

**WEFER'S FOREST LIMITED PARTNERSHIP
2015**

Date	To Do	Responsible Person	Target Date	Date Completed
2/23/14	Talk with pipeline and Whatcom County about new north gate on Manley Road	Herb & Wendy	Sp. 15	Aug. 2015
2/23/14	Review records for Partnership for business or historical retention purposes and identify safe place to store original documents	Shannon, Wendy	TBD	
6/21/14	Contact re-planting crew for estimate to put netting around cedars, pull down and up once each per year and spray around trees	Herb		Done
6/21/14	Slash burn permit	Fred & Herb	January	Done
Annual	Clean culverts	Shannon & Branden	11/30/15	Done
6/21/14	Project #1 - Burn slash	Fred, Shane, Herb	February '16	
9/30/15	Project #1a – Plant pile slash burn area	Herb	Spring '16	
6/21/14	Project #2 - Replace culvert on Road 110 with 48" culvert	Shane, Herb	Sept. '15	Aug. 2015
8/2/14	Project #3 - Remove culvert on 112 Road	Herb	2016	
6/21/14	Project #4 - Add culvert on south end of road 100	Shane, Herb	Fall '16	
8/2/14	Project #5 - Finish Rocking select roads (including culvert area on Road 110)	Herb & Shane	Summer '16	
8/2/14	Project #6 - Build new "summer only" 120 Road as far as approved budget allows	Herb	As Time Allows	
8/2/14	Project #7 - Clear brush/scrub trees from 3 areas	Herb	As Time Allows	1/3 done
8/2/14	Project # 8 - Replant cleared brush/scrub tree areas	Herb	March '16	
8/2/14	Project #9 - Daylight roads of maples	Herb	2016	
8/2/14	Project #10 - Spray 100, 110 & 132 Roads (Woodland Services?)	Fred, Bill, Branden	Spring '16 after mowing	
8/2/14	Project #11 – Mow sides of roads (Harkness)	Fred	Spring '16	
8/2/14	Project #12 – repair of South end gate	Shane	November '15	No longer needed
7/24/15	Project #14 – Address root rot area	Herb	Fall '16	
8/2/14	Set date for group walk through in 2015 to review current & future projects and potential issues to be addressed.	ALL	1/4/15	1/4/15
8/2/14	Order fir trees for replanting logged area (cedar, hemlock & alder already ordered)	Herb	Spring '15	Done
Throughout Year	Contact person responsible for Forest Patrol by start of each month, obtain monthly report and consolidate into one written record for Partnership. Contact others, as appropriate, if identify trends or issues that need to be addressed.	Bill	Throughout Year	Done

Date	To Do	Responsible Person	Target Date	Date Completed
Throughout Year	Do Forest Patrol in month(s) assigned and provide report to Bill	All	12/31/15	Done
1/4/15	Prepare & distribute minutes for Partnership meeting	Shannon	1/30/15	1/18/15
1/4/15	Update 2014 To Do List for file and create new 2015 list for distribution to Partners	Wendy	1/30/15	1/18/15
1/4/15	Contact group in Lynden regarding loaning them buggy for display	Herb		Done
1/4/15	Change business address for WFLP	Wendy	1/30/15	1/12/15
1/4/15	Finalize Internal Controls Policy revisions, sign and distribute to Partners	Wendy	1/28/15	1/18/15
1/4/15	Finalize Partner Tree Cutting Policy, sign and distribute to Partners	Wendy	1/28/15	1/18/15
1/4/15	Design what will appear on Tree Farm signs and work with American Tree Farm System to obtain free signs	Herb		5/30/15
1/4/15	Property walk through to review completed, in progress and future projects and other potential issues.	ALL	5/30/15	5/30/15
1/4/15	Create letterhead and business cards for Partnership	Wendy	4/30/15	4/19/15
1/4/15	Volunteers needed to represent WFLP at Washington Farm Forestry Tree Sale	ALL	3/21/15	3/21/15
8/2/14	Logged area replanted	Herb		Done
1/4/15	Work with accountant on tax returns & distribute to Partners	Wendy	4/30/15	3/9/15
1/4/15	Copy of WFLP Inventory to all	Wendy	1/30/15	1/18/15
1/4/15	Update Partner contact list	Shannon	1/30/15	1/18/15
1/4/15	Bradley mini farm tractor to Dave - see if he can fix	Shane	2016	
1/4/15	Photo of log truck on Craig's List	Fred	As Time Allows	
Fall '15	Order trees to plant in yet "to-be burned" slash areas	Herb	Fall '15	Done
Dec '15	Prepare documents for accountant to do taxes	Wendy	Jan. '16	