MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD DECEMBER 3, 2013

A regular meeting of the Board of Directors (referred to hereafter as "Board") of the Greatrock North Water and Sanitation District (referred to hereafter as "District") was convened on Tuesday, December 3, 2013 at 5:30 P.M., at United Power, 500 Cooperative Way, Brighton, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:
Terry Krayenhagen
Robert William Fleck
Jeffrey Polliard
Brian K. Rogers
John D. Wyckoff

Also In Attendance Were:
Lisa A. Johnson; Special District Management Services, Inc.

Jennifer Gruber Tanaka, Esq.; White, Bear & Ankele, P.C.

Brad Simons, P.E.; TST Inc. of Denver

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures of Potential Conflicts of Interest: Attorney Tanaka advised the Board that, pursuant to Colorado law, certain disclosures may be required prior to taking official action at the meeting. The Board reviewed the Agenda for the meeting, following which Directors Krayenhagen, Fleck, Rogers, Polliard and Wyckoff each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda.

ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the District's regular meeting.

Following discussion, upon motion duly made by Director Polliard, seconded by Director Rogers and, upon vote, unanimously carried, the Agenda was approved, as amended.

2014 Regular Meeting Dates: It was noted that per the 2014 Annual Administrative Resolution regular meeting dates for 2014 are scheduled for the first Tuesday of each month at 5:30 p.m. at United Power, 500 Cooperative Way, Brighton, Colorado.

Board of Directors' Report: Director Wyckoff and Mr. Simons reported that as of November 11, 2013 the RO plant was changed to run 4 hours per day from 30 minutes per day. He noted that pond levels have changed from 3.56 feet to 3.68 feet.

Manager's Report: Ms. Johnson presented and the Board reviewed the December Manager's Report. A copy of the report is attached hereto, and incorporated herein, by this reference.

CONSENT AGENDA

Consent Agenda: The Board considered the following actions:

- Ratify approval of payment of claims through the period ending November 13, 2013, as follows:

General Fund	$ 59,410.18
Debt Service Fund	$ -0-
Capital Projects Fund	$ 5,672.10
Total Claims:	**$ 65,082.28**

- Consider acceptance of cash position schedule and unaudited financial statements through the period ending October 31, 2013.

- Approval of 2014 Annual Administrative Resolution.

- Approval of Independent Contractor Agreement (Generator Preventative Maintenance Services for 2014) between the District and Rocky Mountain Power Generation, Inc.

- Approval of Independent Contractor Agreement (Operator in Responsible Charge and Certified Operator Services) between the District and Ramey Environmental Compliance, Inc.

- Approval of Independent Contractor Agreement (Landscape Maintenance Services) between the District and Premier Industries.

- Approval of Independent Contractor Agreement (Installation of Irrigation Systems at Rockinghorse Farms and Greatrock North Facilities) between the District and Premier Industries.

Following discussion, upon motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the consent agenda items.

ENGINEER'S REPORT

Engineer's Report: Mr. Simons presented the Engineer's Report to the Board. A copy of the report is attached hereto and is incorporated herein by this reference.

System Development Fee Analysis: Mr. Simons reviewed with the Board his memorandum regarding System Development Fee analysis and recommendations.

Evaporation Ponds:

Reclassification of Box Elder Creek: The Board entered into discussion regarding the status of conversations with Colorado Department of Public Health and Environment ("CDPHE") regarding the reclassification of Box Elder Creek to allow discharge of concentrate water. Mr. Simons noted that he is drafting a letter to the CDPHE requesting a reclassification.

Discussions with Adams County regarding Use of Concentrate Water for Dust Suppression: Mr. Simons reported that he has decided to place this matter on hold and work on reclassification of the stream first as a more viable option.

OPERATIONS AND MAINTENANCE MATTERS

Operations and Maintenance Update and Completed Work Order List: The Board reviewed the operations and maintenance update and the completed work order list. A copy of the report is attached hereto and incorporated herein by this reference.

Monthly Flow Report: The Board reviewed the monthly flow report covering October 6, 2013 through November 5, 2013.

Water Quality Issues in Box Elder Creek Ranch and Rocking Horse Farms: The Board reviewed the monthly water quality report.

Hydrant Maintenance: Mr. Simons discussed with the Board hydrant maintenance to 6 fire hydrants as recommended by operations staff. He recommends raising the hydrants. Director Fleck suggested reviewing the grading at these hydrants to determine if a re-grading will solve the problem. If this will not solve the problem, Mr. Simons will solicit a few proposals for the work.

LEGAL MATTERS

Engagement Letter with White, Bear & Ankele, P.C. for General Counsel Services: Attorney Tanaka reviewed with the Board an updated Engagement Letter from White, Bear & Ankele, P.C. for general counsel services.

Following discussion, upon motion duly made by Director Polliard, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the updated Engagement Letter from White, Bear & Ankele, P.C. for general counsel services.

Resolution No. 2013-12-02, Resolution Amending Rules and Regulations – 2012 Reissuance: Attorney Tanaka reviewed with the Board Resolution No. 2013-12-02, Resolution Amending Rules and Regulations – 2012 Reissuance, which updates the District's schedule of fees and charges and eliminates the permit requirements.

Following discussion, upon motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved Resolution No. 2013-12-02, Resolution Amending Rules and Regulations – 2012 Reissuance, which updates the District's schedule of fees and charges and eliminates the permit requirements.

Resolution regarding the Regular Special District Election on May 6, 2014: The Board discussed the upcoming election and Resolution No. 2013-12-03 regarding the Regular Special District Election on May 6, 2014.

