

**CITY OF LEWES**  
**BOARD OF PUBLIC WORKS**  
**Board Meeting Minutes**  
**June 30, 2021**

**The Wednesday, June 30, 2021, board meeting of the Lewes Board of Public Works was held at 4:00 P.M. at City Hall Council Chambers.**

**1. WELCOME, CALL MEETING TO ORDER**

President Lee called the meeting to order at 4:00 pm and led the pledge of allegiance.

**2. ROLL CALL**

Board Members:

D. Preston Lee, P.E.  
A. Thomas Owen  
Richard Nichols  
Earl Webb  
Thomas Panetta

Ex-Officio Members:

Darrin Gordon, General Manager  
Michael Hoffman, Legal Counsel  
Theodore Becker, Mayor

Others Present:

Austin Calaman, Assistant General Manager  
Sharon Sexton, Administrative Assistant  
Robert Kennedy, customer  
Robert Barnes, Lewes BPW  
Kristina Keller, Office Manger  
Michael Wolgemeth, Inframark  
Richard Plack, Inframark  
Tim Ritzert, City Council  
Andrew Williams, City Council

**3. REVISIONS AND/OR DELETIONS TO THE AGENDA**

**None**

**4. CONSENT AGENDA**

- a. **Receive Vice-President Report**
- b. **Receive Secretary Report- Remove from Consent agenda. Report on APPA Conference.**

1. Approval of minutes covering April 28, 2021 and May 17, 2021, regular board meeting and minutes covering June 15, 2021, and June 21, 2021 special board meeting.
- c. **Receive Treasurer**
  - d. **Receive Assistant Treasurer Report**

**ACTION:** *Mr. Owen moved to approve the consent agenda; Mr. Webb seconded the motion, which passed unanimously.*

DISCUSSION: Mr. Panetta attended the first conference since 2019. Mr. Panetta stated that it was very well attended, about 800 attendees. Mr. Panetta reported on the conferences he attended.

Energy Storage – Morning 20 June

#### Battery

- China just announced they will be rolling out a 1M mile EV battery
- China is far ahead of the USA and Europe on tech
- Tesla has plans for a 2M mile battery
- Long life batteries are important for grid integration and grid reuse

Top 10% of Generation cost 25% of total gen capital, Top 1% of Generation cost 10. % of total gen capital. This is the niche for battery

Key will be transmission. Plans for a 500MW – 1GW BURIED line in Iowa for wind. Need to be able to move large volumes across time zones and from S to N and SW to N

- President Lee questioned the cost of this project. Mr. Panetta responded that APPA did not provide a price.

New smart invertors have capability to replace rotating mass inertia in systems

Locally, H G Wagner plant in MD coal closing, being replaced by battery

- President Lee stated that the coal plant in Sussex County is closing.

Battery will be replacing peakers on a cost basis

In PJM, 25% of the cost is Capacity related

Batteries are key to intermittency. Clouds/still winds. Cloud intermittency is a major issue for solar, but easily overcome with batteries

Battery sweet spot is 4 hrs, that is where most new installation are going

Roundtrip efficiency for Batteries are 90%

Used Batteries from EV over the next 3-5 years will be a big source to the grid, they have ~90% of their life left.

EV Avg payback from an environmental perspective for USA Average is 5.6 year. This considers upfront, operating and disposal for EV and ICE vehicles

Kuai, HI currently 60% renewable, going to 80%. Driven by high cost of fuel and abundant wind, solar and hydro. You can run a grid on renewable at certain cost points, which are decreasing

Wind – As tower height inc, territory that they are viable inc. New construction tech such as onsite fabrication, increase area they can be used,

ERCOT – Went from using a trailing 30 yr to forecast to a 10yr for future forecast to partially capture climate change

- President Lee questioned if Texas had a problem recently because of too much power, not heat. Mr. Panetta stated they lack integration policies built into procedures. Load shedding takes place and as they shreds then it forces a shutdown. No energy policy.

