

THE MATTABASSETT DISTRICT

Memorandum

Date: October 8, 2018

Subject: Agenda - Monday,
October 15, 2018 @ 7:00 PM
Board Meeting

To: Board of Directors

From: Arthur G. Simonian, Executive Director

Public Speakers

AGENDA

Roll Call

	<u>Pages</u>
1. Minutes of the meeting of September 24, 2018	1 - 8
2. Treasurer's Report	9 - 16
a. Receipts & Expenditures – FY 18-19	10
b. Operating Fund Statement of Income	11
c. Cash Flow Graphs	12 - 14
d. Investment Schedule	15
e. Investment Bank Distribution	16
3. Budget Statement	17 - 19
4. Check Register Report – September, 2018	20 - 23
5. Staff Reports	24 - 41
a. Monthly Report	24 - 32
b. Safety/Energy Report	33
c. Operational Profile	34 - 37
d. Monthly Flows & Rainfall Data for the Past Two Years	38
e. Effluent Quality Graph	39
f. Nitrogen Graph	40
g. Maintenance Graph	41
h. Executive Director & Staff Action Items	
1. Checkbook Analysis	
2. Cash Flow Analysis	
3. Add a ledger key to the Organizational Job chart stating which positions are on first, second and third shift. (<i>see attached</i>)	
6. Committee Reports	
a. Engineering – (purple)	
1. Trunk Sewer Line RFQ	
b. Finance	
c. Human Resources – (yellow)	
1. Assistant Maintenance Manager Position	
d. Property Management	
e. Public Relations	

- f. Nominating – (gray)
- 7. Counsel's Report
 - a. Executive Session
- 8. New Business
 - a. 2019 BOD Meeting Dates
- 9. Communications
- 10. Adjournment

The next meeting of the Mattabassett District will be held on **Monday, November 19, 2018 at 7:00 p.m.**, in the Administration Building, Cromwell, Connecticut.