

**CAMANO WATER ASSOCIATION
POLICY MANUAL**

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Revision History:

Originated: 4/20/2010

Revised: 6/19/2012

Revised: 4/17/2018

**CAMANO WATER ASSOCIATION
POLICY MANUAL**

INTRODUCTION

I. PURPOSE

Camano Water Association policies are statements that set forth the purposes and prescribe in general terms the organization, rules, and regulations of the Camano Water Association as it pertains to governance, administration, membership, and personnel.

This Policy Manual covers internal policies internal to the Camano Water Association; that is, those policies intended for employees and Board members. For external policies pertinent to Camano Water Association members and the public at large, refer to the Camano Water Association Bylaws and the Comprehensive Water Plan.

II. FINDING INFORMATION IN THE POLICY MANUAL

Each of the four major sections is identified by a series number, as follows:

- 1000 series: Governance
- 2000 series: General Administration
- 3000 series: Membership
- 4000 series: Personnel

The first digit of a policy number reflects the book or series number: 1, 2, 3, or 4. The second digit reflects the section. The third and fourth digits reflect consecutive policy numbering within the section.

To find a policy by name, browse the Table of Contents at the beginning of the Policy manual and find its policy number.

To find a policy by number, browse through the section for the policy number. Policies are ordered consecutively.

INTRODUCTION

III. REFERENCES

The Camano Water Association Comprehensive Water Plan also contains valuable information about water company operations, including the following:

- Description of Water System
- Basic Planning Data (including Conservation Program)
- System Analysis
- Water Resource Analysis
- Source Water Protection
- Operation and Maintenance Program
- Corrosion Control Program
- System Design Standards
- Improvement Program
- Financial Program
- System Design Standards
- Coliform Monitoring Plan
- Cross-Connection Control Program
- Emergency Response Plan
- Water Facilities Inventory Form

According to policy #2210, the board reviews the Comprehensive Water Plan at least once every five years.

IV. CHANGE CONTROL SYSTEM

An employee or board member can suggest a change to the Policy Manual by completing a Policy Manual Change Request and submitting it to the Systems Manager. These Change Requests will be reviewed by the Board of Trustees, which will decide on the nature of the change to the Policy Manual.

While individual policy changes may be made as needs arise at any time throughout the year, the board will review the entire Policy Manual every October.

A master printed copy of the Policy Manual with all up-to-date policies will be available at the offices of the Camano Water Association.

An electronic copy of the Policy Manual with all up-to-date policies will be available at the offices of the Camano Water Association.

When the Policy Manual is updated with new and revised policies, the previous version will be archived in the Camano Water Association's historical files.

Revision History:

Originated: 4/20/2010

Policy Manual Change Request

Please complete this form and submit it to the Business Manager. The request will be considered by the Board of Trustees.

Date:	Submitted By:
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Number and Name of Policy:

Description of Suggested Change:

(Please be specific. If possible, please include suggested wording for a change or addition.)

Reason for Suggested Change:

Additional Notes:

Date reviewed by Business Manager:

Date reviewed by Board of Trustees

Decision on Suggested Change:

Revision History:

Originated: 4/20/2010