

**January 19, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Review calendar for year and make adjustments as necessary

**February 16, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

*Finalize & Submit: Emergency Water Supply Plan (06-17-2021), Municipal Water Conservation Plan (03-17-2022), Water Drought/Emergency Resolution (08-15-2019), Cross Connection Regulation (Exhibit A in R & R 08-19-2021), Source Water Protection Plan (12-16-2021), EPA/AWIA Emergency Response Plan, and EPA/AWIA Risk & Resilience Assessment*

Management's Discussion and Analysis (MD&A) review (with auditor present: not in 2023)

Identify attendees for KRWA conference

Assign voting delegate and alternate delegate for KRWA annual business meeting

Report from nominating committee: DEADLINE TO SUBMIT WRITTEN NOMINATIONS ON FORM DESIGNATED BY THE BOARD

Review meter reader contract (contract changed to 2-year period, review in 2024)

**March 16, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Annual Meeting

Regular Meeting

Request any changes to SSI forms and review form requirements

Meter reader contract goes out for proposal (contract changed to 2-year period, review in 2024)

**April 20, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Analyze rate for City of McLouth & LV#10

KRWA conference notes from staff and Board members

Review SSI forms

Proposal review for meter reader contract (contract changed to 2-year period, review in 2024)

**May 18, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Review rate for City of McLouth & LV#10

Review any proposed or planned major capital improvement projects

Review any proposed changes on agreement for contract services (on call/maintenance services and emergency repairs)

**June 15, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Meet with City of McLouth & LV#10 to advise of rate increase estimate (budgetary range)

Set benefit unit rates for the year

Finalize any proposed changes on agreement for contract services (on call/maintenance services and emergency repairs)

**July 20, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Review bylaws and rules & regulations

Review employee handbook

**August 17, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Review water rates and monthly minimum for next calendar year (includes City of McLouth & LV#10)

Review benefit unit application procedures

Agreement for contract services (new/on call/maintenance services & emergency repairs) goes out for proposal

**September 21, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Set water rates and monthly minimum for next calendar year (includes City of McLouth & LV#10)

Proposal review for agreement for contract services (new/on call/maintenance services and emergency repairs)

**October 19, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Begin budget discussions, review current budget and identify areas of concern

Request fee schedule from engineer and attorney

Employee reviews (by district manager)

Propose pay increase percentage

Set dates for auditor to conduct audit & MD&A review (and sign engagement letter)

**November 16, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

Second draft of budget to be finalized this month or in December

Annual District Review presented by Plant & Distribution Operations Manager & Office Operations Manager

Discuss Aqua Backflow second card mailing

**December 21, 7:00 P.M. at the District Office: 1951 Wellman Rd. & By Teleconference**

City of McLouth & LV#10 contracts to be fully executed

Set feasibility study rates for the year

Finalize pay increase percentage (to start January 1<sup>st</sup>)

Finalize budget

Nominating committee forms for annual election (newest elected directors)

Determine location for annual meeting