

THE MATTABASSETT DISTRICT

Memorandum

Date: December 11, 2017

Subject: Agenda - Monday,
December 18, 2017 @ 5:30 PM
Board Meeting

To: Board of Directors

From: Arthur G. Simonian, Executive Director

AGS

Public Speakers

AGENDA

Roll Call

	<u>Pages</u>
1. Minutes of the meeting of November 20, 2017	1 - 4
2. Treasurer's Report	5 - 13
a. Receipts & Expenditures – FY 17-18	7
b. Operating Fund Statement of Income	8
c. Cash Flow Graphs	9 - 11
d. Investment Schedule	12
e. Investment Bank Distribution	13
3. Budget Statement	14 - 16
4. Check Register Report – November, 2017	17 - 20
5. Staff Reports	21 - 39
a. Monthly Report	21 - 29
b. Safety/Energy Report	30 - 31
c. Operational Profile	32 - 35
d. Monthly Flows & Rainfall Data for the Past Two Years	36
e. Effluent Quality Graph	37
f. Nitrogen Graph	38
g. Maintenance Graph	39
h. Executive Director & Staff Action Items	
1. Checkbook Analysis	
2. Cash Flow Analysis	
3. The Executive Director will send a copy of the five-year capital plan to all board members. – <i>Email sent to all Board of Directors.</i>	
4. The Executive Director will address “Payroll 34/32 employees” in regards to the question “whether this is current approved budgeted employees?” – <i>Please refer to your updated check register.</i>	
6. Committee Reports	
a. Engineering – (purple)	
b. Finance – (pink)	
1. Draft Audit FY-2017	
c. Human Resources	

- d. Property Management
- e. Public Relations
- 7. Counsel's Report
 - a. Executive Session
- 8. New Business
- 9. Communications
- 10. Adjournment

The next meeting of the Mattabassett District will be held on **Tuesday, January 16, 2018 at 7:00 p.m.**, in the Administration Building, Cromwell, Connecticut.