Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Solid Waste Site Visit—Section 9 Impoundment Impacts	7/1/10	Brad Andrea	N/A	1		X		X		Conduct site visit with HazMat inspectors. Update Board and staff accordingly. 5/1/12: Brad to draft summary of regulations for newsletter. Brad to circulate draft of EDOP to Board before June meeting for review and discussion. 5/4/12: Summary drafted and sent to Terry for inclusion in newsletter. 5/23/12: Brad to circulate draft EDOP outline to Board for discussion at June meeting. 6/5/12: Draft EDOP circulated to Board. Brad to work on final EDOP without compliance schedule. Brad to send scope to Jennifer for agreement. Jennifer to draft agreement. 6/11/12: Agreement drafted and sent for execution. 8/15/12: Draft EDOP completed. Working with Solid Waste staff on scheduling a meeting. They will review the EDOP. Next step is to meet with Solid Waste staff to develop compliance schedule. 9/4/12: Meeting with State 9/5/12 to explain EDOP and schedule next meeting. Want expectations by 10/16 budget workshop. 10/3/12: Meeting scheduled for 10/11 to discuss compliance schedule and estimate of costs. John W and Andrea attending. 10/11/12: Met with solid waste staff to review preliminary comments. 10/23/12: Jennifer to send Andrea dissolution provision from statute and service plan limitations and TABOR restrictions for closure plan. Andrea to draft ground water monitoring plan, personal training plan and closure plan. 10/26/12: Dissolution and TABOR information to Andrea. 11/6/12: Jennifer to send Andrea budget references and District rating information for financial plan. 11/7/12: Budget and Rating information to Andrea. 12/10/12: Waiting on formal comments from State. Prepared to submit by 1/3/12. 12/21/12: EDOP submitted to State. 1/13/13: Meeting with State conducted. Preliminary comments provided verbally. 1/21/13: Need to add third evaporation pond to EDOP. Andrea to request extension to deadlines for addition of pond.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Grant and Funding Opportunities for Future Planning and Intended Use Plan	8/5/10	Lisa Brad Jennifer	N/A	1			X	X		Monitor grant and funding opportunities for District. 6/27/11: Intended use plan projects updated for 2011 with CDPHE. 10/19/11: Andrea at Olsson attended prioritization stakeholder meeting on intended use plan and provided summary and copy of presentation for distribution to Board. 11/16/11: State will consider at rule making hearing on 4/9/12. 3/6/12: Brad and Lisa to submit application for Water Quality funding by 3/15 deadline. 3/15/12: Grant application submitted. Receipt confirmed application. Will take 3-4 months to review and award. 5/23/12: State starting over with process. Will advise when applications are being accepted and Lisa to resubmit again at that time. 7/10/12: Updated project eligibility lists submitted to State for intended use plan. Water Quality Improvement Fund hearing conducted 6/11. Lisa to contact for new guidelines and status. 07/23/12: Lisa spoke with Erick Worker – new draft eligibility lists should be available in September or October 2012. 8/15/12: Water Quality application being prepared by Brad for submittal by 8/31/12. 10/3/12: Not awarded Water Quality Improvement Fund grant. Brad contacted USDA for funding opportunities and will schedule meet with USDA after EDOP meeting with State. Brad to attend State Water and Sanitation Finance Committee meeting in December for other funding ideas. 11/6/12: Lisa and Andrea to work on application for Energy Assistant Grant (due 12/3/12). 11/12/12: Andrea to determine whether District meets criteria for grant. 12/4/12: Meet criteria but wait until property acquired for third evaporation pond to apply for funds. 12/10/12: Brad attending coordination meeting on 12/18/12 and will discuss funding opportunities. 1/21/13: Andrea to get summary of coordination meeting from Brad.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Addition of Third Evaporation Pond **(Short-Term Capital Project)**	8/5/10	Jennifer Brad Jeff	12/31/13	1		X				11/1/11: Brad working on conceptual plan with County and estimate of costs. Current estimate is $250,000. Brad to determine whether a road can be built around the ponds and whether there is room for fencing. Consider for 2013 budget. 1/3/12: Brad reviewed a few options with Board for additional pond locations within building envelope. Brad and Jennifer to review expansion obligations. On holding pending obligation determination. ***CROSS REFERENCE Evaporative Pond Expansion Obligations***. 5/1/12: Jeff to see how much sludge is in the bottom of the evaporation ponds. Brad to look into 2-3 options to consider at June meeting for trickle down test plots. Brad to distribute late May for Board to review prior to meeting. 6/5/12: Brad working on other alternatives. 