Following discussion, upon motion duly made by Director Fleck, seconded by Director Wyckoff and, upon vote, unanimously carried, the Board adopted Resolution No. 2013-12-03 regarding the Regular Special District Election on May 6, 2014 and appointed Lisa Johnson as the Designated Election Official and authorized her to perform all tasks required for the May 6, 2014 Regular Election of the Board of Directors for the conduct of a mail ballot election. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

Public Records Policy: Attorney Tanaka discussed with the Board new legislation and case law related to the Colorado Open Records Act and the Board considered adoption of a Public Record Policy.

Following discussion, upon motion duly made by Director Rogers, seconded by Director Wyckoff and, upon vote, unanimously carried, the Board adopted a Public Records Policy, which is attached hereto and is incorporated herein by this reference.

OTHER BUSINESS

District Website: The Board entered into discussion regarding the status of the District's website. It was noted that the Board members provided their contact information to be included on the website. A new section titled "Your Community" will also be added, based on information provided by the Board.

Transparency Notice Information: It was noted that per the 2014 Annual Administrative Resolution, the District's transparency notice information, as required by §32-1-809, C.R.S., will be posted on the District's website and the SDA's website.

Water Court Application, Case No. 13CW3108: The Board reviewed correspondence from Attorney Poznanovic regarding a water court application, Case No. 13CW3108. Attorney Poznanovic has a conflict with this case, as his firm represents the Town of Wiggins and the Town is involved in the project at issue. He noted that he can recommend another water attorney for this case.

Following discussion, upon motion duly made by Director Polliard, seconded by Director Rogers and, upon vote, unanimously carried, the Board authorized staff to engage a water attorney to review the case and determine if the District could be negatively impacted by it and therefore should file an objection, for an amount not to exceed $1,000.

COMMUNITY COMMENTS

Community Comments: There were no community comments.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made, seconded and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By _____
Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL DECEMBER 3, 2013 MINUTES OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Terry Krayenhagen

Robert William Fleck

Jeffrey L. Polliard

Brian K. Rogers

John D. Wyckoff

GREATROCK NORTH
WATER & SANITATION DISTRICT

Date: November 25, 2013

To: Greatrock North Water and Sanitation District, Board of Directors

From: Lisa A. Johnson, District Manager

Re: December 3, 2013 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. November 13, 2013 claims.
2. Accept the October 31, 2013 financial statements.
3. Approval of Annual Administrative Resolution
4. Approval of Agreement with Rocky Mountain Power Generation for Generator Preventative Maintenance.
5. Approval of Agreement with Ramey Environmental Compliance for Operator in Responsible Charge and Certified Operator Services.
6. Approval of Agreement with Premier Industries for 2014 Landscape Maintenance Services.
7. Approval of Agreement with Premier Industries for Installation of Irrigation Systems at Rockinghorse Farms and Greatrock North Facilities.

I recommend approval of the consent agenda items.

VI.A. Approval of Updated Engagement Letter with White, Bear & Ankele, P.C. for General Counsel Services.

Jennifer will explain the reasons for presenting an updated engagement letter at the meeting.

I recommend approval of the updated engagement letter with White, Bear & Ankele, P.C. for general counsel services.

VI.B. Approval of an Amendment to the Rules and Regulations

Staff has reviewed the Exhibit A of the current Rules and Regulations and recommends revisions to the System Development Fee, monthly service fee as well as other miscellaneous fees that will be explained in more detail at the meeting.

I recommend approval of the Amendment to the Rules and Regulations.

VI.C. Approval of a Resolution Calling the May 6, 2014 Election

As you are aware, three Director's seats are up for election in 2014 (Directors Krayenhagen, Wyckoff and Polliard). This resolution calls for the election and designates me as the Designated Election Official and authorizes all tasks associated with the election.

I recommend approval of the Resolution Calling the May 6, 2014 Election.

VI.D. Approval of Public Records Policy

Recent legislation was enacted regarding the Public Records Requests. Jennifer will explain the new legislation and what changes are necessary in the current policy.

I recommend adoption of the Public Records Policy.

VII.A. District Website

The District website has been created. Access was emailed to board members in November. Comments were received from Directors Krayenhagen, Polliard and Wyckoff and will be shared with all board members at the December meeting. The goal is to go live with the website shortly after the board meeting.

Resolution No. 2013-12-01

GREATROCK NORTH WATER AND SANITATION DISTRICT
ANNUAL ADMINISTRATIVE RESOLUTION

(2014)

CERTIFIED COPY OF RESOLUTION

STATE OF COLORADO)
) *ss.*
COUNTY OF ADAMS)

At the regular meeting of the Board of Directors ("Board") of the Greatrock North Water and Sanitation District ("District"), Adams County, Colorado, held at 5:30 P.M., on Tuesday, December 3, 2013, at 500 Cooperative Way, Brighton, Colorado, it was moved to adopt the following Resolution:

WHEREAS, the District was organized as a special district pursuant to an Order and Decree of the District Court in and for the County of Adams, Colorado (the "County") and is located entirely within the County; and

WHEREAS, the Board has a duty to perform certain obligations in order to assure the efficient operation of the District and hereby directs its consultants to take the following actions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board directs the District's Manager to cause an accurate map of the District's boundaries to be prepared in accordance with the standards specified by the Division of Local Government (the "Division") and to be filed in accordance with § 32-1-306, C.R.S.

2. The Board directs the District's Manager to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of the name of the chairman of the Board, the contact person, telephone number and business address of the District, as required by § 32-1-104(2), C.R.S.

3. The Board directs the District's Manager to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

4. The Board directs the District's accountant to cause the preparation of and to file with the Department of Local Affairs the annual public securities report for nonrated public

securities issued by the District within sixty days of the close of the fiscal year, as required by §§ 11-58-101, *et seq.*, C.R.S.

