

January

Review calendar for year and make adjustments as necessary
Finalize and submit: Emergency Water Supply Plan, Water Drought/Emergency Resolution, Cross Connection Policy, and Municipal Water Conservation Plan

February

Management's Discussion and Analysis review (with auditor)
Assign voting delegate and alternate delegate for KRWA annual business meeting at KRWA conference
Identify attendees for KRWA conference
Report from nominating committee

March

Annual Meeting
Regular Meeting

April

Analyze rate for City of McLouth & LV#10
KRWA conference notes from staff and Board members

May

Review rate for City of McLouth & LV#10
Review any proposed or planned major capital improvement projects

June

Meet with City of McLouth & LV#10 to advise of rate increase estimate (budgetary range)
Set benefit unit rates for the year

July

Review bylaws and rules & regulations
Review employee handbook

August

Review water rates and monthly minimum (includes City of McLouth & LV#10)
Review benefit unit application procedures

September

Set water rates and monthly minimum for next calendar year (includes City of McLouth & LV#10)
Distribute District manager review form to Board members

October

Begin budget discussions, review current budget and identify areas of concern
Request fee schedule from District contractor, engineer, and attorney
Employee Reviews (by District Manager)
District manager review-first draft (by Board)
Propose pay increase percentage

November

Second draft of budget to be finalized this month or in December
District manager review-final draft (by Board)

December

Finalize budget
Set feasibility study rates for the year
Finalize pay increase percentage (to start January 1st)
Nominating committee forms for annual meeting (newest elected directors)
Determine location for annual meeting