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				3/5/14: Brad scheduled to meet with Bret Icenogle to discuss reclassification. 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.

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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 separated 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.

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				3/4/14: Brad to prepare scope of services and solicit bids for project. Determine whether landscaping repairs will be necessary. Determine whether curb stops are located within the easements. 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. Jeff reviewed 15 locations for landscaping issues. Will also look at location within easements. 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.

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				8/20/14: Lisa to confirm with Rob that he has sufficient information on his curb stop. GRN curb stops located in meter pits and vertical. Jeff to check to determine whether there is a tool for the vertical curb stops so they can be exercised. 8/27/14: Jeff to complete inspection of remaining GRN curb stops to determine how many are in the meter pits. Check with National Meter to determine whether there is a tool to exercise the curb stops. Brian will look at his old house to see how that was set up and whether curb stop in the meter pit. 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.

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.
GRN Pump Station Improvements	5/6/14	Brad Jennifer	1/15/15	2		X				Price the project improvements for so that the price can be compared with the replacement costs as well as efficiency costs. 5/21/14: Brad to draft white paper on options and recommendations. 2015 Budget Workshop Discussion. 11/19/14: Brad to send Jennifer scope of work for preparation of addendum to agreement. 11/21/14: Scope to Jennifer. 11/23/14: Jennifer drafted addendum. To Lisa for packets.
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.

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Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
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.
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.
Water Outage Protocols	1/7/14	Jeff Lisa Brad	12/31/14	3		X				Draft protocols for communication of water outages for Board and public. Including notification of Lisa and Terry. Notification of homeowners to include answering services, reverse 911 notifications, website. Terry to include in newsletter that starting April, no one will be notified by door to door but only through the reverse 911. Request that everyone provide information in order for us to do this. 2/19/14: Draft protocols sent to Lisa and Brad to review. 3/19/14: Lisa reviewed and provided changes to Jeff. Protocols are in final form for the Board to consider at April meeting. 4/1/14: Rob to provide other options for excavators. Jeff to add information on notifications and additional protocols. Jeff to attend lunch meeting with John, Rob and Lisa to discuss additional information to include. 4/23/14: Jeff to attend May lunch with John, Rob and Lisa. 5/6/14: Jeff to add list of contractors from Brad to SOP, including Northern Colorado Constructors. Jeff or Brad to contact contractors which will be listed to obtain fee schedule. Agreements for emergency services will need to be put into place with each in the event the District uses them. Need information for contracts as well. 5/21/14: Lisa and Jeff met with John, Rob and Brad. Discussed SOP. Jeff revised pursuant to comments received from group. Lisa to review and revise. 6/18/14: Lisa in process of reviewing and will bring to meeting with John and Rob tomorrow. 7/16/14: Need to review updated protocols with John and Rob. 11/19/14: Lisa discussed with John and Rob. Board to consider approval at December meeting.