5. The Board directs the District's accountant to: 1) obtain proposals for auditors to be presented to the Board; 2) to cause an audit of the annual financial statements of the District to be prepared and submitted to the Board on or before June 30; and 3) to cause the audit to be filed with the State Auditor, the board of county commissioners or governing body of the municipality that approved the service plan by July 31, or by the filing deadline permitted under any extension thereof, all in accordance with §§ 29-1-603(1) and 29-1-606, C.R.S. Alternatively, if warranted by § 29-1-604, C.R.S., the Board directs the District's accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31 in accordance with § 29-1-604, C.R.S.

6. The Board directs the District's Manager, if the District has authorized but unissued general obligation debt as of the end of the fiscal year, to cause to be submitted to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the district, the District's audit report or a copy of its application for exemption from audit.

7. The Board directs the District's accountant to submit a proposed budget to the Board by October 15, to prepare the final budget and budget message, including any amendments thereto, if necessary, and directs legal counsel to schedule a public hearing on the proposed budget and/or amendments, and to post or publish notices thereof, to prepare all budget resolutions and to file the budget and budget message with the Division on or before January 30, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

8. The Board directs the District's Manager to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1 if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

9. The Board directs the District's accountant to prepare the mill levy certification forms and directs the District's Manager to file the mill levy certification forms with the Board of County Commissioners on or before December 15, in accordance with § 39-5-128, C.R.S.

10. The Board designates the *Brighton Standard Blade* as a newspaper of general circulation within the boundaries of the District and directs that all legal notices shall be published in accordance with § 32-1-103(15), C.R.S., in the *Brighton Standard Blade,* unless otherwise designated by the Board or legal counsel.

11. The Board determines that each director may receive compensation for their services as directors subject to the limitations set forth in §§ 32-1-902(3)(a)(I) & (II), C.R.S.

12. The District hereby acknowledges, in accordance with § 32-1-902, C.R.S., the following officers for the District:

President:	Terry Krayenhagen
Vice President:	Robert William Fleck
Treasurer:	Jeffrey Polliard
Secretary:	Brian K. Rogers
Assistant Secretary:	John D. Wyckoff
Secretary:	District Manager

13. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs legal counsel to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with §§ 32-1-902(3)(b) and 18-8-308, C.R.S. Written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308, C.R.S. shall be deemed filed with the Board when filed with the Secretary of State. Additionally, at the beginning of each year, each Board member shall submit information to legal counsel regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide legal counsel with any revisions, additions, corrections or deletions to said conflicts of interest disclosures.

14. The Board confirms its obligations under § 24-10-110(1), C.R.S., with regard to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

15. The Board hereby appoints the District's Manager as the official custodian for the maintenance, care and keeping of all public records of the District, in accordance with § 24-72-202, *et seq*., C.R.S.

16. Pursuant to § 24-6-402(2)(c), C.R.S., the Board hereby designates the water tank located at 29150 East 160th Court, Brighton, Colorado, as the District's 24-hour posting place for notices of meetings.

17. The Board determines to hold regular meetings on the first Tuesday of each month at 5:30 P.M., at the United Power building at 500 Cooperative Way, Brighton, Colorado. Notice of the time and place for all regular meetings shall be posted in accordance with § 32-1-903, C.R.S.

18. In the event of an emergency, the Board may conduct a meeting outside of the limitations prescribed in § 24-6-402(2)(c), C.R.S., provided that any actions taken at such emergency meeting are ratified at the next regular meeting of the Board or at a special meeting conducted after proper notice has been given to the public.

19. For the convenience of the electors of the District, and pursuant to its authority set forth in § 1-7.5-104, C.R.S., the Board hereby deems that all regular and special elections of the

District be conducted by mail ballot unless a polling place election is deemed necessary and expressed in a separate election resolution adopted by the Board.

20. Pursuant to its authority set forth in § 1-1-111, C.R.S., the Board hereby appoints Lisa A. Johnson of Special District Management Services, Inc., as the "Designated Election Official" of the District for any elections to be held. The Board hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official, including, but not limited to, the power to call an election on behalf of the District, to approve the final form of ballot issues and questions, to prepare the TABOR notice, to appoint election judges and a canvass board and to cancel, if applicable, the election.

21. In accordance with § 1-11-103(3), C.R.S., the Board hereby directs the Designated Election Official to certify to the Division the results of any elections held by the District and, pursuant to § 32-1-1101.5(1), C.R.S., to certify results of any ballot issue election to incur general obligation indebtedness to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the district.

22. The Board directs the District's Manager to cause a notice of authorization of or notice to incur general obligation debt to be recorded with the County Clerk and Recorder within thirty days of authorizing or incurring any indebtedness, in accordance with § 32-1-1604, C.R.S.

23. The Board directs the District's Manager to cause the preparation of and filing with the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District, if requested, the application for quinquennial finding of reasonable diligence in accordance with §§ 32-1-1101.5(1.5) and (2), C.R.S.

24. The Board directs the District's Manager to cause the preparation of and the filing with the Board of County Commissioners or the governing body of any municipality in which the District is located, the Division, the State Auditor, the County Clerk and Recorder and any interested parties entitled to notice pursuant to § 32-1-204(1), C.R.S., an annual report, if requested, in accordance with § 32-1-207(3)(c), C.R.S.

25. The Board directs the District's Manager to obtain proposals and/or renewals for insurance, as applicable, to insure the District against all or any part of the District's liability, in accordance with §§ 24-10-115, *et seq.*, C.R.S. The Board directs the District's accountant to pay the annual SDA membership dues, agency fees and insurance premiums, as applicable, in a timely manner.

26. The Board hereby opts to include elected or appointed officials as employees within the meaning of § 8-40-202(1)(a)(I)(A), C.R.S., and hereby directs legal counsel to obtain workers' compensation coverage for the District.

27. The Board hereby directs the District's Manager to prepare the disclosure notice required by § 32-1-809, C.R.S., and to disseminate the information to the electors of the District accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: www.pbhmd.com.

28. The Board hereby directs the District's Manager, accountant, manager and all other consultants to adhere to the Colorado Special District Records Retention Schedule as adopted by the District.

