

THE MATTABASSETT DISTRICT

Memorandum

Date: February 9, 2016

Subject: Agenda - Monday,
February 22, 2016 @ 7:00 PM
Board Meeting

To: Board of Directors

From: Arthur G. Simonian, Executive Director

AGS

Public Speakers

A G E N D A

Roll Call

	<u>Pages</u>
1. Minutes of the meeting of January 19, 2016	1 - 4
2. Treasurer's Report	5 - 12
a. Receipts & Expenditures – FY 15-16	6
b. Operating Fund Statement of Income	7
c. Cash Flow Graphs	8 - 10
d. Investment Schedule	11
e. Investment Schedule Distribution	12
3. Budget Statement	13 - 15
4. Check Register Report – January, 2016	16 - 18
5. Staff Reports	19 - 39
a. Monthly Report	19 - 28
b. Safety/Energy Report	29 - 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) Provide a list of the Capital items to the Finance Committee on a regular basis, especially items in immediate need of attention. <i>Provided at February Finance Committee meeting.</i>	
2) Mr. Bauer requested the Executive Director differentiate in the Maintenance Report what is preventive/routine maintenance versus maintenance that is of importance and put an asterisk next to maintenance items that are significant. <i>Added to Reports.</i>	
3) Mr. Sienna requested the percentage of Maintenance hours discussed in the Maintenance Report be equated to number of hours. <i>Added to Reports.</i>	
4) Mr. Dunham requested discussion of preventive maintenance on the incinerator be added to the next DPCC meeting agenda. <i>Included on the agenda for the January DPCC meeting.</i>	
5) Mr. Stewart requested that Financial Advisors be researched to help the District with our investments. <i>Being reviewed by Finance Committee at February meeting.</i>	
6) Checkbook Analysis.	

6. Committee Reports
 - a. Engineering
 - b. Finance – (pink)
 1. 2016-2017 Budget Review and Approval
 2. 2014-2015 Audit Report
 - c. Human Resources – (yellow)
 - d. Property Management – (blue)
 1. Company Vehicle
 - e. Public Relations
 - f. District Project Construction Committee - (orange)
 1. Wright-Pierce's Payment Requisition for December 2015 - \$104,710.51
7. Counsel's Report
 - a. Executive Session
8. New Business
9. Communications
 1. Letters, dated February 1, 2016, sent to Berlin, Cromwell, New Britain and MDC regarding allocation of \$13 million Middletown admission fee.
 2. Attendance at the Associated General Contractors Award Dinner for project, February 11, 2016
10. Adjournment

The next meeting of the Mattabassett District will be held on **Monday, March 21, 2016 at 7:00 p.m.**, in the Administration Building, Cromwell, Connecticut.