

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	<a href="#">SOP</a>	
Finance	Financial Report	Create SOP to submit Financial Transaction Report.	Completed	2023	March	Low	Gunnar	<a href="#">SOP</a>	
Maintenance	Heavy Equipment	Fix brakes backhoe. Safety concern.	Not Started	2023	March	High	Jerry		
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	Pumps	Clear vegetation around Pumps	Completed	2023	March	Medium			
Maintenance	Tanks	Clear vegetation around Tanks	Completed	2023	March	Medium			
Maintenance	Truck	Tune up and suspension repairs to get operational.	Completed	2023	March	High	Daryl		
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		
Research	Automate Maintenance	Automate Tank Readings with Alerts	Completed	2023	March	Medium	Gunnar		<a href="#">Report</a>
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	
Upgrades	Tank Water Level	Create/Buy a Tank Water Measuring device for Poly Tank.	In Progress	2023	May	Low	Gunnar		<a href="#">vendor</a>
Upgrades	Tanks	Install Poly Tank Phase 1 - deliver, clean, integrate & test.	In Progress	2023	March	High	Jerry		
Upgrades	Wells	Well Level Device. Started Research.	In Progress	2023	May	Medium	Jerry		