

**BAILEYVILLE UTILITY DISTRICT ON-SITE VISITOR
POLICY**

Amendment No. 1 – February 18, 2020

Purpose:

To ensure that our customers are served with safe drinking water at all times and to protect the welfare of visitors who wish to enter one of the District's Well Houses or Main Office Area, we developed an On-Site Visitor's Policy.

This policy has been recently updated by request of the Chairman of the Board to allow board members visitation to the District's facilities without the Superintendent present.

For the purpose of this policy, visitors could be regulators, customers or board members.

- 1. If a member of the public, customer or regulator wanted to tour the water pump houses or the Main Office Area, they must be escorted by the Manager, Superintendent or by the facility Operator. No person from the public shall enter either the Well Houses or the Main Office Area unattended. These requests for onsite visitation shall only be provided during the normal work day.**
- 2. The Superintendent encourages all Board Members to request a tour of the pump houses from a member of the operations staff that can explain the process and current operational conditions. However, this is not required for board members.**
- 3. If a board member wishes to visit the Well Houses or the Main Office Area and does not wish to have a Tour during normal**

business hours with the Superintendent, the current Chairman of the Board will arrange for this on-site visitation. The Chairman will be provided with a private passcode that provides entry into all District owned facilities. The chairman will attend the visitation with the interested board member regardless of the time of day. If the Chairman cannot attend on the day that the interested Board Member desires, this visit will need to be rescheduled for when the Chairman of the Board can attend or otherwise during normal working hours with the Superintendent.

4. The access gates and building alarms must either be locked or set at the completion of the tour.
5. All visitors must sign in on the roster located at the doorway on the wall at each of the Pump House that is visited with the date and signature of each visitor.

Trustee Approval On-Site Visitor Policy:

John Gallant, Chairman _____

Ron Wallace, Trustee _____

Dale Croman, Trustee _____

Jamie Bohannon, Trustee _____

Duane Andrews, Trustee _____