewesbpw.com/donovan-smith-mhp-project/>) on our website for a dedicated page for the project. As of now, it includes the plan set, recording of the community meeting and the presentation from the community meeting. We also have several planning grants under way like the water main assessment, water tower, canal crossing, etc...

### Meetings Attended/Significant Events

- Attended City Council meeting in December and January.
- Attended City Council workshop.
- Attended progress meeting for Lewes Waterfront Preserve, Olde Towne at Whites Pond, etc...
- Had conversations with GHD regarding the Long-Range Plan study.
- Had a meeting with various vendors related to the LCR and the requirements of the BPW by October 2024. A proposal will be presented this month to assist in the inventorying of services.
- Met with Kim B. regularly to review budget vs. actual financials.
- Tom P, myself, Ann Marie and Andrew Williams met for our monthly meeting.
- Met with HMS Insurance in regard to a pollution insurance policy.
- Continued to meet with A.C. Schultes and GMB to discuss options for the well #3 redevelopment/relining.
- Pres, Tom P, Robin and myself met with GMB regarding the Water Tank sizing/style and the canal crossing project.
- Met with Mike Hogan and Kimberly Bellere to discuss financial documents.
- Attended DEMEC monthly meeting and luncheon.
- Electric Department hung the Christmas lights and took everything down.
- Met with UFS regarding our PCA Spreadsheet.
- Held public WWTP long-range planning meeting to receive feedback on the GHD report.

**Josh-** IT Report

**Sharon-** Social Media Update



## **Board Calendar 2022-2023**

### **Agenda Items for consideration**

**January-** Budget Discussions

**February-** O+M and Capital budget presentation

**March-** Strategic Planning review/new goals, approval of O&M and Capital Budget, Financial Review

**April-** Possible Rate Changes and Hydrant Flushing

**May-** Election and Cash Reserve Review

**June-** Project Review, APPA National Conference

**July-** Audit Presentation, First Quarter Financial Review

**August-** Audit Acceptance

**September-** Hydrant Flushing insert

**October-** Hydrant Flushing, Household Hazardous Waste and Second Quarter Financial Review

**November/December-** Fire Department Donation

**2024**

**January-** Budget Discussions