

The General Manager's Report

July 2020

- We hold 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. 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.

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

- DEMEC Regular meeting and Executive session. In person strategic planning meeting for the DEMEC organization.
- Multiple call for City managers and the Governor on the pandemic efforts in the State.
- Safety trainings through AMP/DEMEC.
- Met with White Marsh staff for the 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. Also, for concerns of the laydown yard and noise at night.
- Met with GMB to discuss all project advancement.
- Call with Tower Hill, GMB and Michael Hoffman to advance the developers agreement.
- Held on site pre-bid meeting for the WWTP Drying beds with GMB.
- Multiple meetings with BPW Board members.

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