

FVAWD Policy Implementation Matrix

6/20/14 Working Draft

Policy	Implementation Responsibility	Supporting, Documented Procedures
I. FINANCIAL		
1. Budget & Financial Management	Management Company, in coordination with and under oversight of Treasurer	None needed
2. Revenue	Management Company, Board	None needed
3. Expenditures	Management Company for preparation of list of expenses Board for authorization of payment	Management Company already does this. We can list this as a Management Company responsibility, but more info may not be needed. Consider Gene's past spreadsheets as an approach to implementation.
4. Spending Authority	Management Company, Operations Company (lead operator), Board	Need a policy or procedure for reporting "non-routine" expenses w/in a 72-hour of incurring expenses, and also for large non-emergency expenses (e.g., Golder)
5. Fraud Prevention	Board, supported by Auditor and Management Company	As needed, Treasurer will have on-line, read-only access to district accounts. Audit procedures are driven by Auditor.
II. GOVERNANCE & ADMINISTRATION		
6. Governing Documents	Board, supported by Management Company	Include review status and schedule in Administrative Resolution (including multi-year items), and schedule items for upcoming year in Look-Ahead
7. Policies & Procedures	Board, Management Company, Operations Company	None Needed
8. Administration & Management	Resolutions prepared by Management Company, reviewed and authorized by Board Look-Ahead prepared by Management Company and included in board packet	Need to develop resolution containing all the FVAWD-specific nits

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III. CAPITAL IMPROVEMENTS		
9. Planning	Board, supported by Management Company and Operations Company	Maintain multi-year review schedule in resolution (updated annually). For items occurring in upcoming year, schedule in look-ahead.
10. Engineering	Board, supported by Management Company and Operations Company	Contract documents
11. Construction Standards	Board, supported by Management Company, Operations Company & Engineers	Standard contract wording
12. Project Management	Designing Engineer & Management Company have responsibility for tracking capital projects and reporting to the Board.	Reports to Board
IV. VENDORS		
13. Use of Vendors	None needed	None needed
14. Bids, Contracts & Vendor Selection	Management Company will maintain standard contract wording on behalf of the District. Board has final decision-making authority	None needed
15. Vendor Management & Oversight	Board	Gene suggested developing a form for conducting the evaluations, and notes that things that are not measured cannot be improved
V. BOARD OF DIRECTORS		
16. Elections	Management Company provides an independent election official	
17. Board Member Education	Management Company includes new board member education procedures in administrative resolution.	Contained in administrative resolution.
18. Board Member Compensation	Management Company tracks board member attendance and prepares checks as part of monthly expenses.	None needed
VI. ASSETS		
19. Water	Water atty will maintain	Need to determine which of

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	inventory of water rights, including supporting legal documents and research. Management Company will have copies (available to board in electronic format.	these are recorded vs. which are maintained under atty/client privilege.
20. Deeds & Easements	Board with support of management company and atty.	All deeds and easements are to be recorded with El Paso County.
21. District Records	Board, with support from management company	Contained in administrative resolution and updated as needed.
22. Facilities & Infrastructure	Operations Company supervises implementation, with support from other needed vendors. Management Company tracks upcoming items and any budget requirements.	Schedule in administrative resolution. Operators should do periodic visual inspections and notify of issues. Should have independent building inspectors look at structures and components (electrical, roofs, foundations, etc.)
23. Claims from Other Parties	Board, with support from Management Company	None needed
VII. OPERATIONS		
24. Operations & Maintenance	Operations Company has responsibility for developing and implementing SOPs and preventive maintenance plans and procedures.	
25. Water Audits	Operations Company has responsibility for collecting data and generating and reporting data.	Presented at board meetings. Do we need to discuss standard calcs? Should include in Look-Ahead.
26. District Maps	TBD	TBD
27. Emergency Response	Board, supported by Management Company, Operations Company	Review cycle included in management resolution, and scheduled in Look-Ahead. Some additional policies and procedures will be documented within the ERP
28. Security	Board, Management Company, Operations Company	Combinations and other information may be recorded in the ERP
VIII. CUSTOMERS		

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29. Information Availability	Management Company, supported by Board	Include in management resolution. Include initial information and update as additional categories of information are identified.
30. Customer Notifications	Management Company, Operations Company	Include any needed procedures in management resolution & ERP.
31. Payments & Accounts	Management Company	If any are needed, include in management resolution.