

The General Manager's Report

November/December 2020

- The Office has been fully staffed for the month of November and December. We follow COVID safety protocol through enhances 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. We recognize the Governors pending order to enhance social distancing and COVID -19 precautions from mid-December to Mid-January and we will remain vigilant in our efforts while still providing excellent and reliable customer service.

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

- DEMEC Regular meeting and Executive sessions.
- Met with GMB and Kuhn Construction for the drying bed project progress meeting. Work completed and the first pouring of the beds on Friday December 4th.
- Met with GMB and Tower Hill representatives to progress the project. Meetings both virtual and on site.
- Multiple meetings with staff, Board members and RKL representatives to advance the review of job descriptions, personnel handbook, and salary survey.
- Met with GMB representatives, Cape Henlopen State Park and BPW staff to advance the project with accepting sewage from the Cape Henlopen State Park.
- Met with Board members, Michael Hoffman, City representatives and Sussex County representative to accomplish the purchase of the Jones Farm property for wellhead protection and future tank site.
- Attended webinar on Electric Vehicle management efforts- Focus Forward.
- Held meeting with DNREC representatives and Inframark employees to discuss certification and staffing requirements.
- Attended West Cedar Flood study webinar with Charlie O'Donnell -GMB and community interests.
- Held walk through of the Anglers and Market one year from substantial completion.
- Attended walk through for substantial completing of the Harbor View- Point Farm development.
- Conference call with Fulton Bank representative about private financing options.
- Met with Austin Calaman and Tom Coyle of Efficiency Smart to receive information of new representatives and the progress in Lewes.
- Met with Scott Getchell of GMB to do the quarterly WWTP oversight and review.
- Listened in on call with Governor Carney and other state and community official for COVID -19 update.
- Attended Pilottown Road Project progress meeting with GMB, Teal and BPW staff.
- Met with City, GMB and representatives of the Virden Property major sub-division project.

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