29. The Board hereby directs the District's Manager to prepare and record with the County clerk and recorder, on or before December 31, 2014, the disclosure statement notice and map required by § 32-1-104.8, C.R.S.

30. The Board directs the District's accountant to prepare and submit the documentation required by any continuing disclosure obligation signed in conjunction with the issuance of debt by the District.

[Remainder of page intentionally left blank]

RESOLUTION APPROVED AND ADOPTED THIS 3rd DAY OF DECEMBER 2013.

GREATROCK NORTH WATER AND SANITATION DISTRICT

Officer of District

ATTEST:

APPROVED AS TO FORM:
WHITE, BEAR & ANKELE,
Professional Corporation

General Counsel to the District

CERTIFICATION OF RESOLUTION

STATE OF COLORADO
COUNTY OF ADAMS
GREATROCK NORTH WATER AND SANITATION DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held on Tuesday, December 3, 2013, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 3rd day of December, 2013.

TST
CONSULTING ENGINEERS

GREATROCK NORTH WATER AND SANITATION DISTRICT
ENGINEER'S REPORT
November 22, 2013

System Development Fee Analysis

Enclosed is a draft memo recommending a System Development Fee of $12,300 per single family equivalent unit for Regional Facilities. The Regional Facilities include wells, treatment, storage transmission, mechanical and electrical, and instrumentation and control, as well as other soft costs, as described in the memo. All other infrastructure costs associated with the provision of potable water to and within subdivisions are the responsibility of the developer, subject to any negotiations with the District.

Evaporation Ponds – Reclassification of Box Elder Creek

I have reviewed the materials provided by the Water Quality Control Division associated with the Town of Kit Carson's request for revisions to classifications and water quality standards and have initiated draft correspondence to the Division in regard to the District's situation and its origin. I will provide a draft of the letter to the Division upon completion for the Board to review.

Evaporation Ponds – Dust Suppression

The County road departments are accustomed to commercially available products for dust suppression purposes. Before any additional time is expended pursuing the dust suppression concept through Adams and Weld Counties, I would like to introduce the reclassification option to the Water Quality Control Division.

Other Activities

Blending to Improve Water Quality: On November 11, TLECC modified the control code to allow the RO run time to be operator defined. The timer now ranges from 0 to 1,440 minutes (24 hours) and is currently set at 240 minutes (4 hours) – up from the 30 minutes previously established.

Generator Alarm Relays: I met with TLECC on November 11 and inspected each generator site. I have asked TLECC to provide proposals for each installation, including detail of conduit (materials and labor), wiring (materials and labor), relays, and programming/modifications to SCADA for generator failure(s).

Box Elder Creek Ranch Pump Station Modifications: I met with Water Technology Group (WTG) on November 20 to discuss the pump station modifications. Wayne Cass and I reviewed the proposed pumps (15 horsepower multi-stage centrifugal in a tri-plex arrangement), pump skid orientation/placement, and suction/discharge header connections. Due to the annual budget process, this will be a 2014 project, with the actual improvements taking place in January. I have asked WTG for a conceptual schedule of activities to allow Ramey to schedule its tasks and so we can get information out to the residents. Activities that I am aware of:

- Review and confirm design conditions – Brad
- Finalize layout the pump skid – Wayne
- Field verify skid layout – Wayne
- Exercise suction header and discharge header isolation valves – Jeff
- Install new saddle tap on discharge header (minor service interruption) – Wayne
- Install new pump skid (no service interruption?) – Wayne
- Terminate/plug/valve? suction/discharge connections (minor service interruption) – Wayne

Fire Hydrants in Box Elder Creek Ranch Subdivision: On November 11, I observed the six hydrants that are "short" in the Box Elder Creek Ranch Subdivision. After the site visit, I spoke with a hydrant representative and he indicated 1) fire departments typically like the nozzles higher than 18 inches above ground and 2) the breakaway function may not work if the breakable flange is buried and hydrant is hit by a car.

Ramey Environmental Compliance, Inc.
Management and Operation Solutions for
Water and Wastewater Treatment
303-833-5505

PO Box 99, Firestone, Colorado 80520
email: contact.us@RECinc.net
www.RECinc.net

Greatrock North W & S District
Monthly Activities
October 28th – November 20th

10/28/13: Regular checks and readings. Collected and delivered TDS samples at each of the well houses.

10/30/13: Regular checks and readings.

11/1/13: Regular checks and readings.

11/4/13: Regular checks and readings. Checked oil and fuel levels in the generators. Cleaned the filters on the VFD's.

11/6/13: Regular checks and readings. Collected and delivered monthly samples.

11/8/13: Regular checks and readings.

11/11/13: Regular checks and readings.

11/13/13: Regular checks and readings.

11/15/13: Regular checks and readings.

11/18/13: Regular checks and readings. Fill the chlorine tanks.

11/20/13: Regular checks and readings.

Pond levels are below depth markers.

