Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Reclassification of Box Elder Creek / Reapplication for Discharge Permit	6/4/13	Brad	12/31/13	1		X			X	3/19/14: Brad attempting to discuss with Bret and schedule meeting. 4/1/14: Brad left additional messages with Bret Icenogle to schedule meeting to review correspondences. 4/15/14: Brad met with Division. Division to send written response to Brad. Board to discuss in Executive Session as necessary. 5/20/14: Left voice mail for Bret Icenogle. Brad will draft letter to Dick Parachini, the Division's Program Manager, and request direction for reclassification. 6/3/14: Brad discussed reclassification with Sarah Johnson. Brad to send segment information to Sarah and discuss issues with Dick. 7/2/14: Brad forwarded denial letter from CDPHE to Board. Dated after project was complete. 7/16/14: Reapply for discharge permit with additional data available and request CDPHE revisit the issue in permit process. 7/17/14: Brad to reapply for discharge permit to allow seasonal release of concentrate water to the stream. 8/5/14: Brad taking water samples for re-application. 8/20/14: Brad has results and will compare with Water Quality standards. Brad to discuss at mid-month meeting. 9/2/14: Jeff taking additional water quality samples for analysis. 9/15/14: Brad reviewed additional sample results. Brad to put memo together regarding the results. Brad to talk with Town Engineer for Milliken re discharge to creek. 10/7/14: Brad reviewing results of sampling. Will use 4th quarter samplings for evaluation. Meeting with Director of Water Quality Control regarding regulations. 10/22/14: Brad met with Ron Falco. Site specific discharge has been obtained by West Durango. Determining whether we would qualify. 11/4/14: Brad reviewing WQD requirements and reports for discharger specific variance. 1/21/15: Has discussed issued with WQD but issue is whether they will accept lower quality water. Will reach out to Dick Parachini again on issue. Will present summary for Board for packets. Future updates included under Concentrate Management 2015.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Rocking Horse Farms Curb Stop Inspection, Exercising & Repairs	9/3/13	Jeff Brad	8/31/14	1		X				6/3/14: 5 more curb stops to locate. Jeff and Brad to meet 6/10. 6/18/14: Jeff and Brad met on 6/10. Located 3 of 5 remaining curb stops. Will have to dig up other two to locate them. 7/16/14: 94 of 96 curb stops located. Two that cannot be found, contractor will need to dig up area to determine location. Brad to obtain proposal from contractor on dig. Jeff to send Lisa list of curb stops, locations and data for inclusion in meeting packet. 7/21/14: List of curb stops to Lisa. 8/5/14: Brad recommends conducting potholing to determine what will be necessary to repair curb stops and determine whether meter pit can be re-located. Jeff to obtain proposals for potholing. Jeff to update report for 30453 East 165th Avenue to change to "can be accessed". Jeff to inspect curb stop. 8/20/14: Jeff working on getting proposal for potholing. Jeff to check on status of exercising curb stop. 9/2/14: Board approved agreement for potholing. Jennifer to prepare agreement. Jeff to provide scope of services and fee schedule for agreement. Ensure 7 total of addresses listed. 9/3/14: Scope provided. Jennifer sent agreement to Lisa for execution. 9/8/14: Lisa sent agreement for execution. 9/15/14: Lisa to follow up with contractor re execution of agreement. 10/7/14: Redman to detail invoice for work for each location. Redman and Jeff to identify location of other utilities in relation to the curb stops and photograph same. 10/20/14: Jeff advised that potholing project complete. Only two properties with utilities locates which were photographed. One curb stop cleaned but not exercised due to home being vacant. Final repairs being made. 11/4/14: 5 curb stops located and exercised. Awaiting itemized invoice from Redman. A few remain to be potholed. 11/19/14: Jeff to update and sort spreadsheet to separate out those which have been located/exercised out from those which need to be potholed and exercised and send to Lisa. Then develop estimate of costs for remaining curb stops that need to be potholed and exercised. 1/21/15: Lisa to review information with John.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Relocation of Water Meters in RHF	2/5/14	Brad Jeff Lisa John	12/31/14	2		X				3/19/14: Brad and Jeff to review and complete inventory for location of curb stops and work on plan to locate those which cannot be found. This to be done prior to soliciting bids for the relocation services. 4/1/14: Brad and Jeff to review sites when Jeff returns and work in pricing for repairs and landscape matters. 5/6/14: Brad to develop RFP for work and obtain bids. 6/18/14: Need to determine existing line diameters and distance of curb stops from property lines. Need to determine priority list for order of replacements. Ones with landscaping matters will be in later phase. Board to determine whether to repair curb stops or relocate meters and timing of same. Jeff to update spreadsheet showing inoperable curb stops, etc. Put cost comparison together for Board consideration. 7/2/14: Look at hydro-excavating for valves that do not line up with the pipe. 7/16/14: Brad requesting list of contractors who could do the work. Brad to obtain locates for other utilities in the area to determine what conflicts may exist. Have contractor open up two of the locations to see what we are dealing with. Brad to obtain proposals for this work. 8/5/14: Brad recommends conducting potholing to determine what will be necessary to repair curb stops and determine whether meter pit can be located. Jeff to obtain proposals for potholing. 8/13/14: Brad to provide proposals for relocation of 10 meters per year for 2015 budget. 10/7/14: Redman to detail invoice for work for each location. Redman and Jeff to identify location of other utilities in relation to the curb stops and photograph same. 10/22/14: Lisa to review invoices to confirm work detailed out for each location. 11/19/14: Lisa and John working with Redman to get invoice detailed out. 1/21/15: Invoice approved as presented and paid. Lisa to follow up with John to determine whether project is complete or whether to continue to pursue.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
GRN and BECR Curb Stop Locations and Exercising	1/7/14	Jeff Brad Lisa	6/30/14	2		X				9/3/14: Jeff to research tool for exercising vertical curb stops. Stop looking for other curb stops in GRN at this point but keep log of those located, locations and going forward keep track as encounter them. Brad to talk with Action Fire to determine method of locating to confirm they are using the maps as a starting point. Lisa to follow up with Jeff on BECR locates noted and which were completed. 9/15/14: Lisa confirmed Action Fire using maps prepared by Olsson. Water Resource Master Plan also contains prior information from JR Engineering, etc. Lisa to send WRMP to Jeff. Jeff to look at additional maps to see if they have any additional information for locations. Jeff to update list and resend to Lisa. Jeff to confirm BECR locates with Action Fire and restoration of landscaping after complete. 10/7/14: Brad to witch remaining 16 homes which were not able to be located. Jeff and Lisa to send letters to homeowners requesting that they move landscaping away from curb stop locations. 10/22/14: Brad to schedule witching for week of 10/27. Lisa and Jeff to coordinate on landscaping matters for communication with homeowners. 11/4/14: Brad scheduled to witch on 11/6. 11/19/14: Brad wasn't able to physically locate any additional curb stops. Have suspicions where some may be located. Brad to draft letter to affected properties instructing them what the District would like them to do and execute a plan to address the issue. Jeff to update spreadsheet for other properties with landscape and other issues so that letters can be sent to those homeowners as well. 12/2/14: Dan Cordova to confirm whether meter located within easements. Lisa to send letters to homeowners. 1/21/15: Lisa to confirm whether Dan pulled plats and confirmed location within plats. Letters to be tailored for each homeowner accordingly.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Configuration of Fire Pumps	10/30/13	Brad Divena Lisa	12/31/14	3					X	Provide proposal for configuration of pumps so that they match and purchase of back up pump. GRN not able to be configured to match due to being vertical submersible pump. Add to 2015 budget and long term plan. 2/5/14: Brad has pump curves on each pump. Confirmed that they can be married up with 1 back up pump. Brad gathering more information to present to Board. 2/19/14: Brad received price for pump and motor. Brad to review pump and motor to confirm it will fit within space provided. 3/4/14: Brad to confirm lead time for ordering pumps. Board to discuss at April meeting and determine how to proceed and when. 3/19/14: Brad obtaining pump information. 4/1/14: Lisa to add replacement pump to capital project list for discussion with 2015 budget. $10,000 with lead time of 3-6 weeks (8 week for GRN). 4/23/14: Brad provided summary of analysis and pricing. Brad will include in engineering report. 5/6/14: Analysis included in May meeting packet. 5/21/14: 2015 Budget Workshop Discussion. 8/13/14: Redundant fire pump will work for all 3 subdivisions once GRN pump station improvements complete. $15,000 for fire pump. Add to 2015 budget. 1/21/15: Part of GRN Pump Station Project. Future updates included in that item going forward.
GRN Pump Station Improvements Project (**2015 Capital Project**)	5/6/14	Brad Jennifer	1/15/15	2		X				1/21/15: Surveying agreement executed by contractor. Geotech services agreement to be reviewed by contractor. John and Rob preliminarily approved plans prepared by Brad.
Water Rights Acquisition	10/30/13	Lisa Chris Brad Jennifer	12/31/14	3		X				Updates to be provided in Executive Session or under separate cover.
BECR Properties Application for Augmentation Plan 07CW313	12/3/13	Matt Chris	N/A			X				Provide Updates on status of case as available and necessary. Updates to be provided under separate cover. 8/21/14: The case is set as a second trial for a trial on 9/28-10/2/2015. If first trial does not use these dates, this case will be heard at this time. However, if the other case uses the days in 2015, this case will be bumped to 2017.

