# Memorandum

**To:** [Insert Board Name Here]

**From**: [Your Name]

**CC**: [Other recipients]

## Board Members to Tour the Water System

The [governing board name] is a necessary part of our water system and makes essential decisions that affect our water plant, distribution systems, and town. In order to protect our water and the people of [insert town name here], changes to the current involvement of the board must occur.

It has been brought to our attention that the [insert town name here] water board needs to tour the facilities on a regular basis. To ensure that board members are familiar with the condition and needs of the water system, the board will tour the water plant on a regular basis of [once per quarter, per year, or other specified time frame]. This will allow the board to understand the present issues at the plant and assist them in making necessary decisions on funding, maintenance, and staffing.

This policy will be enacted as of [current date].

[Signature]