

**Policy  
for  
OWU Board – Operator  
Responsibilities  
and  
Coordination**

**A. Plant Operator**

1. The Plant shall be operated in accordance with the *Operations and Maintenance Manual*.
  - a) No exceptions are permitted, unless approved by the Operator, Board, and Engineer\*.
  - b) In an emergency, any changes in the SOP will be coordinated with the Board to the extent possible.

**B. OWU Board**

1. All members of the Board shall have access to the Plant.
  - a) No changes in settings will be made unless coordinated with the Operator.
  - b) In an emergency, any changes in the SOP will be coordinated with the Operator to the extent possible.

**C. Engineering Changes**

1. Any changes in the design or equipment that affects the operation of the Plant in any manner shall be approved by the Operator, Board, and Engineer.
  - a) If required, a change must also be approved by the DOH.

**D. Phone Calls**

1. The Operator shall limit conversations with the users of OWU to the following:
  - a) Reporting of leaks; Board member(s) shall be immediately notified.
  - b) New meter connections. The method of determining allocation of costs between the member and OWU is TBD.
  - c) Complaints of members will be forwarded via email to the Board. The emails shall be maintained as a log.
2. The Operator shall coordinate any phone calls to the Engineer or DOH with the Board.
  - a) Conference calls will be utilized whenever necessary.
3. Calls for ordering necessary supplies are permitted

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\* The position of “Engineer” is held by Bill Schmidt

**E. Board Meetings**

1. Generally, the Operator is not required to attend regular Board meetings. When necessary:
  - a) The Board will notify the Operator if attendance at a particular meeting is required; the topic(s) for discussion will be indicated to the Operator in advance to allow preparation for the meeting.
  - b) The Operator may request to attend a Board meeting. The Secretary will be contacted to include an agenda item; an outline or brief summary of the topic(s) for discussion will be provided to the Secretary.