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
GRN Pump Station Improvements Project (**2015 Capital Project**)	5/6/14	Brad	10/31/15	1		X				2/3/15: Geotech and surveying services to proceed. Brad to work on preliminary plans to present at March meeting. 2/18/15: Geotech testing is complete and report being prepared. Survey work is complete. Brad is reviewing survey work. Brad to present plans at March meeting. 3/3/15: Brad to present plans at mid-March meeting to John and Rob and to Board at April meeting. 3/18/15: Jennifer to provide construction bid documents to Brad for project. Brad to present project at April meeting. 4/7/15: Construction bid documents to Brad. Brad discussed preliminary plan with Board. Brad to advertise project in April and receive bids in May. 4/22/15: Brad advertising project and bids to be received in late May for the Board to award the project in June. 5/26/15: Working to resolve two outstanding design matters: 1) Structural design and the necessity of a perimeter drain to address perceived groundwater issue, and 2) Pump selection. New schedule TBD. 6/2/15: Issues with perimeter drain with the design. Brad to talk with structural engineer to see if we need the drain. Brad waiting on proposal from REC for the pumps. Board discussed design/build option. Jennifer to send Brad summary of requirements for design/build projects. 6/9/15: Jennifer sent design/build information to Brad and Lisa. 6/17/15: Brad reviewed information, discussed with John and will not do design/build. Brad to complete details for design. Structural engineer to finish his design. Brad to provide update to Lisa on Monday for timeline. 6/25/15: Structural design proceeding. Brad reviewing pump, motor, and control data received from REC-ESD. 7/7/15: Brad to discuss groundwater issue and talk with Wayne Cass regarding pumps, motors and drives. 7/21/15: New structural engineer on project, working on structural details; Brad to review and comment on pumps, motors, and drives proposed by W. Cass (REC-ESD).

As of July 21, 2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Concentrate Management (2015)	6/18/14	Brad John W Jennifer	12/31/15	1		X				3/3/15: Brad to pursue seasonal discharge permit. Brad to develop summary sheet listing concentrate options explored to date. Board to discuss third pond options at April meeting. 4/7/15: Brad to request proposal from Industrial Water for road application permitting and for finding a viable user for the concentrate. Brad to request a proposal from SolarBee for the air-powered mixer. Both for discussion at May meeting. 4/22/15: SolarBee has provided proposal for rental of a unit. Brad sent to Rob and John for review and comment. Will discuss at mid-month meeting. Industrial Water provided concept for an arrangement. Will discuss terms at mid-month meeting. 5/5/15: Will not use GridBee anymore. For Industrial Water, need to determine a long-term user first and then can apply for a permit. 5/26/15: South pond elevation at 4.66 feet on May 11. Valve between ponds was opened on May 12 to transfer water from south pond to north pond. South pond isolated on May 20 with elevation at 3.86 feet, started feeding north pond. Elevation in south pond on May 25 was 3.83 feet. REC to report on north pond elevations from manual measurements. 6/2/15: No viable users located yet. ECCV is doing a pilot study that may result in options. Reduce concentrate creation and manage evaporation to reduce waste stream. 6/17/15: Altela is doing a pilot study for concentrate disposal. Will monitor their process and costs. 6/25/15: Brad to prepare a summary of the Altela technology. A private tour of the Altela pilot is scheduled for 3:30 p.m. on July 7 at the ECCV WTP (I-76). 7/7/15: Board attended tour at ECCV. Brad presented cost analysis to Board for Altela option. John and Brad to meet with Altela on site. Obtain proposal from Altela for the project and determine what capital costs they will cover as a flagship project. Jennifer to look at public/private partnership parameters. 7/21/15: Brad met w/ Altela on 07/10; Altela staff to present proposal on a partnership to develop a “showcase” installation on District lot and attend August Board meeting.