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
BECR Properties Water Court Application 13CW3108	12/3/13	W&J	12/31/14	1		X				White & Jankowski to provide updates on status of case as available and necessary. Updates to be provided under separate cover.
Prosper Farms Water Court Application 13CW3143	2/5/14	Matt Lisa Chris	N/A	1		X				Updates to be provided under separate cover and discussed in executive session.
Concentrate Management (2015)	6/18/14	Brad	12/31/15	1		X				1/21/15: Has discussed issued with WQD but issue is whether they will accept lower quality water. Will reach out to Dick Parachini again on issue. Will present summary for Board for packets. For previous actions, refer to 2014 action items.
Greatrock North Flow/Mag Meter Replacement	7/2/14	Jeff Brad Lisa	8/30/14	3					X	Schedule calibration of flow/mag meter. 7/16/14: Rep indicated insitue option is available. Need cost to determine whether this is worth recalibrating or whether new meter needed. Jeff to identify size of the meter so that pricing can be determined. 8/13/14: Calibration not achievable. Lisa to review financials to determine whether replacement of meter can be done in 2014 or should be done in 2015. Estimate is $4,000 per meter. 9/15/14: One meter for GRN is on order. Determine whether GRN meter can be repaired for use in RHF. Will consider additional meters with 2015 budget. 10/22/14: GRN flow meter should arrive mid-November. Jeff to confirm timing. Determine whether existing meter can be calibrated or repaired or whether unusable. Two additional meters to be considered to be ordered in 2015. 11/19/14: Received display rather than the flow meter. Jeff working to determine what happened. 1/21/15: All worked out for received meter. New mag meter to be obtained in conjunction with GRN pump station improvements project.
2015 Budget	8/5/14	Lisa Divena	1/30/15	1		X				1/21/15: Lisa and Divena to provide budget and message to DLG by 1/30.

