

<b>Action</b>	<b>Action to be Taken By</b>	<b>Date of Assignment</b>	<b>Date of Completion</b>
<b>Write a brief statement for the next newsletter about upcoming discussions for the new treatment plant.</b>	William	2/28/2021	
<b>Analyze Accounts Receivable by the end of 2020</b>	Ben	9/27/2020	Completed
<b>Coordinate to determine which engineering fees and equipment purchases need to be moved to Balance Sheet.</b>	Ben & William	11/15/2020	01/13/2021
<b>Email Salvation Army re: Incorporation into LISECC</b>	Doug	12/13/2020	1/26/2021
<b>Prepare written notice to have available in the event of a boil order.</b>	Jeff	12/13/2020	
<b>Compose letter to owners that will be impacted by the survey on Clark Circle.</b>	Jeff	12/13/2020	01/12/2021
<b>Coordinate on statute of limitations re: dues collection and update on foreclosures</b>	Doug & Ben	1/17/2021	