

The General Manager's Report

February 2021

- The Office has been fully staffed for the month of January/February. 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. One employee has stayed home and is currently waiting for COVID-19 test results. The employee will return to work once it is verified he is COVID -19 free.

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

- DEMEC Regular meeting and Executive sessions.
- Met with GMB and Teal Construction for multiple Pilottown Road progress meetings at the office and in the field.
- Multiple meetings with staff, RKL representatives to advance personnel handbook.
- Met with GMB representative and RPR for the Coleman Avenue project and JJID representatives for a progress meeting. Have had issues with the Specialty Pipe Services lining of the Coleman and 4th Street Sewer lining. We will be having a planned water shut off from Coleman to 3rd Street during the last week of February for the water main tie in of Coleman to Savannah.
- Held interviews for a Bookkeeper. Welcome to Kimberly Bellere to the BPW family.
- Held interviews for the Lineman position. No viable candidates. Advertising in the local papers.
- Awarded the \$2,000,000 loan from WIAC for the Jones Farm purchase.
- Have been awarded the APPA RP3 gold award for reliability, Safety, Workforce development and system improvement.
- Met with City-Tim Ritzert at the property of proposed Micro-brewery to discuss utilities.
- Met with Mayor Becker, City Manager Ann Marie Townshend and D. Preston Lee, P.E. to coordinate BPW/City matters.
- Attended Senator Hansen's webinars discussing renewable portfolio standards for the State.
- Have advertised for a Executive Secretary position.
- Held Board workshop.
- Held meeting with Sargent and Lundy staff, Tom Panetta and Austin Calaman to advance the industrial battery development.
- Held meeting with DEMECs Scott Lynch and AMP representative along with Austin Calaman to advance information on an AMI offering.
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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. 3 rd Quarter financial review Budget presented after board workshop.
February	Approval of the 2021-22 O&M Budget
March	Election Review Reserve Fund Policy Review

