

2009 - 2010 Over Winter Tasks

OVERALL	DEPARTMENT	INTERNAL	PROJECT	DESCRIPTION	RESPONSIBLE	Status	Notes
3	ADMIN	1	New By Laws	Finalize draft, sent to attorney	Governance Committee		Failed, redo
	ADMIN	2	Staff wide weekly events list	Everything that needs to be done, by everyone, all year	Chuck and staff		1st draft
	ADMIN	3	Server	Install File Server, Tape Back-up, WIFI, Hardware Firewall	Chuck?Melody		
	ADMIN	4	2 lap tops	Ferry and Marina	Chuck		
	ADMIN	5	Development Guide	Finalize draft, send to attorney	Governance Committee		
	ADMIN	6	Audit	Finish Review of 2008 books	Melody		
	ADMIN	7	Storage Building	We're out of storage space around office, need quality, off the ground storage, mouse proof	Chuck/Melody		Defered till 2010
	ADMIN	8	Publish Ferry Charter Brochure	Create and publish Brochure and Web presence for ferry charters	Chuck		
4	APARTMENT	1	Marina Apartment Upgrades	New Flooring, Internet (free), replace futon	Barbara, Chuck and Geri		
5	ELSIE	1	Paint new metal/install new seal	Paint remaining areas that did not get painted, Gate, Aft Deck, Install new gate seal	Rick		
8	ELSIE	2	Rewire remainder of boat	Get rid of the rest of the old wiring	Rick / Ralph		
	EQUIP / MAINT	1	Maintenance Schedule	Build a preventative maintenance schedule, Island wide	Jim		
	EQUIP / MAINT	2	Build storage/distribution rack for Package Products	Organize shop/Reduce Fire Hazzard	Jim		
	EQUIP / MAINT	3	Rebuild Cutter Head on Brush Hog	Install cutter head rebuild kit that has been on hand for years	Jim		Most Parts on Hand
	EQUIP / MAINT	4	Paint Gas Shack	Green and White Like Golf Starters Shack	Volunteer		
9	GOLF	1	Rebuild Duck Pond Pump House	Floor and walls rotted out, pump falling through floor	Jim/Chuck/Scotty		
11	GOLF	2	Re-do #1 Tee Box	Level and increase size, install curb and patio	Committee/Staff	F	Done
	GOLF	3	Install Settling Tank for Irrigation system	Use extra tank to settle out particulate before the water enters holding tank	Chuck/Scott		
	GOLF	4	Roof Over area between sheds	Will double available dry equipment storage for very little \$	Chuck		
	GOLF	5	Re-roof Raborium	Needs it	Chuck		
10	HAT EXPRESS	1	Fresh Water System	Rebuild	Rick		
	HAT EXPRESS	2	Critical Spares	Spare heat exchangers, starter, gear, wheels	Chuck/Rick		
	HAT EXPRESS	4	Turbos	Rebuild all 4 turbos Systemically, end with one spare	Rick		
	HAT EXPRESS	3	Recorded Announcements	Departure and Arrival announcements	Rick		
	HAT EXPRESS	5	Prep and paint Decks and Rails	Have never been done	Rick		
	HAT EXPRESS	7	Heater delay timers and relays	Install timers on heaters with delays and relays to turn on early	Rick		
	HAT EXPRESS	6	2nd head	Put 2nd head into service with appropriate signage	Rick		
2	MARINA	1	Get Marina Permits submitted	Ensure that Marina Expansion permits are submitted to county	Chuck		
6	MARINA	2	Install 50 amp outlet for ferry	To run heaters in winter rather than running the Gen Set	Chuck		
7	MARINA	3	Install Fire Water on Main Floats	2" Line to Fire hose	Chuck/Wayne	A	Parts on Hand
	MARINA	4	Marina Irrigation System	Install 2nd half of Marina Irrigation System	Chuck		
	MARINA	5	Replace 25% of Dock Carts	Most broken and unrepairable	Chuck		
	MARINA	6	Repair / Upgrade Commons	Poles, Floor, Gas Grills, Under counter Fridgs, Speakers, lighting	Staff		Poles on hand
1	RO	1	Beach Wells	Solve issue of low production	Chuck/Wayne/G&O		
	RO	2	RO Software Upgrades	Multiple software, and indicator issues, Ph, control issues	Wayne / S-B Engineers		1/2 done
	ROADS / GRNDS	1	Clean out all culverts	To ensure proper drainage of roads	Jim		