

**Policy Number: 1.1.0**

**Title:**

**BOARD OF DIRECTORS – FACILITY OPERATION & MAINTENANCE**

**Introduction:**

The Board of Directors (Board) of the Alpine Springs County Water District (District) hereby establishes the manner and measure by which the General Manager shall provide for the care, operation, maintenance and replacement of the equipment and facilities owned, operated and maintained by the District.

It is the objective of this Board to establish policy regarding the standard of care and practice associated with all of the real property and personal property of the District including the following:

1. Buildings
2. Vehicles
3. Buried water and sewer lines
4. Manholes, control and isolation valves
5. water storage tanks
6. Telemetry equipment
7. Office equipment including computers, printers, phone system
8. Office furnishings including desks, chairs, filing cabinets and countertops

**Ends:**

It is the belief of the Board that preventive maintenance is a cost effective means by which the life cycle of physical property is increased. When the life cycle is increased, the total cost of ownership is decreased and this is beneficial to the District.

The General Manager shall have performed, from time to time, a critical evaluation of all property of the District. That evaluation shall include a statement as to the physical condition of the item, any current repair needed, if any, the maintenance required on a given time interval (daily, weekly, monthly, quarterly, etc...), the projected life remaining, the likelihood of replacement and the associated probable cost of replacement.

The General Manager will then take this information and propose in the annual budget, those repairs, maintenance and replacements described in the evaluations.

**Responsibility:**

The General Manager shall be responsible for the critical evaluations and the budgeting of the repair, maintenance and replacement associated with the physical property. It is the Board's responsibility to review and approve the financial structure to allow for these expenditures.