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Rules and Regulations	8/27/14	Jennifer Lisa Brad Jeff	12/31/15	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. 2/18/15: Scheduled for 2/25/15. 2/25/15: Brad, Lisa and Jennifer met. Jennifer to circulate first draft of revisions by 3/31/15. 4/7/15: Jennifer to circulate revisions to Lisa and Brad by 4/30/15. 5/5/15: Address outdoor use of water in BECR based upon Matt Poznanovic's determination of permitted uses in decrees. 6/17/15: Also address set up and location of curb stops in BECR to avoid issues going forward. Brad to look at current R&R to see how this is addressed and whether an option is provided. 6/25/15: Chad Weaver (TZA) provided information on the curb stop boxes to Lisa Johnson on June 17. The Rules & Regulations should specify 6500 Series Screw Type curb boxes, as manufactured by Castings Inc. (970-243-2032), having a minimum internal diameter of 2.25 inches, or an approved equal. The part number is "C.I. 95-E" and includes a 30" top section and a 39" bottom section allowing for a bury depth of 41 inches to 64 inches. For deeper installations, Castings Inc. offers extensions in 9" (Item 151), 16" (Item 152), 28" (Item 153), and 30" (Item 154) heights.
Water Rights Acquisition	10/30/13	Lisa Chris Brad Jennifer	12/31/15	1		X	X			Updates to be provided in Executive Session or under separate cover.

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Arbitrage Calculations	9/2/14	Divena	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. 2/18/15: Work in process. 4/22/15: Lisa to follow up with Divena re status. Work schedule to be conducted in mid-June. 7/13/15: Lisa requested update from Divena.
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.
RHF Tank Repainting Warranty Inspection	2/3/15	Jeff Brad	6/11/15	1		X				Perform warranty inspection. 11 month inspection date is 5/11/15. 1 year deadline is 6/11/15. 4/22/15: Jeff to look at tank. Lisa to schedule meeting for inspection with Jeff and Brad. 4/24/15: Mike inspected tank and found condensation on vent and three rust areas. Brad to contact Coblaco on 5/1 to discuss. 5/26/15: Rescheduled to May 27 due to recent rainy weather. 6/17/15: Brad met David at site. Rust areas need to be addressed still. Brad to call David regarding this. 6/25/15: Brad reached out to Coblaco Services on June 25 and our point of contact is no longer with the company. Our new contact is Greg Smith (801-707-3572) and he is in the process of scheduling the work for June 26 or the week of June 29. 7/21/15: Coblaco attempted to coordinate a site visit the week of July 6, but Brad was out of town and could not facilitate. Brad has left a message with Coblaco (Greg Smith – 303-868-7145) to reschedule with adequate notice.

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2014 Audit	4/7/15	Lisa Divena Jennifer	7/30/15	2		X				4/7/15: Field work scheduled. Anticipate presenting audit to Board at June or July meeting. 6/3/15: Audit to be presented at July meeting. 6/17/15: Divena to follow up on status of audit. 7/7/15: Board accepted audit. Dawn to file with State Auditor by 7/30 deadline. Divena to provide copies of final audit pursuant to bond documents.
RHF Generator Radiator Replacement	4/7/15	John Jennifer	7/31/15	2		X				Obtain additional proposal for radiator replacement. Consider Brighton Radiation and TransWest. 5/5/15: Unable to obtain proposals. Jeff to determine whether it can be repaired instead of replaced. 5/26/15: John and Jeff discussed the issue with pulling the radiator for repair is that we would need to get a rental unit for the week or so that ours would be down which may end up costing as much as a new radiator. Transwest does not do this type of work on generators only big trucks. Brighton Radiator we would have to find someone that can remove the generator and they can take up to a week to repair and we would run into the same issue with having to rent another generator. 6/2/15: Board approved agreement with a qualified profession in amount NTE $7,631.91. 6/3/15: John discussed options with New Diesel representative who estimated a cost of $4,000. John to obtain formal proposal for the work and, if less than the NTE, have the work completed. Jennifer will need to put agreement in place for work. 6/10/15: Agreement to Lisa for execution. 6/17/15: Needed a temporary generator at site. Needed it to be hooked up and LaCoe estimated $2,500 to do the work. Lisa discussed with John and follow up questions for LaCoe. Wondered whether it's better to do replacement due to cost. Lisa to discuss status of where things are with John at mid-month meeting. 7/7/15: Generator Source to provide updated scope and fee schedule. Board approved agreement subject to those.