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
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.
Evaporative Ponds Options	6/18/14	Brad	12/31/14	1		X				Brad to review options for evaporative ponds, including installation of rocks for "waterfall" evap options. Brad to discuss brine removal with lady referred by Walraven. 7/2/14: Brad to review possibility of additional options including using asphalt with troughs, sprinkler or hose tied to weather station and above ground perforated pipe. Brad to sending pricing with ideas for mid-month meeting. Committee of John and Rob to provide authorization to move forward with selected idea. 7/16/14: Address remaining three options with committee. 8/5/14: Rob and Dave presented results of their research. Brad soliciting bids for more efficient RO treatment processes. 8/20/14: Brad has two vendors looking at the RO. Brad sent configuration information to vendors. Expects proposals by Friday. Board to discuss at September meeting. 9/15/14: RO Replacement is part of 2015 budget discussion and consideration. 10/22/14: RO replacement option eliminated. Options remaining are modified treatment, alternative water that requires less treatment or additional evaporative pond. 11/19/14: Pure Water Solutions will conduct assessment of RO performance on 11/25.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
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.
2015 Budget	8/5/14	John Brian Lisa Divena Jennifer Brad Jeff	1/30/15	1		X				First committee meeting scheduled for 8/13 to work on draft budget. 8/13/14: Budget committee meeting conducted. Next meeting scheduled for 8/27/14. Each to work on follow up items. 8/27/14: Budget committee meeting conducted. Next meeting scheduled for 9/26. Board to review draft budget at October meeting and conduct hearing at November meeting. 9/26/14: Budget committee meeting. 10/7/14: Divena to update budget per Board discussion. Divena to produce mill levy analysis on per average home basis for budget hearing meeting to dissemination to public in attendance. Divena to confirm what United Power rebate was for 2014. 10/14/14: Divena circulated United Power rebate information. 11/4/14: Board adopted budget. Divena to update upon receipt of final AV and prepare mill levy certification. Lisa and Divena to certify mill levy with County by 12/15 deadline and provide budget and message to DLG by 1/30.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Potential Litigation for Discharge Permit Matters	8/5/14	Brad	9/30/14	1		X				Brad to advise of status of damages calculation. 8/13/14: Brad to contact Mike Decker to discuss inability to determine costs and damages. Mike to finalize memorandum with this information and Board to make final determination on whether to pursue. 8/20/14: Brad to discuss discharge permit matters with Rob and John at mid-month meeting then discuss with Mike. 8/27/14: Jennifer emailed Mike re status. 9/15/14: Brad to contact Mike regarding what he needs to finalize memo to Board. 9/26/14: Email to Mike re status. 10/22/14: Email to Mike re status. 11/4/14: Email to Mike re status. 11/19/14: Email to Mike re status. 11/21/14: Mike provided analysis of potential claims. Jennifer circulated to Board. Board to consider at December meeting.
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.
Rules and Regulations	8/27/14	Jennifer Lisa Brad Jeff		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. 2015 Project.

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Change in Engineering Firms	9/2/14	Lisa Brad	9/30/14	3					X	Board approved change in firms. Lisa to send termination letters to TST. Brad to have TZA agreement executed. 9/15/14: Brad to discuss warranty provisions with Jennifer. 10/7/14: Final agreements to Brad for execution. 10/22/14: Agreements executed by TZA. Lisa to have signed by District.
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.
Arbitrage Calculations	9/2/14	Divena Lisa Jennifer	10/31/14	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.
Agreements with Contractors and Consultants for 2015	9/15/14	Jennifer Lisa	12/31/14	3		X				Review outstanding agreements to determine which to terminate, which to renew, etc. Dan's Custom General Contracting agreement to be terminated for 12/31 and issue new agreement for 2015 for general contracting services. 10/22/14: Jennifer to draft REC Agreement for 2015 services. SDMS needs new agreement. 11/4/15: Agreements approved at November meeting. Additional agreements may be needed. Lisa to confirm (i.e. Rocky Mountain). 11/19/14: Elite and Rocky Mountain to automatically renew on consent agenda for 2015. Lisa to send information to Jennifer for new on-call contractors for agreements.
Public Trust Resources Ballot Initiative #4	10/7/14	Jennifer	12/31/15	3		X				Review initiative for Board consideration of resolution in support or opposition of initiative. Measure is for 2016 ballot.

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Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Third Party Fidelity Bond Memo	10/22/14	Jennifer	10/27/14	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.
BECR Water Meter Report	10/14/14	Jeff Brad Lisa	11/30/14	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.
Dan's Custom Construction Contract	11/4/14	Lisa	11/30/14	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.
REC Scope of Work	11/4/14	Lisa	11/30/14	2		X				Have scope of services revised to add weekly inspection of fuel in generators and refill when half full. Also clarify the inspection is to include evaporation ponds. 11/19/14: Scope revised. Lisa to circulate agreement for execution.
Water Court Case for Junior Water Rights	11/4/14	Lisa Matt Chris	12/31/14	1		X				File water court case by 12/31/14. Further updates and actions to be provided in Executive Session or under separate cover.
Town of Castle Rock Renewable Water Fee Resolution	11/4/14	Chris	12/31/14	2		X				Request copy of ToCR fee resolution imposing renewable water fee.
Reserve Study	11/4/14	Lisa	12/31/14	3					X	Send copy to Rob.
Facilities Tour with Mr. Kirwin	11/4/14	Brad	12/31/14	3					X	Schedule and conduct facilities tour with Mr. Kirwin. 11/14/14: Brad conducted tour with Mr. Kirwin.

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