

La Mesa Water Cooperative Policies and Procedures for Projects or Major Repairs¹

Purpose of these Policies and Procedures

The purpose of these policies and procedures is to establish the requirements for the planning of projects or major repairs and the preparation of all necessary documents prior to the commencement of every project or major repair.

- All projects and major repairs require prior approval by the Board of Directors or its designated representative.
- Necessary documents may include, but are not limited to, relevant permits from: La Mesa Home Owners Association, Sandoval Country, NMED Drinking Water Bureau, US Corps of Engineers, or other regulatory agency.
- This policy is to be used in conjunction with the **LMWC Purchasing, Contracting, and Payment Practices and Procedures** adopted by the Board on November 28, 2004.

Procedures

The Director of Projects (DOP) shall develop a plan for each project and major repair.

- The plan will identify required permits from relevant agencies (e.g., NMED, OSE, HOA) and associated documentation (e.g., contractor licenses, relevant drawings, specification sheets, schedule and budget).
- The Board of Directors will appoint a PIC (Person in Charge) for each project or major repair.
 - The PIC will develop permit applications with, when appropriate, the assistance of a registered engineer.
 - The DOP will review the permit applications prior to their submission to the appropriate agencies by the President of the LMWC.
- No funds will be approved prior to permit approvals.
- Upon receiving all required permits the Board will authorize funding and direct the DOP and PIC to begin the project.

¹ Adopted by Board on October 28, 2015