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Amended and Restated Water Lease Option Agreement	4/21/15	Jennifer Matt Chris Lisa	5/31/15	1					X	Matt to discuss Amended and Restated Agreement with Aly. Jennifer to send word version of agreement to Matt. Matt to revise to add provisions discussed and circulate to Chris and Jennifer. Matt to prepare summary of points for Board discussion at May meeting. Lisa to request draft decree from Dave Rye. 4/21/15: Lisa requested draft decree from Dave. 5/5/15: Consider Amended and Restated agreement at June meeting per discussions. 5/26/15: Matt circulated draft Amended and Restated Agreement for staff review and comment. 6/1/15: Jennifer provided suggested revisions to agreement to Matt. Chris and Lisa to review. 6/2/15: Board approved agreement subject to final negotiation and approval by committee of John and Jeff. 6/3/15: Matt to incorporate revisions into agreement for review. Revised agreement circulated. Matt to ask BECR if they will be looking for additional augmentation rights or whether they are relying solely on the District. 6/10/15: Jennifer sent Agreement to Aly Scott. 6/19/15: Aly provided comments to group on agreement. 6/22/15: Jennifer provided comments to Matt. 6/23/15: Chris provided comments to Matt. 7/7/15: Board approved agreement. 7/78/15: Jennifer finalized formatting and dates and circulated for execution. Agreement fully executed.
Valve Box Inserts	4/22/15	Jeff	5/31/15	3		X				Purchased one to see how it would work and works well. Order remaining inserts. 5/26/15: Valve box inserts on order. 6/17/15: Inserts should arrive any day.
Part Time Field Maintenance Technician	6/2/15	Lisa	7/31/15	2		X				Draft job description for part time field maintenance technician. 6/17/15: Lisa drafting job description. 6/24/15: Lisa drafted and remitted the part time job description to John Wyckoff for review 7/7/15: Board to review description and provide Lisa with comments. Lisa to determine what the cost/savings will be. Add locate services and other REC matters to the description that aren't ORC duties. Board to discuss at August meeting.

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SOPs for RO Operations	6/2/15	Brad	8/31/15	3		X				Determine how to document our SOPs for operations going forward. 6/17/15: Brad to discuss with Jeff at lunch meeting. 6/25/15: Brad and Jeff will discuss the SOPs during 6/30 meeting. 7/21/15: Jeff is developing SOPs for the RO operations as a part of the overall operating plan in light of recent state-wide WQCD activities related to Regulation No. 100 (operator certification).
SDA Conference	6/2/15	Lisa BOD	7/31/15	2		X				Board members to confirm attendance at SDA conference. Jeff and John to attend. Others to confirm. Lisa to make arrangements accordingly. 6/17/15: Crystal emailed remaining Board members to obtain confirmation of attendance. Dave Lozano confirmed attendance. 6/24/15: Dave, John and Jeff have responded that they want to attend the SDA conference. Rob is attending with St. Vrain and Brian is thinking on it. 7/7/15: All directors will attend conference. Crystal to register accordingly.
Rain Sensors for District Landscape	6/2/15	Jeff	7/31/15	2					X	John to obtain proposal for adding rain sensors to the District's irrigation system. 6/17/15: John talked with Elite who ordered the rain sensors. 7/15/15: Sensors have been installed at all three facilities.
Verification and Calibration of Flow Meters for Alluvial Wells	7/7/15	Lisa Brad	12/31/15	3		X				Lisa to see if Division of Water Resources provided communication to the District. New Rules and Regulations for South Platte River Basin. Determine requirements, timing and cost for calibration for incorporation into 2016 budget. 7/15/15: Lisa reviewed District records and determined that a communication regarding the new rule has not been received. Brad provided scope and fee schedule to calibrate and verify flow meters. 7/21/15: Brad has sent Lisa information on the regulatory requirements to be completed by 12/31/15 and TZA's fees for verifying the accuracy of each alluvial well flow meter. Jeff to inspect the flow meter vaults for the alluvial wells in anticipation of the required flow meter calibrations. Mike inspecting alluvial well vaults.

