

Thomas Pond Improvement Association
Dam and Water Level Management Position Descriptions

Dam Keeper & Alternate Dam Keeper Responsibilities

Dam Keepers shall act in accordance with the requirements set forth in the Thomas Pond Dam and Water Level Management Plan (TPMP) and shall visit the dam on an as-needed basis¹ either to make changes to WATER FLOW², or for other actions, such as debris removal.

The principal duties and responsibilities of the Dam Keeper shall be as follows:

- Maintain the POND ELEVATION and WATER FLOW over/through the STOP LOGS.
- Check and/or record the POND ELEVATION and WATER FLOW unless being performed by a Dam Monitor. Record all changes to STOP LOGS, debris removal, maintenance and other actions in the logging system used by TPIA.
- Remove any debris that is lodged against the dam STOP LOGS, spillway, or abutments that may interfere with dam operations or WATER FLOW, including any deliberate efforts by wildlife to build dams or lodges within the vicinity of the dam.
- Routinely maintain the dam, dam supplies, dam cam, and dam area by replacing or repairing STOP LOGS & tools, periodically cleaning rulers and camera lens as needed, trimming undergrowth, removing leaves or snow from the dam, etc.
- Ensure updates and notifications are promptly made to the TPIA Board, MDEP, or website as set forth in the TPMP to inform of changes in WATER FLOW or POND ELEVATION.
- Recruit, schedule, and supervise any work parties needed for the upkeep/cleanliness of the dam area.
- Promptly investigate credible reports of potential structural or seepage problems at the dam and at least once/year prior to the Annual Meeting perform a visual inspection of the entire visible dam structure, including the wing walls and spillway.
- Report annually on the physical condition of the dam to the Board of Directors or promptly after noticing any new signs of deterioration.
- Present a summary of dam condition, dam keeping activities, and needs at the Annual Meeting.
- Establish a relationship with the direct property abutters to the dam and keep them apprised of any extraordinary occurrences regarding the dam.
- Monitor Alternate Dam Keeper activities and ensure their responsibilities are being properly performed.

I, _____ certify that I have read the TPMP and all the Dam Management Position Responsibilities and accept the position of **Dam Keeper** and agree that while acting as a Dam Keeper I will carry out the responsibilities in the Position Descriptions and adhere to the POND ELEVATION and WATER FLOW outlined in the TPMP as may be amended from time to time.

Signature

Date

¹ anticipated to be roughly twice monthly in the OFF-SEASON and 6 – 15 times per month IN-SEASON

² Terms in all capitals shall have the meaning described in the TPMP unless solely defined herein

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Alternate Dam Keeper Responsibilities

The principal duties and responsibilities of an Alternate Dam Keeper shall be as follows:

- Perform the responsibilities of the Dam Keeper when the Dam Keeper is unavailable, otherwise unable to perform them, or as agreed to with the Dam Keeper.
- Monitor the performance of the Dam Keeper and promptly inform the Board if the Dam Keeper is not properly performing all assigned tasks and logging their activities. If at all possible, such monitoring should occur daily during periods of RAPID WATER LEVEL CHANGE.
- Regularly (at least once/week) spot check the performance of the Dam Monitors to ensure that photos are uploaded and accurate logging by Dam Monitors is occurring as required.
- At least once/year, convene a discussion between Dam Keepers and Dam Monitors to review the duties and responsibilities contained in these Position Descriptions and the TPMP in order to suggest improvements to the TPIA President.

I, _____ certify that I have read the TPMP and all the Dam Management Position Responsibilities and accept the position of **Alternate Dam Keeper** and agree that while acting as a Dam Keeper I will carry out the responsibilities in the Position Descriptions and adhere to the POND ELEVATION and WATER FLOW outlined in the TPMP as may be amended from time to time.

Signature

Date

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Dam Monitor Responsibilities

The principal duties and responsibilities of a Dam Monitor shall be as follows:

- Using the Dam Cam or in person, record observations of POND ELEVATION and WATER FLOW using the TPIA logging system and rulers as described in the Thomas Pond Dam and Water Level Management Plan (TPMP) or other TPIA documents.
- Notify the Dam Keeper & Alternate Dam Keeper whenever:
 - debris in the dam area is restricting WATER FLOW or interfering with the ability to read the WATER FLOW or POND ELEVATION ruler(s)
 - WATER FLOW is below the LOW NORMAL FLOW or above the MAX NORMAL FLOW or expected RANGES³ allowed by the TPMP by more than FLOW CONTROL PRECISION when not obviously due to natural conditions or known causes
 - POND ELEVATION is not within the applicable IN-SEASON or OFF-SEASON RANGE
- Notify the TPIA Board in addition to the Dam Keeper(s) whenever:
 - WATER FLOW is below the MIN FLOW, or above MAX NORMAL FLOW by more than FLOW CONTROL PRECISION allowed by the TPMP, with no known or obvious cause for deviation
 - WATER FLOW is \geq MAX PRE-FLOOD FLOW
 - POND ELEVATION is above or below the applicable IN-SEASON or OFF-SEASON RANGE defined in the TPMP when there is no known reason or obvious natural condition to account for the deviation
 - POND ELEVATION fails to move to the desired level during the SPRING RAISE PERIOD or FALL DRAWDOWN PERIOD
 - Needed actions by the Dam Keeper, such as removal of debris or adjustment to STOP LOGS, are not being made within 3 days (1 day when there is a HIGH PROBABILITY of HEAVY RAINFALL or during periods of RAPID WATER LEVEL CHANGE) of them being reported to the Dam Keeper & Alternate Dam Keeper
- Report any Dam Cam problems such as persistent failure to connect, low battery, incorrect positioning, or dirty lens to the Dam Keeper.

I, _____ certify that I have read the TPMP and all the Dam Management Position Responsibilities and accept the position of **Dam Monitor** and agree that while acting as a Dam Monitor I will carry out the responsibilities outlined in the TPMP and Position Descriptions as may be amended from time to time.

Signature

Date

³ In order to determine if water flow is within the appropriate RANGE, Dam Monitors may need to check weather forecasts and refer to the TPMP to determine the appropriate range based on expected precipitation's potential impact on POND ELEVATION. Dam Monitors may contact Dam Keepers to discuss projected POND ELEVATIONS before determining whether to send a notification.