8/15/12: Board approved purchase and installation of surface aerator. Brad researching mechanical needs for aerator. Brad looking at options for location of third pond. 9/4/12: Brad and John to look at potential locations for pond. 10/3/12: John, Brad and Rob met and looked at locations. Will discuss options at October meeting. 10/16/12: Develop cost analysis of land, platting, easements, etc. for discussion at November meeting. Lisa to schedule meeting with landowner for after 11/6/12 meeting. 10/26/12: Meeting with landowner set for 11/5/12. 11/5/12: Meeting conducted. Landowner to respond with additional information before 12/4/12 meeting. 12/4/12: Schedule meeting with County re Option A. Review costs of option(s) as well. 1/3/13: Requested meeting dates from County. 1/9/13: Meeting with County conducted. County not opposed to location at this time. 1/16/13: Meeting with State conducted. State needs follow up information but generally ok. 1/21/13: Lisa to reach out regarding easement for area. Email sent to property owner. Andrea to obtain proposal for topography. Jennifer to draft agreement. Jennifer to confirm no service plan amendment needed for pond. 1/23/13: Agreement drafted and to Lisa for execution.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Website	9/21/11	Lisa	12/31/11	2		X				Jennifer to send SIPA contact information to Anna. Anna and Lisa to research grant opportunities for website funding. 10/19/11: Application not yet available. Conference call scheduled with SIPA representative for 10/24. 11/1/11: Conference call scheduled for 11/3. 11/3/11: Had conference call. Information to be presented at December meeting. 12/6/11: Application submitted. Agreement approved. SIPA to make determination in January. 12/15/11: Application and agreement received and executed. Notice to be provided by 1/6/12 of award of funds. 1/9/12: Received notice that District NOT awarded funds. Board to decide whether to pursue website absent grant funds at February meeting. 2/7/12: Lisa to obtain more information on payment options available through SIPA and through SDMS. Lisa to update costs for building and maintaining website. Send links to Board of websites to look at formatting. 2/22/12: Lisa has meeting with SIPA on 3/2 for hosting options. Lisa to present website development information and pricing to Board at March meeting. 3/6/12: Board approved SIPA pay portal and option 1. Lisa to move forward with development. 3/21/12: Lisa completed and submitted project request forms to SIPA. 4/3/12: SIPA has the District in its queue for setting up website. 8/15/12: Lisa met with SIPA last week. Waiting to hear where District is in process and queue. 9/4/12: SIPA will meet in 2 weeks to determine process for district websites and will have more direction at that time. 10/3/12: Lisa followed up with SIPA. Still waiting on decision. Lisa to apply for grant for content drafting. 10/23/12: Lisa received letter from SIPA with update on timing. Still in process. Pay Portal option approved. 1/3/13: SIPA in process of developing mechanism for district websites. District to wait a few months and decide whether to continue to pursue.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Energy Audit	10/4/11	Brad	12/31/12	2					X	Work with United Power on energy audit of facilities. Determine whether they charge for this. 1/25/12: Brad to develop scope of work for project. Jennifer to draft agreement. 2/7/12: Board approved energy audit agreement. Brad to proceed with work. 2/22/12: Analysis in process. 3/21/12: Information gathering in process. 4/3/12: Brad to prepare similar information and data for GRN and RHF sites. When complete and Board implements savings measures, Board to advise homeowners and encourage non-peak hour usage. 4/17/12: Brad to present new data at May meeting. 5/1/12: Brad presented new data at meeting. Brad to advise at to next steps to implement changes to optimize energy use. 5/23/12: Meter account change to begin once Timber Line complete with upgrades. 6/5/12: Timber Line on site the week of 7/9 to begin changes in pumping times. Brad and Jeff to present report at August meeting. 7/11/12: Timber Line updates in process. 7/24/12: Timber Line updates made. Cost savings will take 1 month to evaluated approximately. 8/15/12: Changes to United Power accounts to be requested by Brad and Lisa. Will monitor invoices for actual savings over 6 month period of time. 9/4/12: Waiting for United Power review to proposed changes. 10/3/12: Met with United Power and they are ok with change. Reviewing operating hours to make sure within the range of approved hours. Will make United Power change once confirmed. 10/23/12: Written report to be presented at November meeting. Lisa to apply for release of grant funds upon receipt. Andrea monitoring system operational times and to coordinate with Timber Line on same. 11/7/12: Will switch operational times with United for 1/1/13 billing period. 1/3/13: Lisa to switch accounts with United Power. 1/22/13: Accounts switched over.