October 28th - November 22nd

RO Run Time Hrs	36 hrs.
RO Concentrate Flow – 2 ponds	71,280 gallons

Completed Work Order List Report

Completed	Equipment Number	Task	Priority	WO#	Type
11/6/2013	Water Sampling	Bacti Bacti Sampling(069)	1	252.01	Scheduled
11/4/2013	RHF Generator	Ck Fuel Check Fuel Level	5	250.01	Scheduled
11/4/2013	RHF Generator	Ck Oil Check Oil Level(069)	5	251.01	Scheduled
11/4/2013	GN Generator	Ck Fuel Check Fuel Level	5	248.01	Scheduled
11/4/2013	GN Generator	Ck Oil Check Oil Level(069)	5	249.01	Scheduled
11/4/2013	BOX Generator	Ck Fuel Check Fuel Level	5	246.01	Scheduled
11/4/2013	BOX Generator	Ck Oil Check Oil Level(069)	5	247.01	Scheduled
11/4/2013	BOX BP3 VFD	Clean Eqp Clean Equipment	5	245.01	Scheduled
11/4/2013	BOX BP2 VFD	Clean Eqp Clean Equipment	5	244.01	Scheduled
11/4/2013	BOX BP1 VFD	Clean Eqp Clean Equipment	5	243.01	Scheduled
10/30/2013	RHF fire pump	Insp Inspection	3	253.01	Scheduled
10/25/2013	Water Sampling	Bacti Bacti Sampling(069)	1	236.01	Scheduled
10/23/2013	RHF Fire Hydrants	FH Flush Fire Hydrant Flush	3	261.01	Scheduled
10/23/2013	GRN Fire Hyrdants	FH Flush Fire Hydrant Flush	3	260.01	Scheduled
10/23/2013	BOX Fire Hydrants	FH Flush Fire Hydrant Flush	3	259.01	Scheduled
10/16/2013	Water Sampling	Bacti Bacti Sampling(069)	1	242.01	Scheduled

Resolution Number 2013-12-02

RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
GREATROCK NORTH WATER AND SANITATION DISTRICT
AMENDING RULES AND REGULATIONS
(2012 Reissuance)

WHEREAS, the Greatrock North Water and Sanitation District (the "District") was organized in accordance with and pursuant to §§ 32-1-101, *et seq.*, C.R.S. for the purpose of providing water and storm drainage facilities and services to properties within and without its boundaries; and

WHEREAS, pursuant to § 32-1-1001(1)(m), C.R.S., the District's Board of Directors (the "Board") is empowered to adopt, amend and enforce rules and regulations of the District; and

WHEREAS, on June 5, 2012, the Board adopted Rules and Regulations, which Rules and Regulations incorporated all prior revisions adopted by the Board and were reissued as of this date and which Rules and Regulations were subsequently amended on April 2, 2013, in Resolution 2013-04-01 (collectively, "Rules and Regulations"); and

WHEREAS, the Board has determined that the fees and charges set forth in Appendix A need to be updated; and

WHEREAS, the Board has determined that certain permits set forth in the Rules and Regulations are no longer necessary; and

WHEREAS, the Board desires to amend the Rules and Regulations in this Resolution.

NOW, THEREFORE, be it resolved by the Board as follows:

Section 1. REPLACEMENT OF APPENDIX A "SCHEDULE OF FEES AND CHARGES ". Appendix A of the Rules and Regulations shall be replaced it its entirety with the language set forth in **Exhibit A**, attached hereto.

Section 2. DELETION OF CERTAIN SUB-SECTIONS CONTAINED IN ARTICLE 4 "APPROVALS AND INSPECTIONS". Sub-sections 4.1, 4.2, 4.3, 4.4, 4.6 and 4.7 of Article 4 of the Rules and Regulations, and all references to the permits contained within those sub-sections, shall be removed in their entirety.

Section 3. PRIOR PROVISIONS EFFECTIVE. Except as specifically amended hereby, all the terms and provisions of the Rules and Regulations, as amended, shall remain in full force and effect.

RESOLVED AND ADOPTED this 3rd day of December 2013.

GREATROCK NORTH WATER AND SANITATION DISTRICT

Terry Krayenhagen, President

ATTEST:

Brian K. Rogers, Secretary

APPROVED AS TO FORM:
WHITE, BEAR & ANKELE
Professional Corporation

General Counsel to the District

EXHIBIT A
Appendix A
Schedule of Fees and Charges

APPENDIX A

SCHEDULE OF FEES AND CHARGES

Adopted and Approved
December 3, 2013

SYSTEM DEVELOPMENT FEE $ 12,300

This fee is a one-time contribution per single-family residential equivalent unit ("EQR") required of new Customers (or existing Customers having change of use) to be used for capital investment in Regional Facilities and the organization of the District. Regional Facilities shall include the wells, treatment (including the water treatment facility and two evaporation ponds), storage, transmission, mechanical and electrical components, instrumentation and control components constructed, installed and/or acquired by the District on or before December 3, 2013. Regional Facilities shall not include site specific infrastructure or facilities or transmission lines extending from the Regional Facilities to a subdivision. The System Development Fee shall be due within five (5) business days of the issuance of a building permit by the County for each lot.

Fees for the following tap sizes will be calculated at the stated EQR values multiplied by the SDF amount stated above:

¾" Size	1 EQR
1" Size	1.67 EQR
1½" Size	3.33 EQR
2" Size	6.67 EQR
3" Size	16.67 EQR
4" Size	33.33 EQR
Larger than 4"	As Determined by District

TAP INSPECTION FEE $150

This fee is intended to cover the cost of the District's inspection of the physical tap and of the Customer's Service Line, entering the tap location on the District's as-built drawing set, and other ancillary services needed in connection with a new tap.

MONTHLY WATER SERVICE CHARGES

Base Rate (0 gallons)	$	40.00 flat rate
40,000 gallons	$	4.50 per 1,000 gals.
40,001 + gallons	$	10.00 per 1,000 gals.

LATE CHARGE $ 15.00

RENEWABLE WATER RESOURCE FEE

Meter Size	SFE	GPM	Fee*
5/8 & ¾	0.67	20	$9,936
¾	1	30	$14,830
1"	1.67	50	$24,766
1.5"	3.33	100	$49,384
2"	6.67	200	$98,916
3"	16.67	500	$247,216
4"	33.33	1000	$494,284
6"	66.67	2000	$988,716

*Fee structure based on Town of Castle Rock Municipal Code, 2012 Renewable Water Resource Fees, Chapter 4.04, Water Dedication Code.

Credit against the renewable water resource fee may be granted in consideration of the dedication of tributary water or surface water rights on such terms and conditions acceptable to the District Board.

