

# Memo

**To:** Lorenzo Williams, Maintenance Engineer

**From:** Guy Forchion, Director of Operations

**CC:**

**Date:** 9/15/2006

**Re:** 9/18 – 9/22/2006 Projects to Complete

## **Projects to Complete:**

Move one VKBPT picnic bench to the rear of the Trust administrative building.

Clear dead tree limbs behind the Trust administrative building near the carousel building and consolidate the debris piles in the area of the park.

Create a plan for clearing the historic life guard stand, concrete groins and wood groins out of and away from the train tunnel area.

Start work on a spray painting “stencil” to make a “caution” section at the top of the stairs at the front and rear side of the Trust administrative building.

Work with Judi (Media & Marketing) to coordinate storage of marketing materials that are now in the Concession Stand Building into U-haul storage and the Fortress storage.

Take the Trust walkie-talkie radios to a radio shop for evaluation (check batteries, charger, etc. Get an estimate on the cost of repair or replacement of batteries to get them all in working condition.

Fill the small sink hole that developed on the North side of the Trust administrative building. Smooth out the ground at that area and make it safe. Also, add some sand to the edge of the staff parking area to fill dips and ruts that are forming – sweep and smooth it out.

The Trust truck and trailer need some attention: let's visit the Dodge dealer sometime this week to get quotes for (1) a truck step (2) possible cover for the truck bed (3) trailer hitch connection (4) coordinate a service plan (5) seat covers (6) spare tire access problem. And the trailer needs a license tag (tag holder)