

General Managers Report

All residents of Donovan Smith MHP have been connected to public water and sewer. TEAL construction has completed all the paving for the project. A walkthrough has been scheduled and will formulate an official punch list for the project. GMB and BPW staff conducted a substantial completion walkthrough of the headworks project. GMB and BPW staff work on securing all the agency approvals for the emergency canal crossing project. Clearing started on the bike path and equipment/material started to arrive.

Meetings Attended/Significant Events

- I attended City Council meeting in October.
- Attended Environmental Subcommittee meeting virtually in September.
- BPW and City staff met internally regarding our respective ERP's and software to help assist with resident and customer notification.
- Met with RB and SC staff on the WWTP discussions.
 - Presented to RB commissioners on 10/7
- Attended DEMEC meeting.
- Met with GMB, City and BPW staff on Grant Funding.
- Met with developers on several upcoming projects.
- Met regarding the ongoing strategic plan with SSM. Held a workshop on 10/7.
- Executed agreement for Douglas and Company to start work upstairs.
- Met with consultants on the Salary Survey, Structure and Job Descriptions.
- Sent mailings for LCR and UCMR5 along with updated websites.
 - Also submitted our initial inventory to the State of DE and EPA.
- Continue to work on LCR items with 120Water and Staff.
- Inframark and BPW staff are scheduled to visit another MBR WWTP on the 25th.
- Staff completed water service repairs for PS4 and PS8.
- Staff executed a proposal for an aeration system at the Pilottown Village pump station to help with FOG.
- Staff is compiling information related to a replacement generator at PS4 which would be oversized for future expansion. We also met with GMB to discuss future upgrades.

Sharon/Kris- Continued work on CCC, LCR, and PFAS campaigns.

Kim- Financials



Board Calendar 2024-2025

Agenda Items for consideration

2024

November/December- Fire Department Donation

2025

January- Budget Discussions

February- O+M and Capital budget presentation

March- Strategic Planning review/new goals, approval of O&M and Capital Budget, Financial Review

April- Rate Changes and Hydrant Flushing

May- Election and Cash Reserve Review (nomination of officers)

June- Project Review, APPA National Conference

July- Audit Presentation, First Quarter Financial Review

August- Audit Presentation/Acceptance

September- Hydrant Flushing insert

October- Hydrant Flushing, Household Hazardous Waste and Second Quarter Financial Review/
Bi-Annual GM Review