Energy forecast have routinely underestimated reality and they are getting worse

Renewable energy Portfolio - 30% is easy, 60% achievable greater than 60% difficult given current technology

New technologies

- Gravity based storage, Inc rail cars, lifting weights in towers, great for Freq control
- Batteries
  - EOS, zinc based
  - Redox, flow batteries, currently 65% Cycle efficiency
  - Lilon, Not allowed in building in NYC and several other places due to fire hazard, can be used in remote storage
    - ~160 \$ KWH
    - Leader dues to scale of EV market
  - Li Phosphate, heavier but more cost effective for stationary applications
  - Last 5-10% of charging takes ~5x longer than middle range
  - Feds are driving to keep all battery cycling in USA to recoup critical materials
  - Future battery cycle, EV to Grid to recycle
  - Bi-directional EV, mostly from large bus fleets

President Lee questioned what type of battery was proposed for the BPW. Mr. Gordon stated that it was still lithium but there was an organic liquid the interacts with the lithium. They were noncombustible.

- There are companies (SunRun) aggregating small solar installation into large “Generation” for sale into the market to address scale and local intermittency

Use cases are viable for 3years, but longer-term market and regulatory changes make them unpredictable. Should build that into any planning/contracts

- Grid reliability should be primary, other uses secondary (capacity, ancillary)
- Hybrid use, emission reduction and peaking, where rate payers’ value

ConEd and other utilities have found that storage has a large cost avoidance benefit vs peakers, 1/10<sup>th</sup> the cost

Safety a big issue for Lilon. Needs to ensure proper planning is done for by responding organization and operators. In recent fires, they have burned for days, in one case reigniting after 6 days.

FERC rule 2222, DER is included in grid capital for distribution utilities and states that FERC has sole governance. This will open up renewables in the distribution side

H is the prime long term storage option, can be generated by other low carbon sources, Renewable, Nuke

Cyber Security – weak spot is on the soft edges such as EV charging stations connected to the internet

Mr. Webb stated that Mr. Gordon had previously stated that the difference in cost was in relation to insurance coverage for cyber security. Mr. Gordon stated that across the nation is projected to see a 30% increase for cyber security insurance coverage. Mayor Becker questioned if the BPW has had an assessment of cyber security. Mr. Calaman stated that it was completed through the state. The city has completed the assessment as well.

#### Solar

- 1MW solar field will consume ~4 MW-H per year for house loads
- Solar is not inherently black-start. Needs an offsite power supply for control and to run invertors
- 5 min intermittency (flicker) is a very real issue for solar. This is evened out for longer periods. Storage is needed to accommodate
- Need to ensure that that Battery charging does not impact the Peak Charges once installed. (Both customer and distribution)

#### Best Practices – Governance Afternoon 20 June

- 44% of Boards are independent, but not necessarily Ind Charters
- Tenure for CEO/GM is 5-10 years
  - Industry practices is to bridge with acting CEO/GM
  - Should include outsiders and staff in selection process, Board still has final say
  - Should establish a “strategic Plan” for hiring CEO/GM
- Strategic Plan
  - Do a yearly review
  - 2-3 year general update
- Do yearly Board retreat (or if not allowed by FOIA, meeting for Board Self-assessment)

President Lee stated that the first few years on the Board, there was a retreat for the Board. Mr. Panetta suggested revisiting the idea.

- Financial Report are the biggest concern to most boards
  - Does the format of the current report meet the Board’s needs?

- Are they data or information?
- Consider other graphic text representation rather than spreadsheets
- Track and promote In-kind/intangibles, such as installing of Christmas decoration and other items

Bond Rating, in the future will have a cyber security component

Rate Design Monday 21 June - UFS

- Separate variable/Fixed cost
- AMI Critical to allocating cost to rate classes. 71% of utilities have installed
  - Reduce environmental impact
  - Reduces future capital expenditures
- Education of public and staff on reason for rate structure key to getting buy-in and the benefit to them
- Even if wholesale rates do not include time-of-use, it can still be adventitious at the retail level
  - Reduce Capacity/Congestion cost
  - Reduces system upgrade cost

President Lee question what the BPW monthly capacity charge is. Mr. Gordon stated that it was \$150,000 monthly.

