**New Requirements for Storage of District Records Location, District Office, and Establish the General Manager’s Office Hours**

**1.** Establish an office for the district on the treatment plant/water tank property for the operation of the district and storage of district records.  The use of a private residence for these is not appropriate.

**2.**  The General Manager will establish some minimal regular hours of operations at the office, and may otherwise work from home at his/her discretion.

**3.** If there is not an appropriate location within the treatment plant, a used construction management type trailer or other simple structure on the site should be budgeted for and established in the 2023-2024 FY.