

### THDWID Board Action Calendar

<u>Action</u>	<u>Responsibility</u>	<u>Timing</u>
• Prepare/post Board agendas	Secretary	Monthly
• Prepare/post Board minutes	Secretary	Monthly
• Bacteriological (coliform) sampling round (oversight)	Superintendent	Monthly
• Prepare P&L and balance sheet schedules	Treasurer	Monthly
• Review financials & monthly/YTD/trend on water loss	Board	Monthly
• Prepare aged water bill delinquency report	Treasurer	Monthly
• Update THDWID water use spreadsheet	Superintendent	Monthly
• Compare Scottsdale meter readings to tank inflow meter	Superintendent	Monthly
• <u>Back-up and retain documents per P&amp;P Section 1.2.2D2-5</u>	Secretary	Monthly
• Prepare year to date P&L to budget comparisons	Treasurer	Quarterly (J,A,J,O)
• Review bank statements and payable invoices	Ops Review Comm.	Quarterly (J,A,J,O)
• Disinfection By-Products sampling round (oversight)	Superintendent	Quarterly (M,J,S,D)
• DWAR 32/33 Reports to ADEQ for Disinfection By-Products	Superintendent	Quarterly (M,J,S,D)
• Check pressure gauges in PRV's	Superintendent	Quarterly (M,J,S,D)
• <u>Ensure two incident logs are up to date</u>	Superintendent	Quarterly (M,J,S,D)
• Draft prior year's accomplishments listing	Chairman	January
• Send approved budget to the County Clerk	Chairman	January
• Send high user letters	Nelson	January
• Reconcile Desert Inet payments vs. APS invoices	Treasurer	January
• Review and update P&Ps	Secretary	January
• Review and update website	Secretary	January
• <u>Update by street the member emergency notification list</u>	Superintendent	January
• Prepare/submit annual WIFA loan report	Treasurer	February
• Assign responsibilities per P&P section 1.2.2D5	Chairman	February
• Review insurance coverage	Nelson	February
• Review Conservation Plan-set Stage	Board	February
• Review Code of Conduct	Board	February
• Review Employee Handbook	Board	February
• File Workmen's Compensation Report with insurer	Treasurer	February
• <u>Send Conservation newsletter</u>	Nelson	February
• Hold annual meeting with Members	Chairman	March
• Review Mission S/W/O/T	Chairman	March
• Submit ADWR Annual Water Withdrawal and Use Report	Superintendent	March
• Submit ADWR Water Stored Report for RWCD	Superintendent	March
• Conduct annual Operations audit	Ops Review Comm.	March
• <u>Investigate grants</u>	Nelson	March
• Conduct Board valve training	Superintendent	April
• Ensure liability insurance payment is made or scheduled	Treasurer	April
• Certify/recertify Contactors	Superintendent	April
• <u>Review Water Storage Contract with RWCD</u>	Superintendent	April

<b><u>Action</u></b>	<b><u>Responsibility</u></b>	<b><u>Timing</u></b>
• Review deposit refund schedule, if any	Treasurer	May
• Bill assessments	Treasurer	May
• Board employee performance appraisal discussion	Board	May
• Provide clerk check register/bank/ investment stmts. copy	Treasurer	May
• Compare THDWID rate structure to others'	Chairman	May
• Destroy records beyond retention period requirements	Secretary	May
• Review performance of Contractors	Operations Comm.	May
• Conduct PRV inspection and preventative maintenance	Superintendent	May
• Complete confined space paperwork	Superintendent	May
• Complete/reconcile spare parts/equipment register	Superintendent	May
• <u>Send Conservation newsletter</u>	Nelson	May
• Begin election process for Board members, if necessary	Chairman	June 2019
• Prepare aged DWID assessment delinquency report	Treasurer	June
• Submit Consumer Confidence Report to ADEQ/Members	Superintendent	June
• Make semi-annual WIFA payment	Treasurer	June
• Confirm test of Scottsdale intake RP valve	Superintendent	June
• <u>Update shutdown &amp; emergency procedures and Customer phone list</u>	Superintendent	June
• Send WIFA Indebtedness Report to State Treasurer's Office	Treasurer	July
• Refresh safety deposit record retention	Secretary	July
• Update by street the member emergency notification list	Superintendent	July
• Renew web site	Treasurer	July
• <u>Send high user letters</u>	Nelson	July
• Place annual water order with Scottsdale	Superintendent	September
• Place annual water order with CAWCD	Superintendent	September
• Place annual water order with RWCD	Superintendent	September
• <u>Send conservation newsletter</u>	Nelson	September
• Update leak detection company	Chairman	November
• Develop budget	Treasurer	November
• <u>Bill Assessments</u>	Treasurer	November
• Approve budget	Board	December
• Exercise valves and standpipes	Superintendent	December
• Send Freeze Notice Letter	Secretary	December
• Renew Transaction Privilege Tax Exemption	Treasurer	December
• Prepare aged DWID assessment delinquency report	Treasurer	December
• Make semi-annual payment to WIFA	Treasurer	December
• Elect Board officers	Board	December
• <u>Transfer "unused" CAP allocation to RWCD using COS data (call COS)</u>	Superintendent	December
• Report key personnel changes to WIFA (see Exhibit C)	Treasurer	As occurs
• Reports adverse change, litigation, regulatory notice to WIFA	Treasurer	As occurs
<b><u>LONG-RANGE ACTIONS</u></b>		
• ADEQ 3-year system inspection	Superintendent	2020
• Request NIA reallocation water from ADWR	Superintendent	January 2020

**Action**

- Renew RWCD water banking agreement
- Review/submit Water Plan (Conservation Plan) Update to ADWR
- Renew ADWR Water Storage Permit
- Renegotiate COS contract for treatment & transportation
- Renegotiate CAP contract

**Responsibility**

Superintendent  
Nelson  
Superintendent  
Chairman  
Chairman

**Timing**

November 2020  
December 2022  
April 2033  
November 2034  
January 2109