- Explore moving away from Net Metering, if allowed by State law., To better match use and generation from a cost perspective.
- Dynamic Rates – 13% of Utilities use, increasing
- Time-of-use rates – 7%, increasing
- Demand Charges for customers – 23 states have utilities using
  - Promotes Behind-the-Meter (BTM) batteries especially for solar
  - Reduces additional Capacity cost
  - Reduces subsidies for different user class for peaking
  - Reduces on-peak charging of EV
  - Implement step-wise to give customers time to acclimate (behavior and tech adaption)
- Several different options for new rate methods, Mandatory for all, Opt-in, opt-out

Changing Grid Tues 22 June

- Electricity is currently 20% of total Energy used, by 2040 it will be 40%
- Renewable will increase 3x by 2040
- In 2020 transportation was a greater share verses Power sector of the total energy used
- Social issues, closing of plants and coal fields need to be addressed to get greater acceptance of renewable/clean energy
- Retail cost of Elec has remained flat due to the increasing cost effectiveness of renewable
- Incentivize transition from Oil/Gas for cooking, lawn care, heating, transportation
- 1<sup>st</sup> cost of EV will equal that of ICE in ~3years
- Currently 2% of vehicles are EV, increasing to 40-60% in 3 years

- Smart Thermostats/other home automation, EV Charging - consider subsidizing installation in exchange for “LIMITED” control of loads
- There is a push in metro areas to provide Battery B/U to streetlights to cover outage and distribution grid
- Hydrogen Market
  - From Natural gas 3-5 \$ MBTU
  - From H2O 40-50 MBTU
  - From Natural gas ~20 MBTU, but needs carbon capture to be Green

Biden Energy/Environmental policy

- All Lead pipes removed by 2030, part of the American Rescue Plan Act of 2021
- Potential Energy Carbon Emission rule by EPA, several year policies
- Lead and Copper rule being revised, expect draft by end of 2021

**ACTION:** *Mr. Nichols made a motion to approve minutes covering April 28,2021 and May 17, 2021, regular board meeting and minutes covering June 17, 2021 and June 21, 2021 special board meeting; Mr. Panetta seconded, which passed unanimously.*

**5. Receive the Inframark WWTP Report – (Mike Wolgemuth, Richard Plack, Inframark)**

Mr. Wolgemuth introduced Richard Plack, project manager, and he that takes care plant day to day. Mr. Wolgemuth stated that in April, the mix liquor concentrations were down in biological trains to an acceptable level in between 8000-9000. Mr. Wolgemuth stated that GMB was out to review the headworks equipment on May 5th. GMB is engineering a solution that will include a compactor. Inframark is moving forward getting prices for the rebuild of both screens. The price will include labor. At the headworks there was a BFD failure, and Keystone was in to replace. Mr. Wolgemuth stated that the EQ tanks, Josh and Keystone to replace EQ controls and BFD’s and to tie into a new SCATA system. The system is back online and the BFD’s allow the system to run more efficiently. The system can bypass if BFD fails and still pump, but not as efficient. The bypass will pump to a certain level and shut off and will come back on when increased.

Mr. Wolgemuth stated that the lipactor is completely offline. Inframark removed element to repair, no one can repair. There is a temporary solution in place, where pumping the screenings into the grit auger housing and has been working. Mr. Wolgemuth stated that this was Mr. Gordon’s idea. Inframark engineered a temporary solution, a roll off container that filters and DNREC recently gave the go-ahead. The roll off went online this morning and will run again tomorrow. Inframark would like to put high level alarms on it.