Payment of the renewable water resource fee shall be assessed in accordance with the schedule of rates in effect as of the date of inclusion. Payment of the renewable water resource fee shall be a condition to issuance of the issuance of a water tap.

AVAILABILITY OF SERVICE CHARGE — 50% of Monthly Water Service Charge Base Rate

Assessed on each parcel of land established by a recorded final subdivision plat located within the District's boundaries and where the lot line of which is located within one hundred feet (100') of a water line which is installed and ready for connection. Charge assessed and due on same schedule as Monthly Water Service Charge.

INSPECTION FEES

Service Line / Meter Pit Inspection	$ 180.00
Meter Installation	$ 180.00
Other Inspection	$ 180.00

REINSPECTION FEE OR RETURN VISIT FEE — $ 180.00

METER COST — Current cost to District

WATER TURN ON/TURN OFF — $ 90.00 each on/off (Customer Requested)

MISCELLANEOUS FEES:

CONSTRUCTION WATER FEE $ 50.00 / month

District shall make construction water available to homebuilders, from the date a building permit is pulled until a meter is installed at a flat monthly rate.

FIRE HYDRANT METER FEES

Meter Assembly Rental Deposit	$	2,000.00 (refundable)
Monthly Fee	$	10.00 / 1,000 gallons

FORMAL INCLUSION HEARING FEE $ 1,000.00 / application fee

Plus all costs of publication of notices and engineering, management and attorneys; fees incurred by District in processing the inclusion.

INCLUSION FEE

Initial Deposit	$	10,000.00 Non-refundable
Incremental Refundable Deposits of	$	5,000.00

For actual time and expenses incurred over the $10,000 initial deposit, including but not limited to costs of publication of notices and engineering, management and attorneys' fees.

PLAN REVIEW FEES

Actual Time and expenses incurred by District $ 1,500.00 / minimum fee

PENALTY FEES / FINES:

Excavation During Non-Excavation Period - Bond $ 5,000.00

December 1 through March 31 of each year. The District may adjust the no-excavation period based on actual weather conditions. The bond is security for repairs which may be required due to damage to the District's existing facilities.

Installation of any non-metered device $ 2,000.00 / occurrence

Installation of any device (i.e., "jumper") to allow for circumvention of the District's monitoring or delivery systems shall constitute unauthorized tampering and the use of the District water system shall be subject to a penalty fee. Such fines shall, until paid, constitute a lien upon the subject property, pursuant to Section 32-1-1001, C.R.S.

Irrigating with Domestic Water[1] - First Offense $ 1,000.00

Irrigating with Domestic Water[1] - Second Offense $ 2,000.00
& Flow Restrictor will be installed

[1] In a dual domestic and irrigation water service area.

Irrigating with Domestic Water[1] -
Disconnection of Service. Service not to be reinstated until all fees, including penalties, are paid in full.

Failure to Possess Rules and Regulations $ 1,000.00 / occurrence
Failure to purchase and/or have a copy of the Greatrock North Water and Sanitation District Rules and Regulations, and updates, and approved construction plans on site during construction.

Occupation of Building Prior to Meter Set $ 1,000.00

Repair of Broken or Damaged Water Meters, Meter Pits and Curb Stop Boxes 100%[2]
Plus any management and attorneys' fees incurred to collect associated costs.

Unauthorized Tampering with District systems or meters: $ 2,000.00 / incident
Plus actual cost of damage, expense, and loss.

Unauthorized Connection Fee 2 x the current SDF
Plus actual cost of damage, expense, and loss, legal fees, and any other costs incurred in the filing of criminal charges.

[2] A) If a Customer damages or breaks their water meter, the Customer shall pay 100% of the associated costs for the repair and/or replacement of the water meters, meter pits and curb stop boxes.
B) The District will notify the Customer of the broken or damaged water meters, meter pits and curb stop boxes and the costs of repair and/or replacement. A copy of the invoice for the work will be included with the notice. The Customer will reimburse the costs to the District within thirty (30) days of receipt of the notice.
C) If reimbursement is not received by the District within thirty (30) days of the notice, the costs will be added as a charge to the Customer's water bill for the next billing cycle.

Resolution No. 2013-12-03

RESOLUTION OF
GREATROCK NORTH WATER AND SANITATION DISTRICT
REGARDING THE REGULAR SPECIAL DISTRICT ELECTION
(§§32-1-804, 1-1-111(2) and 1-5-208(1.5), C.R.S.)

WHEREAS, Greatrock North Water and Sanitation District (the "District") was organized as a special district pursuant to Article 1 of Title 32, Colorado Revised Statutes (the "Special District Act"); and

WHEREAS, the District is located entirely within Adams County, Colorado (the "County"); and

WHEREAS, pursuant to § 32-1-804, C.R.S., the District's Board of Directors (the "Board"), governs the conduct of regular and special elections for the District; and

WHEREAS, the Board anticipates holding an election for the purpose of electing directors and submitting ballot issues and/or questions to eligible electors of the District and desire to take all actions necessary and proper in anticipation of conducting the special district election on May 6, 2014 (the "Election"); and

WHEREAS, the Election shall be conducted pursuant to the Special District Act and the Uniform Election Code of 1992 and shall also comply with Article X, § 20 of the Colorado Constitution as necessary; and

WHEREAS, pursuant to § 1-1-111(2), C.R.S., the Board is authorized to designate an election official (the "Designated Election Official") to exercise authority of the Board in conducting the Election; and

WHEREAS, pursuant to § 1-5-208, C.R.S., the Board can authorize the Designated Election Official to cancel the Election upon certain conditions;

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby calls the Election for the purpose of electing directors and presenting certain ballot issues and/or questions to the electorate. The Election shall be conducted as a mail ballot election unless otherwise determined at the Board's discretion.

