

# The General Manager's Report

## June 2020

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- The worldwide pandemic has made meeting face to face very rare. On March 20<sup>th</sup> the BPW office staff began working from home. We have held daily office meetings for coordination and organization. We are continuing this as we are staffing the front office with at least one employee who is taking customers on an appointment only entrance into the building. We follow COVID safety protocol through enhances sanitation, social distancing and the use of PPE per Delaware State current guidance.

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

- DEMEC Regular meeting and Executive session.
- Multiple call for City managers and the Governor on the pandemic efforts in the State.
- Multiple Safety trainings through AMP/DEMEC.
- Met with Suez representatives, White Marsh staff for the membrane replacement, and Programmable Logic hardware and software update project. Some meetings were held on site.
- 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.
- Call with Tower Hill, GMB to advance the developers agreement.
- Call to advance the bid for the WWTP Drying beds with GMB.
- Went with CARDNO environmental expert to the marsh at the WWTP to inspect the spill site.
- Met with Dr. Cahoon for easement discussion at Atlantic and Savannah.
- Met with Mr. Ritter for an easement at Donovan's Road and Savannah.
- Met with Inframark Representatives along with D. Preston Lee P.E. And Tom Panetta.
- Held Special Board meeting to discuss land acquisition.
- Held multiple in person interviews for the position of Office Clerk and Water/WWater position. Social distancing was exercised.

**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
<b>2021</b>	
January	Strategic Workshop planned- early Feb meeting
February	Budget presented after board workshop
March	Approval of the 2021-22 O&M Budget