Mr. Wolgemuth stated that they are in process of cleaning the last train, about halfway through. The first round of complete cleanings will be done in two weeks. Inframark will pull module from train four and review if necessary to resume cleaning. The hope is that with lower mixed liquor, there is not as much sludging. Mr. Wolgemuth stated that they are monitoring TMPs closely. There was an event during memorial weekend, the TMPs spiked. This was not because of

ragging or sludge. Inframark made the filter run shorter, and TMPs would not spike. Ended up being a biological issue where there was not enough air getting to the mix liquor, sludge sitting in lines, and people in town flushed solids into system. The system recovered towards the end of the weekend, TMPs were good.

President Lee questioned how to anticipate this issue in future. Mr. Wolgemuth stated that Inframark requested approval to turn a third blower on and mitigate in the future. With the third blower on, everything fell into place.

Mr. Wolgemuth stated that pump one in pump station four was put back together. There was a suction line clogged, contractor came in to pump down wet well and was able unplug it with pressurized air. Clogged again a few weeks later. BPW used their vac truck to pump down well and was able to get unclogged. Inframark is changing the configuration of pump cycles and using it as a lag pump. The influent pipe goes directly into the suction line and solids are coming in. The pump does have a grinder but pulled huge rag balls out of the suction line. No issues since June 11th. Inframark did send back the diesel bypass pump.

Mr. Wolgemuth stated that the pump station control panels are showing age. Discussed replacing as needed or as a larger project. Inframark has an idea of how they would like the panels done. Mr. Wolgemuth stated that it would be simply and a little expensive. For now, Inframark would like to replace as needed. President Lee questioned how expensive these panels are. Mr. Wolgemuth stated less than \$5000. Mr. Gordon stated that they had discussed doing a survey and report which ones are critical and prioritize. Mr. Owen questioned if the price was per station. Mr. Wolgemuth stated that it was \$5000 per station and included replacing the motor starters, float switches with level transducer, and simple motor controller. Some lift stations already using the float switches with transducer and motor controller.

Mr. Webb questioned when will the assessment be complete of the lift stations. Mr. Wolgemuth stated that he has pictures of every control panel and knows which ones are the most critical. Mr. Wolgemuth stated that there are some things that need to be done within wet wells. Mr. Wolgemuth estimates that 10-12 would be critical condition and they are obsolete when they fail. Mr. Wolgemuth states that it makes sense to replace at that time. President Lee questioned if there is additional mechanical equipment needed within the well.

Mr. Wolgemuth stated that it is a configuration that use to be used where the junction box is in the middle of wet well and difficult to get to. Predecessors would bypass and put junctions in. Mr. Webb questioned if Inframark was replacing unit like for like or new technology. Mr. Wolgemuth have been replacing with a level transducer with relays. There is a small \$550 motor control which will do all of that.

Mayor Becker questioned how readily available this equipment is. Mr. Wolgemuth stated that everything in stock from Grainger.

President Lee questioned the headworks expense. President Lee stated that Suez suggested that we do away the grinders at pump station and will be a big expense. Mr. Wolgemuth recommend that the headworks is the priority. The headworks are 15 years old and showing wear and will need to be addressed regardless. Mr. Wolgemuth stated that there was no significant issue the first 10 years. Mr. Wolgemuth stated that what people put into the sewer is different and the equipment is taking more flow. Suez initially they signed off on 5mm and 2 mm screen. Restoring that equipment will help significantly.

Mr. Panetta stated that instead of doing everything at once, the headworks should get stable. Mr. Gordon stated that the roll off screen is fantastic and is going to help significantly. Mr. Wolgemuth stated that everything that goes through the 2mm screener and what is captured is taken to the grinder pump. Later next week the 5mm screener will be doing the same.

Mr. Wolgemuth stated that Inframark will watch that it does not overflow, and they may need to get a filter with bigger pores. The roll off is a good temporary solution that cost about \$1400 a month to rent.

