

Category	Item	Notes	Progress	Year	Due	Priority	POC	SOP	Knowledge
Finance	CFO SOP	Create SOP how to be a CFO (to Date).	Completed	2023	March	Low	Gunnar	SOP	
Finance	Donations	Create vehicle for donations.							
Finance	Financial Report	Create SOP to submit Financial Transaction Report.	Completed	2023	March	Low	Gunnar	SOP	
Finance	Financial Reserves	Define financial reserves.	Not Started		June	Medium	Gunnar		
Finance	Fundraisers	Create fundraiser to support upgrades.	Not Started						
Finance	Hook Up Fees	Modify hookup and hookoff fees.	Not Started		May	High	Mooney		
Finance	Other Resources	Money generation ideas (fundraiser, donations, assessment)	Not Started						
Finance	Water Rates & Base Fee	Raise rates to support inflation at a minimum.	Not Started		May	High	Mooney		
Inventory	Define Standard Inventory	Determine common repairs and replacement parts.	Not Started						
Inventory	Maintain Inventory	Create common buy list.	Not Started						
Maintenance	Blow-Offs	Create SOP to maintain and use blow-offs.	Not Started						
Maintenance	Heavy Equipment	Fix brakes backhoe. Safety concern.	Not Started	2023	March	High	Jerry		
Maintenance	Master Maintenance Schedule	Create "Master Maintenance Schedule" for Infrastructure.	Not Started		May	Medium	Gunnar		
Maintenance	Measure Water Quality	Create SOP to measure water quality with best practices.	Not Started		May	Medium	Ellyn	TBD	
Maintenance	Meters	Create repair SOP to repair and test water meters.							
Maintenance	Parts	Refine inventory of parts room and Buildings	Not Started						
Maintenance	Pipe After the Meters	Community to upgrade 3 miles of home pipelines.							
Maintenance	Pipeline	Create SOP to detect & find leaks.							
Maintenance	Pipeline	Paint Priceline	Not Started	2023	May	Medium	Jerry		
Maintenance	Pipeline	Secure Price Line	Not Started	2023	May	Medium	Jerry		
Maintenance	Pipeline	Work below/above under ground near Alexander	Not Started	2023	May	Medium	Jerry		
Maintenance	Pipeline	Change blow-off near McKeeney	Not Started	2023		Medium	Dean		
Maintenance	Pipeline	Create SOP to sanitize Pipes when opening the line.	Not Started		March	High	Ellyn	TBD	
Maintenance	Pumps	Clear vegetation around Pumps	Completed	2023	March	Medium			
Maintenance	Pumps	Create SOP to administer the pumps.	Not Started		June	Medium	Gunnar	TBD	
Maintenance	Roads	Create SOP to maintain the community roads.	Not Started						
Maintenance	Tank Water Level	Create SOP to administer the tank water levels.	Not Started		March	Medium	Gunnar	TBD	
Maintenance	Tanks	Clear vegetation around Tanks	Completed	2023	March	Medium			
Maintenance	Tanks	Create SOP for poly tank maintenance.	Not Started		May	Low	Ellyn	TBD	
Maintenance	Truck	Tune up and suspension repairs to get operational.	Completed	2023	March	High	Daryl		
Maintenance	Valves	Create repair SOP to maintain valves							
Maintenance	Wells	Create SOP to test aquifer.	Not Started		May	Low	Gunnar	TBD	
Outreach	Annual "State of the Water System"	Define scenarios & brainstorm water solutions. Every November.	Not Started		Nov	Low	Gunnar		
Outreach	Customer Database	Develop customer email database	Completed	2023	March				
Outreach	Notification Water Delivery	Create SOP to notify the community of water delivery changes.	Completed	2023	March	Medium	Ellyn		
Outreach	Suggestion Box	Web-enabled suggestion box.	Completed	2023	March	Medium	Ellyn		
Outreach	Water Volunteer Committee	Create administrative and labor volunteer committees.	Not Started						
Research	Automate Maintenance	Automate Tank Readings with Alerts	Completed	2023	March	Medium	Gunnar		Report
Research	COSS Heavy Equipment Replacement	Prioritize equipment replacement.							
Research	COSS Normal Operations	with % budget to reserves???							
Research	COSS System Upgrades	infrastructure improvements							
Research	Proactive vs Reactive Maintenance	Discuss the tradeoffs. Determine proactive opportunities.	Not Started		June	Low	Mooney		
Research	Spring Water Access	Access to Canyon Spring (accessible past gate)							
Training	Being a Water Customer	Create Welcome Letter - detect property leaks, best practices, berms, spot main leaks, volunteer, attend meetings							
Training	Emergency Action Plan	To support Earthquake, fire, flood, vandalism.							
Training	Heavy Equipment Operators	Train second operator for Heavy Equipment.	Not Started	2023	May	High	Jerry		
Training	Snake Bite	Create SOP for Snake Bites. Include in Welcome Letter.	Not Started	2023	June	Low	Ellyn	TBD	
Training	Water Manager	Outline SOP's to train substitute & assistant Water Mgrs.							

Category	Item	Notes	Progress	Year	Due	Priority	POC	SOP	Knowledge
Upgrades	Blow-Offs								
Upgrades	Heavy Equipment								
Upgrades	Master Upgrade Schedule	Create "Master Upgrade Schedule" for Infrastructure.							
Upgrades	Meters	Replace aged meters (proactive)				Low			
Upgrades	Pipe After the Meters	Community to upgrade ~3 miles of after meter pipes. (80 * 50 yards)	Not Started			Medium	Mooney		
Upgrades	Pipeline								
Upgrades	Pumps								
Upgrades	Roads								
Upgrades	Tank Water Level	Create/Buy a Tank Water Measuring device for Poly Tank.	In Progress	2023	May	Low	Gunnar		vendor
Upgrades	Tanks	Install Poly Tank Phase 1 - deliver, clean, integrate & test.	In Progress	2023	March	High	Jerry		
Upgrades	Truck								
Upgrades	Valves	Install pressure reg at District office & Canebrake & Staghorn Rds							
Upgrades	Wells	Well Level Device. Started Research.	In Progress	2023	May	Medium	Jerry		
Water Manager	Contract Requirements								
Water Manager	Job description	Document - qualifications, skills, responsibilities, duties							