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New Disinfection Rules	7/7/15	Lisa Brad Jeff	12/31/15	3		X				Received letter regarding requirements and compliance. Determine requirements, timing and cost for disinfection for incorporation into 2016 budget. 7/21/15: Jeff to tell us if maintaining a 0.2 mg/l residual throughout the distribution system may be an issue based upon REC's historical sampling and analysis on Greatrock system.
Storage Tank Rules	7/7/15	Lisa Brad	12/31/15	3		X				Need to be in compliance starting in 2016. Determine requirements, timing and cost for incorporation into 2016 budget.
Acquisition of Lot(s)	7/7/15	John W	9/30/15	2		X				John to talk with Dave Rye regarding options for lots and pricing.
Greatrock North Curb Stops	7/7/15	Jeff Lisa	8/31/15	2		X				Jeff to confirm location of all curb stops within GRN. Jeff to talk with Rob Fleck before starting to have GPS coordinates taken at the same time. If all curb stops located within meter pits, will not exercise. 7/21/15: Jeff does not want to perform without waiver of liability from District. Lisa to talk with Cary Redman about work.
Theft of Water Through Fire Hydrant	7/7/15	Jennifer	7/31/15	1		X				Jennifer to send letter and copy of photo to homeowner advising of theft and tampering fee. 16381 Timber Cover Street, Hudson, Colorado. 7/8/15: Lisa confirmed staff did not authorize connection. 7/10/15: Letter to property owner regarding theft. Brad and John ran into property owner at site. 7/15/15: John and Brad spoke to the resident who indicated that he was unaware that he could not use the hydrant meter for personal use. John informed him that he will need to attend the next meeting to discuss with BOD.
Redman Locating Services	7/7/15	Lisa Jennifer	8/16/15	2		X				Lisa to obtain scope of work and fee schedule from Cary Redman for Board consideration at August meeting. Jennifer to prepare agreement. 7/13/15: Agreement to Lisa for Board consideration and execution.
GIS Services	7/7/15	John Rob	8/31/15	3		X				John and Rob to discuss services that St. Vrain can provide to the District and whether an IGA will be needed. 7/15/15: Rob provided initial comments regarding the use of St. Vrain equipment and personnel. Lisa to discuss in more detail with John and Rob and mid-month meeting.

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Operation and Maintenance Items at Sites	7/21/15	Jeff	8/31/15	3		X				Jeff to install shelving unit at RHF site and remove birds' nest. Jeff to update checklist for each site for Mike. 7/21/15: Shelving unit ordered. Mike inspecting alluvial well vaults.
WATER RIGHTS CASES										
07CW313 Box Elder Creek Ranch Properties Application for Augmentation Plan	12/3/13	Matt Chris	N/A	1		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.
13CW3108 Box Elder Creek Ranch Properties Water Court Application (District's Opposition)	12/3/13	W&J	N/A	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.
14CV3174 District's Water Court Case to Secure Junior Water Rights	11/4/14	Lisa Matt Chris	N/A	1		X				Updates to be provided in Executive Session or under separate cover.
15CW3010 Box Elder Creek Ranch Properties Application for Augmentation Rights Water Court Case (District's Opposition)	3/3/15	W&J	N/A	1		X				Updates to be provided in Executive Session or under separate cover.
14CW3166 Cooper Surface and Storage Rights Water Court Application (District's Opposition)	3/3/15	Matt	N/A	1		X				Updates to be provided in Executive Session or under separate cover.