2. The Board names Lisa A. Johnson of Special District Management Services, Inc., as the Designated Election Official for the Election. The Designated Election Official shall act as the primary contact with the County and shall be primarily responsible for ensuring the proper conduct of the Election.

3. Without limiting the foregoing, the following specific determinations also are made:

   a. The Board hereby directs general counsel to the District to approve the final form of the ballot to be submitted to the eligible electors of the District, and authorizes the Designated Election Official to certify those questions to the County Clerk and Recorder if the Election is coordinated therewith.

b. The Board hereby directs general counsel to oversee the general conduct of the Election and authorize the Designated Election Official to take all action necessary for the proper conduct thereof and exercise authority of the Board in conducting the Election.

4. The District shall be responsible for the payment of any and all costs associated with the conduct of the Election, including its cancellation, if necessary, including those costs incurred pursuant to the terms and conditions of an election agreement with the County, if any.

5. The Board ratifies any actions taken to date by general counsel and the Designated Election Official in connection with the Election.

6. The Board hereby authorizes and directs the Designated Election Official to cancel the Election and declare the candidates elected if, at the close of business on the sixty-third (63) day before the Election, there are not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, and so long as the only ballot questions are for the election of candidates. The Board further authorizes and directs the Designated Election Official to publish and post notice of the cancellation as necessary and file such notice and cancellation resolutions with the County Clerk and Recorder and with the Division of Local Government as needed. The Designated Election Official also shall notify the candidates that the Election was canceled and they were elected by acclamation.

ADOPTED AND APPROVED THIS 3rd DAY OF DECEMBER, 2013.

GREATROCK NORTH WATER AND SANITATION DISTRICT

Officer of the District

ATTEST:

APPROVED AS TO FORM:
White, Bear & Ankele
Professional Corporation

General Counsel to the District

GREATROCK NORTH WATER AND SANITATION DISTRICT
PUBLIC RECORDS POLICY
Adopted December 3, 2013

I. Purposes of the District's Public Records Policy

This Public Records Policy of the Greatrock North Water and Sanitation District (the "District") shall be applied and interpreted with the following purposes in mind:

a. To adopt a Public Records request policy pursuant to Section 24-72-203(1), C.R.S.;

b. To provide access to and the protection and integrity of Public Records in the custody of the District;

c. To prevent unnecessary interference with the regular discharge of the duties of the District and its manager in compliance with the Colorado Open Records Act, Sections 24-72-201 to 24-72-309, C.R.S. ("CORA");

d. To establish reasonable and standardized fees for producing copies of and information from records maintained by the District as authorized by CORA; and

e. To set forth a general procedure for providing consistent, prompt and equitable service to those requesting access to Public Records.

II. Public Records Requests

A. Applicability

This Public Records Policy applies to requests submitted to the District for the inspection of Public Records pursuant to CORA, and shall supersede any previously adopted CORA policies of the District.

B. Definitions

1. "**Custodian**": Except as otherwise provided in this policy, the term "Custodian" shall mean Special District Management Services, Inc., or any successor that has been designated by the Board of the District to oversee the collection, retention, and retrieval of Public Records of the District.

2. "**Public Records**": As defined in Section 24-72-202, C.R.S.

C. Submission of Requests

1. Requests for inspection of Public Records are to be submitted in writing on an official request form to the Custodian and must be sufficiently specific as to enable the Custodian to locate the information requested with reasonable effort. The District has determined that the use of an official request form is necessary for the efficient handling of Public Records requests.

2. Requests may be submitted by mail, fax, e-mail, or hand-delivery.

3. A request shall be considered made when the request is actually received by the Custodian:

a. A letter is received when it is opened in the usual course of business by the recipient or a person authorized to open the recipient's mail;

b. A fax is received when it is printed during regular business hours, or if received after hours, at 8:30 a.m. on the following business day; and

c. An e-mail is received when it is received and opened during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day.

4. If a deposit is required, the request is not considered received until the deposit is paid.

D. Inspection

1. The Custodian or the Custodian's designee shall make the requested Public Records available for inspection during regular business hours, deemed to be from 8:30 a.m. to 4:30 p.m., Monday through Friday, except for times the Custodian's office is closed. During the inspection of Public Records, the Custodian may request the requestor follow certain procedures to protect the integrity of the Public Records.

2. If a Public Record is not immediately or readily available for inspection, the Custodian or the Custodian's designee shall make an appointment or other arrangements with the applicant concerning the time at which the requested record will be available. The Public Records shall be made available for inspection within a reasonable time, which is presumed to be three (3) working days or less from the date of receipt of the request. Such three (3) day period may be extended by an additional seven (7) working days if extenuating circumstances, as described in section 24-72-203(3)(b), C.R.S., exist. Responding to applications for inspection of Public Records need not take priority over the previously scheduled work activities of the Custodian or the Custodian's designee.

3. All Public Records to which the request applies shall be preserved from the date of the request until such time as set forth in the District's records maintenance, retention, or deletion policy or practices utilized by the Custodian.

4. No one shall remove a Public Record from the Custodian's offices without the permission of the Custodian. Public Records may be removed from file folders or places of storage for photocopying by the Custodian or the Custodian's designee. The Custodian may allow a person to use his or her own portable electronic equipment to make copies of Public Records.

5. As a general practice, in response to a Public Records request:

a. Public Records in hard copy, paper, published, or documentary form shall be made available for inspection;

b. A document will not ordinarily be created in order to respond to such a request;

c. In the case of e-mail that is a Public Record, paper copies of such e-mail that is a Public Record will be made available by the Custodian in response to such a request;

d. The person making the request shall not be allowed to access the Custodian's computer or any other computer for purposes of inspecting any Public Records;

e. Any portion of a Public Record containing non-public information that is not subject to inspection may be redacted by the Custodian prior to making the record available for inspection. The Custodian is not required to redact information from a writing that is not a Public Record in order to make the writing available for inspection. *Denver Publishing Co. v. Bd. of County Comm'rs of the County of Arapahoe*, 121 P.3d 190 (Colo. 2005); *Colorado Republican Party v. Benefield, et al.*, Court of Appeals No. 07CA1216, Oct. 23, 2008 (Unpublished).

f. The Custodian, in consultation with the District's general counsel, will determine which information is no longer considered "work-in-progress" subject to the deliberative process or work product privilege and therefore eligible for release.

