

	Activity	Operator	Manager	Labor	Board (Owner)
		Red checkmark is the responsible party			
General					
	Facility improvements	☒	☒	☒	☒
	Create, update and follow a preventive maintenance schedule, to include:	☒	☒	☐	☒
	Pumps, Motors, Compressors	☒	☐	☒	☐
	Chemical make up, feed and monitoring equipment calibration	☒	☐	☒	☐
	Exercising valves and hydrants	☐	☒	☒	☐
	Distribution system flushing	☒	☐	☒	☐
	Review the Sampling Plan with the Board of Directors for completeness and correctness.	☒	☒	☐	☒
	Oversee inspection, cleaning, painting and disinfecting of storage tanks. (The storage tanks are under a separate maintenance contract.)	☒	☒	☒	☐
	Be on call 24 hours / 7 days per week	☒	☒	☒	☐
	Respond to and repair water leaks	☒	☐	☒	☐
	Provide and coordinate traffic control	☒	☒	☒	☐
	Connect new service connections	☒	☐	☒	☐
	Disconnect delinquent service connections	☒	☐	☒	☐
	Install or repair fire hydrants	☒	☐	☒	☐
	Respond to on-site water quality calls and concerns	☒	☒	☒	☐
	Repair, calibrate and/or replace meters	☒	☐	☒	☐
	Repair and replace valves	☒	☐	☒	☐
	Repair booster pumps and well house tanks	☒	☐	☒	☐
	Accompany state or federal inspectors during a sanitary survey or other water system inspection and provide them with information as requested	☒	☒	☐	☐
	Perform modifications to well house(s) as needed	☒	☐	☒	☐
	Perform street repair, as necessary	☒	☐	☒	☐
	Oversee and inspect the work of outside contractors during repairs and installations	☒	☒	☒	☐
	Perform maintenance to the water distribution system, not listed on routine checklist.	☒	☐	☒	☐
	Create system site map	☐	☐	☐	☒
	Update system site map	☒	☒	☐	☒
	Create/maintain sampling plan	☒	☒	☐	☐

	Collect routine water samples as required under state and federal drinking water regulations	☐	☒	☐	☐
	Laboratory responsibilities including chain of custody for sampling	☐	☒	☐	☐
	Monitor disinfectant and maintain sufficient disinfectant residual throughout the distribution system	☐	☒	☒	☐
	Collect additional samples as required by NMED/EPA for compliance	☒	☒	☒	☐
	Maintain cleanliness of well house(s) and keep free of health and safety hazards	☐	☒	☒	☐
	Conduct periodic security inspections	☐	☒	☒	☐
	Accompany state or federal inspectors during a sanitary survey or other water system inspection and provide them with information as requested	☒	☒	☐	☒
Administrative					
	An annual analysis and evaluation of the water system and its components stating forth the status of each component, evaluation, opinions and recommendations for the optimal performance and maintenance and repairs and or upgrades recommended.	☒	☒	☒	☐
	The review, upkeep, verification and documentation of the provided system maps, distribution lines, valves, hydrants, leak and repair locations, and other components in an electronic GIS format such as Google Earth. This document shall be shared via Cloud Services with employees of Tranquillo Pines and the Board of Directors, who can also make changes to keep the maps up to date.	☒	☒	☒	☒
	The review, upkeep, verification and documentation of the system testing and maintenance logs to be provided to the Board of Directors in Microsoft Excel or Word format. This documentation shall be shared via Cloud Services with employees of Tranquillo Pines and the Board of Directors, who can also make changes to keep the logs up to date.	☒	☒	☒	☐

Assist in preparing the Consumer Confidence Report.	☒	☒	☐	☒
Attend regular Meetings of the Board of Directors and Meetings of Membership to report on work completed on the water system as well as short-term and long-term needs of the water system.	☒	☒	☐	☒
The timely response to the water system members as requested by the Board of Directors.	☐	☒	☐	☐
The timely response to local officials regarding the location of distribution lines and similar requests.	☐	☒	☒	☐
Any other administrative duties of a reasonable nature that may be requested from time to time by the Board of Directors.	☐	☒	☒	☐
Be the liaison between the water system and New Mexico Environment Department on compliance issues as directed by the Board of Directors.	☒	☒	☐	☒
Daily monitoring of phone calls, messages, and email directed to the water system by members unless requested by employees of Tranquillo Pines or the Board of Directors.	☐	☒	☒	☐
Daily monitoring of pump and treatment plant performance and readings.	☐	☒	☒	☐
Monthly reading and documentation of each water meter and the reporting of this information to the water system for billing.	☐	☒	☒	☐
Monthly measurement of well levels	☐	☒	☒	☐