Greatrock North Water and Sanitation District Action Items Status Matrix—2013

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Valve Maintenance	4/3/12	Jeff	12/31/12	2					X	Exercise valves starting with GRN first and see what repairs, etc. need to be made. Then will address other subdivisions based on cost of repairs, etc. 5/23/12: Will work on in fall. 10/3/12: Will conduct in November. 11/12/12: Will be completed by 11/16/12. 12/10/12: Information for Redman Potholing provided to Jeff. Jeff to contact. 11 valves still need to be completed.
Kremer Inclusion	6/5/12	Lisa Jennifer	N/A	1		X				Proceed with inclusion negotiations. 6/5/12: Meeting scheduled with Kremer representatives on 6/13/12. Lisa to send copy of final rules and regulations. 6/13/12: Staff met with representatives of Kremer property. 7/11/12: Kremer requested proposal for completion of water analysis. Chris and Matt to provide proposal on costs, etc. 7/20/12: Proposal sent to Lisa. Lisa provided proposals to Kelly Bish. 8/15/12: Kremer requested Chris to perform 2 options. Kremer deposited costs for options with District. Chris completed analysis and provided to Kremer. Kremer to submit report to buyer by end of week. 10/3/12: Lisa to bill Kremer for additional fees incurred. 12/4/12: Invoice for final services sent to Kremer for payment. Payment to be made within 30 days. 1/3/13: If payment not received by deadline, have Jennifer send letter stating rules and regulations and requirements for payment. 1/21/13: Lisa to send past due notice to Kremer representative.
Rules and Regulations Drawings (**2013 Capital Project**)	7/11/12	Brad	12/31/13	3		X				Brad to review drawings and update as necessary. 10/3/12: Brad to develop budget for project for 2013 budget. 10/23/12: Brad to develop budget for work for incorporation into 2013 budget. 11/12/12: Andrea to send proposal. Jennifer to draft agreement. 12/4/12: Agreement drafted and approved. Work to begin in 2013. 1/21/13: Work in progress.

Greatrock North Water and Sanitation District Action Items Status Matrix—2013

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
BECR Building Painting	10/16/12	Jeff Lisa	11/30/12	2		X				Obtain proposal for repainting of building. 10/23/12: Requested proposal from Dan's Custom. 11/12/12: Lisa to obtain additional bid. Check with Norvell too. 12/10/12: Jeff to prepare/send scope of work to Lisa for proposals along with name of potential contractors. 1/21/13: Jeff forwarded scope to Lisa. Lisa to obtain bids.
Pump Replacement Recommendations	10/16/12	Andrea Brad	12/31/12	3		X				Review and develop pump replacement recommendations for each pump for if/when they need replacement. 12/10/12: Working with suppliers for information. 1/21/13: Information to be provided at February meeting.
Evaporation Pond Valves	11/6/12	Jeff	11/30/12	2		X				Obtain proposal from Dan's Custom for digging up valves to see if they are isolated and how threaded. 11/7/12: Jeff requested proposal. 11/12/12: Wait until stake evaluation complete to determine if valves need to be dug up. Would need to cut pipe. 12/10/12: Jeff to contact Timber Line to see if better way to measure levels to be more accurate. Jeff to send current information to Andrea to see what stake shows compared with SCADA. 1/11/13: Meeting with Timber Line. Monitoring more closely. 1/21/13: Jeff to follow up with Timber Line regarding status of monitoring.
Augmentation Credit for Flushing Water	11/6/12	Chris	12/31/12	3		X				Determine whether the water used for flushing can be used for augmentation purposes. Determine how quantified and if water decrees allow for this. 11/12/12: Lisa to forward information from Jeff to Chris. 12/10/12: Lisa forwarded information to Chris. Lisa to follow up with Chris after first of year. 1/21/13: Lisa to follow up with Chris to see what information he needs for analysis.
GIS Comments and Change Order	11/12/12	Andrea	12/31/12	3					X	Incorporate Rob's revisions and comments into GIS maps. Prepare proposal for adding easements to mapping. 12/10/12: Jeff to get book with Rob's comments to Andrea to work on. 1/3/13: Comments incorporated and project finalized.

As of January 23, 2013

Greatrock North Water and Sanitation District Action Items Status Matrix—2013

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Well Location Markings	1/3/13	Lisa Chris Jeff	3/31/13	3		X				Lisa to inquire into what markings are required and needed for our wells. 1/21/13: Lisa to talk with Chris to see if markings required.
Water Accounting Calculations	1/3/13	Lisa	3/31/13	3					X	Forward water accounting calculations to Rob.
Boxelder Creek Properties, LLC Request for Inclusion of Water Rights in SWSP	1/3/13	Lisa Matt Chris	3/31/13	1					X	Provide authorization so long as Chris and Matt have no objections or concerns with request. 1/10/13: Matt and Chris authorized inclusion.
Water Rights from Boxelder Creek Properties, LLC	1/3/13	Lisa Jennifer Chris Matt	N/A	1		X				Walraven to send information to Lisa and work on possible work session with Castle Rock for discussion of water rights acquisitions. 1/23/13: Castle Rock open to discussions.
Timber Line Training for new SCADA System	1/21/13	Andrea Jeff	N/A	3		X				Jeff to contact Timber Line to schedule training.
Reserve Study	1/21/13	Andrea	12/31/13	3		X				Conduct reserve study. 1/21/13: Brad and Andrea going to site on 1/29 to begin analysis.
System Development Fee Analysis	1/21/13	Andrea	12/31/13	3		X				Conduct system development fee analysis. 1/21/13: Work to begin upon completion of reserve study.
Generator Maintenance and Exercising	1/21/13	Jeff	3/31/13	2		X				Jeff to talk with Cummins regarding maintenance and invoices received.

As of January 23, 2013