6. Where a request seeks in excess of 25 e-mails or other electronically-stored Public Records, the Custodian may elect to produce Public Records in electronic form on a disk or comparable media. The following procedure shall apply in responding to such a request:

a. The Custodian shall solicit the comments of the requestor regarding any search terms to be used to locate and extract such records, and, in doing so, will seek to have the request refined so that it does not result in an inordinate number of irrelevant or duplicating documents, it being understood that the Custodian will make the final determination regarding search terms;

b. The Custodian shall designate an employee or another person with experience in performing electronic searches to locate and extract responsive records;

c. The person who is designated to perform the searches shall consult, as appropriate, with legal counsel to identify privileged records that should not be produced; and

d. Where appropriate, legal counsel shall conduct a final review to identify and withhold privileged records.

7. The Custodian or the Custodian's designee shall deny the inspection of the records if such inspection would be contrary to federal or state law or regulation or would violate a court order. In special circumstances, a Custodian shall deny inspection of the Public Records if such inspection would cause substantial injury to the public interest. Such a denial shall be made in writing by the Custodian to the person making the request and shall set forth with

specificity the grounds of the denial. It is not necessary to state a ground for denial of access for each document if a specific ground is applicable to a group of documents.

8. If the Public Records requested are not in the custody or control of the Custodian, the Custodian shall notify the requestor of this fact in writing. In such notification, the Custodian shall state in detail to the best of his/her knowledge and belief the reason for the absence of the Public Records, the location of the Public Records, and what person then has custody or control of the Public Records.

9. All Public Records, regardless of storage format, will be administered in accordance with approved retention schedules. The District reserves the right to adopt the records retention policy that has been promulgated by the Custodian.

E. Fees for All Record Requests

1. **Fees for standard reproductions**. The Custodian or the Custodian's designee shall charge a fee not to exceed twenty-five cents ($0.25) per page for any photocopies of records that are required to make a Public Record available. Printouts and other reproductions of Public Records shall be provided at a cost not to exceed the actual cost of the printout or other reproduction. Such fees shall be paid by the applicant prior to the receipt of copies of any Public Records. Requests expected to exceed a total charge of $10.00 or more must be accompanied by a deposit equal to the reasonably-estimated reproduction costs. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records. In the event the deposit amount exceeds the actual costs, the balance will be refunded.

2. **Fees for search and retrieval**:

a. In the case of any request requiring more than one-half hour of staff time for search and retrieval or for supervision of inspection or copying, the Custodian or the Custodian's designee may charge a nominal hourly fee for such staff time. The Custodian may base this hourly fee upon the estimated average salary and benefits paid by the Custodian for the staff involved. *See Black v. S.W. Water Conserv. Dist.*, 74 P.3d 462 (Colo. App. 2003). This nominal fee shall not exceed $30.00 per hour. Prior to performing any services necessary to respond to a request, the Custodian or the Custodian's designee shall require the applicant to pay a deposit equal to the reasonably-estimated fees that will be charged by the Custodian for such staff time. Before receiving any records, the applicant shall also pay the amount by which the cost of any open records services exceeds the deposit. The District shall promptly refund the amount by which the deposit exceeds the cost of any open records services.

b. To the extent possible, the Custodian shall utilize administrative or clerical staff for search and retrieval of Public Records who are ordinarily responsible for such duties to ensure that the fees charged for staff time in connection with the request represent costs incurred in the ordinary course of business and not extraordinary charges.

[Signature page follows]

APPROVED AND ADOPTED THIS 3rd DAY OF DECEMBER, 2013.

GREATROCK NORTH WATER AND SANITATION DISTRICT

Officer of the District

ATTEST:

APPROVED AS TO FORM:
WHITE, BEAR & ANKELE,
Professional Corporation

General Counsel to the District

GREATROCK NORTH WATER AND SANITATION DISTRICT

Request for Inspection/Copy of Public Records

For Internal Use Only
Date of Request: _____
Time of Request: _____AM/PM

Applicant Name: _____

Applicant Address: _____ **City/State:** _____ **Zip:** _____

Daytime Phone #: ( )_____ **Alt./Cell:** ( )_____

Email: _____

Detailed description of the records requested: (Please use additional sheets if necessary)

_____

_____

_____

Please select a preferred format for the materials: Hard Copies ____ Electronic (PDF) ____ View Hard Copy Only ___

Estimated Charges:

Number of pages _____@ $0.25/page $_____ Research & Retrieval ____ hours@ $30.00/hr $_____

Total estimated cost: $_____ Deposit required: $_____

Note: Non-standard and special requests will be billed at cost and charged in addition to any other fees.

I request the records described and agree to pay all charges incurred in processing this request at or before the time the records are made available. If over $10, I understand I must provide a deposit to pay for the cost incurred to obtain the records. I understand that the Estimated Charges are estimates only, and that the actual cost may vary. This request will be considered received when this form is complete and received by the Custodian, and any required deposit is paid.

Signature: _____ **Date:** _____

If the records are available pursuant to C.R.S. 24-72-201, *et seq.*, the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requestor shall be notified of the extension within the three-day period. Public records shall be viewed at the District's offices during regular business days at prearranged times.

For Internal Use Only	
Date request completed:	Amount prepaid: $_____
Approved: _____ Denied: _____	Balance due before release: $_____
If denied, provide reason(s):	Total Amount paid: $_____