Mr. Calaman stated that capital budget wise, the BPW should do well. Mr. Calaman stated that it was discussed to put control modules in lift stations and creating continuity across the by using similar pumps. This would allow to have pumps on hand that are not geared to a specific lift station.

Mr. Panetta questioned the gameplan to clean membranes. The Suez report recommended cleaning the membranes horizontally. Mr. Panetta questioned the time it takes to clean the membranes and there needs to be a more efficient method.

Mr. Wolgemuth stated that it will not take as much work with screen that was put in place. Mr. Panetta stated that the membranes still needed to be cleaned twice a year. Mr. Wolgemuth stated that Inframark modified the stands, put in a cradle, and washed everything down to the bottom.

Mr. Wolgemuth stated that Inframark has no answer moving forward because just the act of pulling each module takes a long time. In the past the cleaning was done once a year in the winter when things were slower. Mr. Wolgemuth stated that the hope is with bringing the headworks back to original form, inspect every 6 months and only cleaning them once a year. Mr. Wolgemuth stated that the cleaning is very labor intensive.

Mr. Wolgemuth stated that it had been discussed putting a vessel online and putting in a module. Mr. Wolgemuth stated that this would require a crane to put in a vessel like that and will continue to discuss with Zenon. The contractor that is helping with the cleaning invited Inframark to visit. There, they only clean every 3 years.

Mr. Panetta questioned where Inframark was resolving aeration issues. Wolgemuth stated that lower mixed liquors will resolve aeration and will have more information after train pulled. Mr.



Wolgemuth stated that he cannot see any membrane clogging from up top. Mr. Panetta questioned if aeration plugging issues are behind us. Mr. Wolgemuth stated that he has always felt the issues were related to the mixed liquors. Mr. Wolgemuth stated that solids do settle at the bottom. Membranes are currently 6 inches off the ground and discussed changing to 18 inches allowing settlement more room from bottom.

Mr. Plack stated regarding sludging, the filters are effective at removing it: Creates a thick biosolids and restricts the airflow. Addition to the screenings which would be addressed by the headworks, the fibers attach to the strands of the membranes. By reducing the solids of the mixed liquor, it prevents solids and allows to shed off. This creates a very thick byproduct and is where the challenge is for wastewater. By changing the headworks, it will reduce the fibers and reduce clogging.

Mr. Panetta referred to the projects table and would like to see where items are in the process, more detailed dates.

Mr. Panetta questioned the timing of solids being hauled. Mr. Wolgemuth stated that the county did have a permit to haul, and we stockpiled. Clean Delaware came to haul. County agreed to make more than one load a week.

Mr. Wolgemuth stated that Inframark is renting a pressure washer to clean the beds and are considering purchasing one. Charges will be discussed in executive session.

## **6. Receive the President's Report**

President Lee stated that this is an important week: charter change that allows city to make decisions about serving outside municipal boundaries and corrected judge's ruling that said the BPW do not have right to sue or be sued and was MOU signed. President Lee stated that BPW owes a lot of thanks to elected officials, Lopez and Scmidct for facilitating and introducing the bill. President thanked Representative Schwarzkopf and Representative Townsend. President Lee stated that he is looking forward to working with city. Mayor Becker stated that the city looking forward to the same.

## **7. Receive the General Manager's Report**

Mr. Gordon stated regarding the lights at parking lot on Schley, the BPW would like to be a part of the planning. Mayor Becker stated that JJID has not laid out the plan yet.

President Lee questioned issues with elevations survey. Mr. Calaman stated that there is a meeting scheduled on Thursday with Atlantic. Mr. Webb questioned if related to Donovan Smith property. Mr. Gordon stated that the project is still in process and active discussions and parties are actively working towards solution.