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Locate Service Line Stub Out at 28567 East 163rd Place	8/5/14	Brad Jeff Lisa	10/31/14	2					X	If service line is unable to be located, District to hire contractor to locate service line. Jeff advised homeowner accordingly. Homeowner to advise the District when he attempts to locate the line. 8/20/14: District was able to determine where stub out located. Homeowner notified. Homeowner to contact District prior to excavation so we can determine whether locate was accurate. If not accurate, then engage contractor to locate. Brad located map that may have requested information. Brad to review and determine. 10/7/14: Construction has commenced on home. Foundation poured. Lisa to confirm when final inspection and final reads will be performed. Pictures to be taken with final reads. 10/22/14: Contractor has not contacted District for excavation of water line. Jeff to check on status of construction. 11/19/14: Matt drove by house and house under construction but water line not yet dug up. 1/21/15: Water line able to be located and connected. Work complete.
Rules and Regulations	8/27/14	Jennifer Lisa Brad Jeff	5/31/15	3		X				Board to consider reissuance of rules and regulations to update. Add final inspection of meters/pits with issuance of letter of acceptance by District. Must have in place going forward. Any failure to keep pit visible and accessible is violation of rules and regulations and may be subject to fees and/or fines. Copper piping v. blue pipe. 2015 Project. 1/21/15: Lisa to schedule conference call to coordinate kick off for project to determine items to include in reissuance.

