

**The Neskowin Regional Water District
Board of Commissioners
2022-2023 Annual Work Plan**

First Quarter Tasks: (July, August, September 2022)

- Adopt Annual Work Plan (July)
- Appoint Board Officers (July)
- Review “Red Flag” rule

Second Quarter Tasks: (October, November, December 2022)

- Annual Review of Emergency Response Plan
- Review Annual Audit (December)

Third Quarter Tasks: (January, February, March 2023)

- Review and accept previous fiscal year’s audit
- Appoint budget officer
- * Recruit budget committee
- Annual Review of Personnel policies
- Review System Development charges, water rates and wage scale (March)

Fourth Quarter Tasks: (April, May, June 2023)

- General Manager performance evaluation
- Select auditor for fiscal year audit
- Self-evaluations by Board Members
- Draft annual Board work plan for upcoming year (June)
- Budget Development (April-May)
- Budget Committee Meeting (May)
- Public Hearing for Budget (June))
- Budget adoption (June)
- Board contributions to the Annual Report/Consumer Confidence Report (May)

Ongoing, as needed, or time to be determined

- Provide fiscal and operational oversight and guidance
- Provide oversight and guidance for Capital Improvements
- Attend SDAO Board training events (In-person or Online)
- Review District’s Agent of Record every three years; due again in 2023
- Review Board Election schedule every two years (next 2023)
- Revise and resubmit Water Management & Conservation Plan