## PRESENTATIONS

### 8. Receive the American Public Power Association Certificate of Excellence in Reliability awarded for significantly exceeding the national average of reliability, 2020. (D. Gordon, B. Barnes)

Mr. Gordon stated that Bob Barnes is electric supervisor and has been working for the BPW 38 years. Mr. Barnes collects many awards including safety awards. Mr. Gordon read the certificate. Mr. Gordon stated that the reports take the outages and compares utilities outage duration and other metrics. The report measures major events duration. The BPW was 23.7 minutes while other is an average of 139 minutes. The BPW is significantly efficient.

Mr. Gordon stated that ASAI measure's reliability. The BPW is 99.9954% reliable and that squirrels were the largest outage factor. Mr. Panetta stated that squirrels are the largest cause of outages across the United States, followed by snakes.

The award was presented to Bob Barnes.

## OLD BUSINESS

### 9. Open forum/general discussion for the renewal of the current agreement with the University of Delaware wind turbine interconnection agreement. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated that the BPW has had an agreement with University of Delaware since 2010. The first agreement was for 5 years and was to 2016. The agreement is that on a one month basis the BPW net meters, if they create more net energy than the wind turbine, the BPW buys the electricity at wholesale cost. If University of Delaware needs power from the BPW, the BPW sells it at industrial rate. The past three years, the BPW buys approximately \$100,000 worth of electricity from them and usually about 2 months in the summer, the BPW sells approximately \$30,000 of electricity to them. Mr. Gordon stated that this is a win-win. In 2016, the BPW renewed the agreement with first amendment, ending June 30, 2021. The second amendment will go through June 30, 2026. Sent to University of Delaware and First State Marine, both presidents have signed. Mr. Gordon requested the BPW Board's approval.

**ACTION:** *Mr. Owen made a motion to approve the extension of the wind turbine with the University of Delaware. Mr. Webb seconded the motion; which passed unanimously.*

## NEW BUSINESS

### 10. Open forum/general discussion of election results and lessons learned from the May 8th, 2021, BPW election. INFORMATION/DISCUSSION/ACTION (Earl Webb)

Mr. Webb stated that there is not a better time to get input from constituents. The goal is capture what was heard. Mr. Webb stated that feedback was overwhelming positive and that

BPW does many things well. Mr. Webb would like to focus on improvement and what can be done better.

Mr. Webb stated that there were three pillars that people thought about the BPW.

- Issue with city.
- Spill at wastewater treatment plant.
- The more customers knew about the BPW, the higher the perceptions were of BPW.

Mr. Webb stated that the top two items were in the newspaper and that the more information the people had, the more they liked the BPW. Customers were asking why are reserves high. Mr. Webb stated that his belief that transparency allows people to better understand the BPW and like the BPW.

Mr. Webb stated that the BPW should broaden inputs by:

- Finance committee
- Adding items to the agenda and what is the criteria
- Workshop to determine Board approach

Mr. Webb stated that the BPW can broaden outputs by:

- Newsletters
- Share wastewater plant reports.
- More detailed agenda items in paper to articulate what is happening.

Mr. Webb stated that four people questioned “How are you going to get these things done?”. Mr. Webb stated that it is about improvement and getting better every year.

Improvement suggestions:

- Improve the election process.
- Annual website improvement.
- Best practice lessons learned for customer service or technology.

Mr. Webb states the city already has a finance committee and he believes that it is beneficial and has a lot a value. Mr. Webb stated that no vote needed but he is seeking approval to start the process and take it to the board. Mr. Webb’s perception is that that the board approves transparency and rate payer input adds value. Mr. Webb stated that if customers or HOA members could be on this team and become our advocates. Mr. Webb reiterated that the more they know, the more they tend to like us.

Mr. Owen stated that getting a finance committee started is crucial and questioned if a consensus is needed to move forward. Mr. Hoffman agreed that just a consensus if the board wants to explore the structure before coming before the board.

Mr. Panetta agreed that transparency of the rate structure is important and that final decision is at board level.

Consensus that moving forward makes sense.

