

INTRODUCTION

Section 1. PURPOSE

Bedford Regional Water Authority (“Authority”) has organized all of its operating standards, policies, and procedures into an “Operating Policy Manual.” The Board of Directors of the Authority will either approve of each of these governing documents, or they will authorize the Executive Director of the Authority to approve of certain administrative documents.

Section 2. BOARD OF DIRECTORS’ APPROVAL

- A. The Board of Directors will review and approve any policies or procedures of the Authority that:
1. Have a significant financial impact on the Authority in any given fiscal year, or that will have a significant financial impact on the future annual budget(s).
 2. Have a significant and regular impact on any customers, or potential customers, of the Authority.
 3. The Board of Directors deems as requiring their approval.

Section 3. EXECUTIVE DIRECTOR’S AUTHORITY

- A. With the exception of those situations listed above, the Board of Directors has authorized the Executive Director to draft, review, and approve policies and procedures of the Authority that:
1. Relate to the efficient and safe operation of the Authority.
 2. Do not have a significant financial impact on the Authority.
 3. Provide the operational details needed to carry out policies approved by the Board of Directors.
- B. The Executive Director may modify and append any policy to correct grammatical or typographical errors, to renumber or rename the policies, or to revise the language for clarification of the policy provided that any such changes to documents approved by the Board of Directors shall only be done without making any change to the intent of the policy or the manner in which it is to be carried out.
- C. The Board of Directors shall be provided with a copy of any new or modified policies at least annually at a Regular Board Meeting.

Section 4. Revisions

- A. This policy was approved and adopted by the Authority’s Board of Directors on December 18, 2012.