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Renewable Water Policy	9/2/14	Brad Chris Jon Jennifer	9/30/14	1					X	Brad and Chris to determine current needs and recommended replacement coverage. Chris/Jon to obtain copy of TOCR resolution adopting renewable water policy. Jennifer/Chris to prepare resolution for Board consideration at October meeting. 9/15/14: Lisa followed up with Chris on status. 10/22/14: Brad to follow up with Town on resolution and policy. 11/4/14: Town does not have policy. Jennifer to draft resolution and policy for Board consideration at December meeting. 11/23/14: Policy to Lisa for Board consideration. 12/2/14: Board adopted policy. Lisa to post on website. Lisa to send to Matt and Chris. 12/10/14: Lisa provided policy.
Arbitrage Calculations	9/2/14	Divena Lisa Jennifer	5/31/15	2		X				Discuss need for independent arbitrage calculations and costs therefor. Present to Board if necessary. 9/15/14: Lisa to discuss proposals and scopes with Divena. 10/7/14: Board approved Kutak Rock to conduct analysis. Divena to request engagement letter. Jennifer to review same. Kutak to complete the analysis. 10/14/14: Engagement Letter executed. Lisa to check on timing for analysis. 11/30/14: Process to begin after 12/15.
Public Trust Resources Ballot Initiative #4	10/7/14	Jennifer	12/31/15	4		X				Review initiative for Board consideration of resolution in support or opposition of initiative. Measure is for 2016 ballot.
Third Party Fidelity Bond Memo	10/22/14	Jennifer Lisa	1/31/15	1					X	Provide to Lisa for Board packet. Board to consider at November meeting. 11/4/14: Board deferred action. Board to review and consider risks and options for discussion at December meeting. Lisa to prepare memo outlining bank reconciliation process for Board risk assessment. 12/2/14: Lisa and Jennifer to seek clarification from T. Charles Wilson for designated agent endorsement and crime coverage and premiums and coverages. 1/14/15: Lisa and Jennifer discussed matter with T. Charles Wilson for clarification. Jennifer updated memorandum to clarify matter for inclusion in meeting packets.

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
BECR Water Meter Report	10/14/14	Jeff Brad Lisa	1/31/15	2					X	Determine who in BECR uses more than 5k gallons per month. 10/22/14: Lisa received report for summer usage. Need to change report parameters to narrow information. Lisa to discuss with John and Brian. 11/19/14: Lisa has narrowed report. Will review with John and Brian. 12/14/14: Report reviewed with John and Rob.
Dan's Custom Construction Contract	11/4/14	Lisa	12/31/15	2		X				Inquire into intent of revision to final inspection provision from Dan's Custom. 11/5/14: Lisa inquired into issue with contractor. 11/18/14: Lisa followed up with contractor. 12/2/14: Board approved agreement with revised warranty provision. 12/3/14: Jennifer revised agreement and circulated to Lisa for execution. 1/13/15: Additional revision received from Dan LaCoe. Jennifer to revise accordingly. 1/21/15: Revised agreement to Lisa.
District Water Court Case 14CV3174 for Junior Water Rights	11/4/14	Lisa Matt Chris	N/A	1		X				Updates to be provided in Executive Session or under separate cover.
Monthly TDS Sampling and Reporting	12/2/14	Jeff	N/A	2					X	Sample TDS and add to monthly operator's report. 1/21/15: Jeff to add in January report and going forward.
SDMS Agreement	12/2/14	Jennifer	12/31/14	2		X				Advise SDMS that reasonable transition fees are ok but not duplicate copying costs for internal copies. Finalize agreement. 12/31/14: Agreement finalized and to SDMS for execution.
Cancellation of January Meeting	12/2/14	Lisa	12/31/14	3					X	Post notice of cancellation of meeting on website.
Review of Contract Provisions and Procedures	12/2/14	Jennifer	1/31/15	3		X				Review contract provisions, procedures, sources and purposes for provisions with Board at February meeting.
Northern Colorado Constructors Inc. On-Call Agreement	12/2/14	Lisa Jennifer	12/31/14	2		X				Lisa to provide scope, fee schedule and COI to Jennifer. Jennifer to draft agreement. 1/12/15: Lisa provided scope and fee schedule to Jennifer. 1/23/15: Agreement to Lisa for Board action at February meeting.
Disclosure Notice	1/20/15	Lisa Jennifer	1/31/15	2					X	Update disclosure notice. 1/21/15: Jennifer provided minor revisions to Lisa. Jennifer to record disclosure notice. 1/22/15: Notice recorded.

As of January 23, 2015

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Quarterly Operations Review	1/21/15	Jeff Lisa Brad John	12/31/15	3						Lisa, Brad, Jeff and John to conduct quarterly operations review meetings. 1/21/15: First meeting scheduled for 1/26.

As of January 23, 2015