President Lee stated that it would make sense to include a finance professional. Mr. Webb stated that he had Mike Hogan in mind as an advisor and would be an asset. Mr. Panetta questioned if the BPW financial advisor Tim Reath would be an option. Mayor Becker stated that Mr. Reath is a liaison to committee, not a member. Mr. Webb will seek a more formal process and discuss with City Council and put it on paper.

**11. Open forum/general discussion for the review and update of the current employee handbook. INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Calaman stated that the handbook has been discussed for months with RKL. RKL came back with several changes with verbiage. The verbiage also changed to go away from General Manager to the Office Manager who handles HR functions. The Board has both the redline and the final version with comments. Mr. Calaman stated that they worked with Dan McCallister on the umbrella policy. Mr. Hoffman stated that this was in Mr. McAllister's wheelhouse and took the lead to review. Mr. McCallister does not have anything to add currently.

Mr. Panetta has a concern that the redline was not reconciled and that things were changed from redline and final document. Mr. Panetta stated that as he went through to compare, he was lost. Mr. Panetta questioned if RKL has a redline of the final and how we got to that point?

Mr. Panetta stated that to approve the handbook, another redline is needed. Mr. Calaman stated that RKL had final redline which had the original board comments and staff comments. Mr. Calaman stated that RKL may not have created a redline from the redline but did create the final. Mr. Hoffman stated that stated that RKL to run a comparison of redline original and the final and to reflect the changes.

Mr. Calaman will contact RKL. President Lee stated that this is not critical and will defer until a finalized document is received.

**12. Open forum/general discussion for the scheduling of a workshop to review and discuss actions from rate review from Utility Financial Solutions of the BPW electric, water and sewer rates. INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Gordon stated that we requested rate study from UFS on electricity, wastewater, water. Mr. Gordon recommends setting up a workshop to discuss studies in detail. Mr. Gordon also provided a letter from a citizen, Robert Kennedy. Mr. Gordon would like to set a date for the second week of July. The workshop is tentatively the July 16, 2021 at 9:00 am.

**13. Open forum/general discussion to update the current financial audit progress.  
INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Gordon stated that the auditors were physically onsite yesterday and today. Mr. Gordon would like to have final product for by next board meeting. July board meeting set for July 23, 2021 at 10:00am. Mr. Gordon stated that there will be an executive meeting one hour prior to meeting and allow 2 hours for regular meeting.

**14. Open forum/general discussion to appoint an interim General Manager.  
INFORMATION/DISCUSSION/ACTION (D. Preston Lee, P.E.)**

**ACTION:** *Mr. Panetta moves to nominate assistant general manager, Austin Calaman. Mr. Owen seconded the motion, which passed unanimously. Mr. Calaman accepted.*

**15. CALL TO THE PUBLIC:**

None

Mr. Owen requests to make suggestions for additions to upcoming agendas. Mr. Owen proposed to set up a workshop for resolutions and policies. Mr. Hoffman stated that the President will need to schedule the agenda. President Lee will add to the July agenda.

Mr. Owen proposes to have a discussion on AMI. Mr. Panetta stated that the board may not be ready for that discussion. Mr. Calaman suggested adding to the August agenda. The board agreed.

**16. CALL TO THE PRESS:**

None

**17. EXECUTIVE SESSION**

**ACTION:** *Mr. Owen motioned to move to executive session. Mr. Nichols seconded the motion, which passed unanimously.*

Board entered executive session at 6:10 p.m.

**18. RETURN TO OPEN SESSION**

**ACTION:** *Mr. Owen motioned to return to open session. Mr. Nichols seconded, which passed unanimously.*

Returned to open session at 7:00 p.m.

**19. DISCUSSION AND ACTION ON ITEMS FROM EXECUTIVE SESSION, IF APPLICABLE.**

None

**20. ADJOURNMENT**

**ACTION:** *Mr. Owen motioned to adjourn, Mr. Webb seconded which passed unanimously.*

The meeting adjourned at 7:02 p.m.

Respectfully submitted,  
Sharon Sexton, Executive Assistant  
Lewes Board of Public Works