

Lewes Board of Public Works
Finance Committee Meeting Minutes
July 22, 2024, 11:00 am

1. Welcome, Call the meeting to order.

Mr. Nichols called the meeting to order.

2. Roll Call

Members

Richard Nichols, BPW Treasurer
Bob Heffernan, BPW Assistant Treasurer- Absent
Austin Calaman, BPW General Manager
Kimberly Bellere, BPW Finance Manager
Amy Marasco, Ex-Officio City Council Member
Mike Hogan, Committee Member
Calvin Jaber, Committee Member
Carolyn Jones, Committee Member

3. Review Finance Committee Minutes

The committee reviewed Finance Committee meeting minutes from December 5, 2023. Committee consensus agreed to send the minutes to the Board for Board approval at the next regular meeting.

4. Finance Reports

Ms. Bellere presented the BPW financial reports. It was suggested that a narrative be provided so that reading the documents can be easier. There was a request to see raw data and to be provided a breakdown of what is included in each category of the revenue and expense reports.

5. Discussion of Debt Service Coverage Ratio (DSCR)

Committee discussed possible amendments to the DSCR. Consensus was to recommend adding a deadline of six months to the “correction” of revenues, expenses, or yearly debt to bring the DSCR back to the minimum ratio of 1.25.

6. Discussion of Developer’s Agreement policy recommendations.

Committee recommends updating the developer’s agreement with more clearly language. Currently, the agreement specifies “commercially reasonable time. The committee questioned if a minimum should be mentioned. Some jobs are small, while others are huge.

Further discussion is needed to determine job sizes. Committee considered using a percentage of the cost of the job.

7. Discussion of Policy 3.7, Investment Guidelines

Item removed from the agenda.

8. Discussion of framework for 10-year financial forecasting.

Mr. Hogan presented forecasting spreadsheets created for stormwater. Committee consensus was to continue to develop the forecast and will be used to assist the BPW in making larger decisions, such as rates, investments, and capital projects.

9. Discussion on future items.

None at this time.

10. Schedule next meeting.

Meeting is to be determined.

11. Adjournment

Mr. Nichols adjourned the meeting.