

# The General Manager's Report

## January 2019

- 
- Attended the following regular meetings
    - DEMEC Executive Committee Meeting
    - DEMEC Board Meeting
  - Met with Cindy Todd of the State Parks, to discuss the sewerage of the Cape Henlopen State Park.
  - Attended meeting with Down-town merchants to discuss the beginning and now in progress Front Street and Savannah Road project.
  - Met with John Hermes, engineer for Deldot bike path project, Ann Marie Townshend, City Manager and George and Lynch contractors at American Legion road to discuss the bike path location and efforts to preserve our access to power lines and to be able to continue to use our property for a lay down yard.
  - Held a Special Board Meeting to create an incentive for Teal Construction to finish the Front Street/Savannah Road project prior to its contracted end date.
  - Interviewed by WBOC for information about the Front Street/Savannah Road project and ask for business support during the construction.
  - Met with Citizens of Abbott Park to discuss ways of lowering the cost of proposed water and sewer improvements.
  - Attended discussions with several potential auditing/accounting firms asking for Request for Qualifications with Jack Leshner.
  - Met with Tom Panetta to advance the RFP for a comprehensive system wide electric study.
  - Met with Jack Leshner, Treasurer to review the BPW Reserve Policy and investment policy.
  - Had phone call with Jack Leshner and Tim Reath on the current investment policy.
  - Met with Joe Setting and his engineers, GMB and myself to discuss steps in providing water, sewer and electric services to the Brittingham property.
  - Met with Dan McGreevy and his engineers, GMB and myself to discuss steps in providing water and sewer services to the Groome Church property.
  - Attended meeting with SPI Pharma- Lewes administrative and operations team, D. Preston Lee, P.E. and myself to coordinate schedules to reduce our operations effect on SPI and improve relations.
  - Met with Chesapeake gas reps- Dean Holden, John Martin and D. Preston Lee, P.E. to discuss the construction of gas to Lewes citizens.
  - Met with D. Preston Lee, P.E., and Tom Panetta to discuss the proposed electric study and prepare the January Board agenda.
  - Attended Table top exercise simulating a hurricane striking Lewes. Also, in attendance- D. Preston Lee, P.E., Tom Panetta and Austin Calaman.
  - Met with JJID, possible low bidder of Abbott Park, to value engineer savings with GMB present.
  - Strategic Planning wrap up meeting.

**Board Calendar 2018-19**  
**Agenda items for consideration**

April	Approval of the 2018-19 to 2022-23 Capital Budget
May	Swearing in of officers Officers assignments
June	Review draft yearend audit financial report efforts
July	Accept annual financial audit for year ended March 31 First quarter review (April, May, June)
August	Projects review
September	DEMEC annual meeting
October	Six-month financial review- ended September 30
November/December	Lewes Fire Department donation
<b>2019</b>	
January	Strategic Planning
February	Budget presented after board workshop 3 <sup>rd</sup> Quarter financial report ended for December 31
March	Budget adoption