

Ad Hoc Team Action Log

Action ID	Description	Action	Date	Assigned to	Completed	Taken By	Comments
Action - 1	Staff Quarterly Council Status Update Reports	Distribute to Team	1/21/2021	Denise Hewitt	2/2/2021	John McCarter	John sent out in an email to the entire team - UB Ad Hoc Committee Agenda Posted
Action - 2	32/30 Plan Reference Docs	Distribute to Team	2/3/2021	Denise Hewitt	2/3/2021	Denise Hewitt	2/3 John McCarter compiled list of items - DLH distributed to team on 2/4
Action - 3	Raftelis Questions - submitted by J. Davis	Communicate to Raftelis	1/29/2021	Mayor Cole			Forward email of questions to Raftelis
Action - 4	Staff Presentation on Future Dashboard - 2/1 mtg	Follow up on Question	2/1/2021	Staff			What is the policy for how long estimating is performed before meter is replaced

Action - 5	Staff Presentation on Future Dashboard - 2/1 mtg	Edits	2/1/2021	Staff			Slide 19 - Redo w/standard deviation (R King) - Slide 30 Redo Showing Delta of Change (R King)
Action - 6	Staff Presentation on Future Dashboard - 2/1 mtg	File Updated Deck	2/1/2021	Staff			
Action - 7	Ad-Hoc Team Positions - Roles/Scope	Document the team leadership roles	2/1/2021	Denise Hewitt			Chair- Steve Saboe, Vice Chair - Denise Hewitt, Technical SME - Ralph King, Scope - Patrick O'Day, Financial - Julie Ward
Action - 8	Water System Reconciliation	Definition of Process	2/1/2021	Staff - OPEN			Reconciliation of water system - process and overview for understanding