

Yearly Commission Master Agenda

(Recurrent items that require Commission review/or approval on an annual basis including the specific month for review/action.)

January:

- Review and refine the Commission master agenda items for 2017.

February:

- Reviews with local utilities (i.e. Kaukauna Utilities)
- Annual Cost Management Plan
 - a. Energy
 - b. Chemical use report
 - c. Equipment automation & efficiency
- HOV staff and professional organizations (including how information and expertise is integrated into the HOVMSD)

March:

- East Central Wisconsin Regional Planning – contact/discussion on issues effecting HOV and potential services that ECWRPC may provide

April:

- Annual meeting with HOV member communities (forum for communication of plans, issues and community input for the Commission.)
 - a. Ensuring the District's vision is consistent with the participating Communities'.
 - b. Presentation of the annual antecedent moisture model program by Donohue.

May:

June:

- Compliance Maintenance Annual Report – review of previous year loadings and effluent quality. Commission resolution necessary for acknowledgement and approval with resolution number necessary for final and transmission to DNR.

July:

- District Financial Audit Presentation, Review and Adoption.

August:

- Annual update of the District's Vision and Strategy (specific activities and examples of subject matter that may be included in this meeting include)
 - a. Potential for phosphorus trading (or other Permit trading)
 - b. Status of Permit renewal.

- c. District operational and technical knowledge documentation. This will facilitate Information transfer to new employees and resources as experienced personnel retire or transfer to new employees and resources, as experienced personnel retire or transition out of the organization.
- d. General Gap identification (District short comings or deficiencies)
- e. Sustainability planning & updates
- f. Developing and tracking a capital improvement plan.
 - Asset management program – update and uses for planning replacements, maintenance, and Capital Improvements

September:

- Health insurance coverage – discussion / selection for upcoming year.

October:

- Annual Commission reorganization meeting:
 - a. Swearing in any new Commissioner(s).
 - a. Election of officers. (President, Vice-President, Secretary), and swearing in new officers.
 - c. Appointment of “official newspaper”.
 - d. Appointment of all “depositories”.
- Annual Budget and User Rate setting Workshop.

November:

- Budget public hearing and adoption
- Employee compensation discussion/staffing considerations

December:

- Employee wage COLA/adjustments – Closed Session noticed on agenda