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	Lisa	3/31/15	1					X	8/5/14: Brad recommends conducting potholing to determine what will be necessary to repair curb stops and determine whether meter pit can be re-located. Jeff to obtain proposals for potholing. Jeff to update report for 30453 East 165th Avenue to change to "can be accessed". Jeff to inspect curb stop. 8/20/14: Jeff working on getting proposal for potholing. Jeff to check on status of exercising curb stop. 9/2/14: Board approved agreement for potholing. Jennifer to prepare agreement. Jeff to provide scope of services and fee schedule for agreement. Ensure 7 total of addresses listed. 9/3/14: Scope provided. Jennifer sent agreement to Lisa for execution. 9/8/14: Lisa sent agreement for execution. 9/15/14: Lisa to follow up with contractor re execution of agreement. 10/7/14: Redman to detail invoice for work for each location. Redman and Jeff to identify location of other utilities in relation to the curb stops and photograph same. 10/20/14: Jeff advised that potholing project complete. Only two properties with utilities locates which were photographed. One curb stop cleaned but not exercised due to home being vacant. Final repairs being made. 11/4/14: 5 curb stops located and exercised. Awaiting itemized invoice from Redman. A few remain to be potholed. 11/19/14: Jeff to update and sort spreadsheet to separate out those which have been located/exercised out from those which need to be potholed and exercised and send to Lisa. Then develop estimate of costs for remaining curb stops that need to be potholed and exercised. 1/21/15: Lisa to review information with John. 2/18/15: Jeff provided spreadsheets to Lisa. Lisa to add homeowner names so that letters can be tailored for each. Close out this action item out and combine with BECR below.

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	4/1/14: Brad and Jeff to review sites when Jeff returns and work in pricing for repairs and landscape matters. 5/6/14: Brad to develop RFP for work and obtain bids. 6/18/14: Need to determine existing line diameters and distance of curb stops from property lines. Need to determine priority list for order of replacements. Ones with landscaping matters will be in later phase. Board to determine whether to repair curb stops or relocate meters and timing of same. Jeff to update spreadsheet showing inoperable curb stops, etc. Put cost comparison together for Board consideration. 7/2/14: Look at hydro-excavating for valves that do not line up with the pipe. 7/16/14: Brad requesting list of contractors who could do the work. Brad to obtain locates for other utilities in the area to determine what conflicts may exist. Have contractor open up two of the locations to see what we are dealing with. Brad to obtain proposals for this work. 8/5/14: Brad recommends conducting potholing to determine what will be necessary to repair curb stops and determine whether meter pit can be located. Jeff to obtain proposals for potholing. 8/13/14: Brad to provide proposals for relocation of 10 meters per year for 2015 budget. 10/7/14: Redman to detail invoice for work for each location. Redman and Jeff to identify location of other utilities in relation to the curb stops and photograph same. 10/22/14: Lisa to review invoices to confirm work detailed out for each location. 11/19/14: Lisa and John working with Redman to get invoice detailed out. 1/21/15: Invoice approved as presented and paid. Lisa to follow up with John to determine whether project is complete or whether to continue to pursue. 2/18/15: When and if a home in RHF has an issue with the curb stop or has an issue, will consider relocating meter into a pit at that time. Address on a case by case basis.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
GRN and BECR Curb Stop Locations and Exercising	1/7/14	Jeff Brad Lisa	6/30/14	2					X	9/3/14: Jeff to research tool for exercising vertical curb stops. Stop looking for other curb stops in GRN at this point but keep log of those located, locations and going forward keep track as encounter them. Brad to talk with Action Fire to determine method of locating to confirm they are using the maps as a starting point. Lisa to follow up with Jeff on BECR locates noted and which were completed. 9/15/14: Lisa confirmed Action Fire using maps prepared by Olsson. Water Resource Master Plan also contains prior information from JR Engineering, etc. Lisa to send WRMP to Jeff. Jeff to look at additional maps to see if they have any additional information for locations. Jeff to update list and resend to Lisa. Jeff to confirm BECR locates with Action Fire and restoration of landscaping after complete. 10/7/14: Brad to witch remaining 16 homes which were not able to be located. Jeff and Lisa to send letters to homeowners requesting that they move landscaping away from curb stop locations. 10/22/14: Brad to schedule witching for week of 10/27. Lisa and Jeff to coordinate on landscaping matters for communication with homeowners. 11/4/14: Brad scheduled to witch on 11/6. 11/19/14: Brad wasn't able to physically locate any additional curb stops. Have suspicions where some may be located. Brad to draft letter to affected properties instructing them what the District would like them to do and execute a plan to address the issue. Jeff to update spreadsheet for other properties with landscape and other issues so that letters can be sent to those homeowners as well. 12/2/14: Dan Cordova to confirm whether meter located within easements. Lisa to send letters to homeowners. 1/21/15: Lisa to confirm whether Dan pulled plats and confirmed location within plats. Letters to be tailored for each homeowner accordingly. 2/18/15: Action item combined with RHF matter.

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
RHF and BECR Curb Stop Locations and Exercising	2/18/15	Lisa Jeff Brad	6/30/15	2		X				Locate curb stops on remaining properties in subdivisions for exercising. Combined action item from previous report. 2/18/15: Send letters to homeowners requesting assistance to locate curb stops on property.
GRN Pump Station Improvements Project (**2015 Capital Project**)	5/6/14	Brad	10/31/15	1		X				1/21/15: Surveying agreement executed by contractor. Geotech services agreement to be reviewed by contractor. John and Rob preliminarily approved plans prepared by Brad. 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.
Water Rights Acquisition	10/30/13	Lisa Chris Brad Jennifer	12/31/15	1		X				Updates to be provided in Executive Session or under separate cover.
BECR Properties Application for Augmentation Plan 07CW313	12/3/13	Matt Chris	N/A	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.
BECR Properties Water Court Application 13CW3108	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.
District Water Court Case 14CV3174 for Junior Water Rights	11/4/14	Lisa Matt Chris	N/A	1		X				Updates to be provided in Executive Session or under separate cover.

As of February 18, 2015

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

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Concentrate Management (2015)	6/18/14	Brad	12/31/15	1		X				1/21/15: Has discussed issued with WQD but issue is whether they will accept lower quality water. Will reach out to Dick Parachini again on issue. Will present summary for Board for packets. For previous actions, refer to 2014 action items. 2/3/15: Brad has meeting with Water Quality Division on 2/11 to discuss discharger specific variance. 2/18/15: WQD will not allow variance because we are a new discharge and it's only permitted for existing discharges. Brad to discuss issue with permits.
Rules and Regulations	8/27/14	Jennifer Lisa Brad Jeff	5/31/15	3		X				Board to consider reissuance of rules and regulations to update. Add final inspection of meters/pits with issuance of letter of acceptance by District. Must have in place going forward. Any failure to keep pit visible and accessible is violation of rules and regulations and may be subject to fees and/or fines. Copper piping v. blue pipe. 2015 Project. 1/21/15: Lisa to schedule conference call to coordinate kick off for project to determine items to include in reissuance. 2/18/15: Scheduled for 2/25/15.
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.
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.

As of February 18, 2015

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

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Dan's Custom Construction Contract	11/4/14	Lisa	12/31/15	2					X	Inquire into intent of revision to final inspection provision from Dan's Custom. 11/5/14: Lisa inquired into issue with contractor. 11/18/14: Lisa followed up with contractor. 12/2/14: Board approved agreement with revised warranty provision. 12/3/14: Jennifer revised agreement and circulated to Lisa for execution. 1/13/15: Additional revision received from Dan LaCoe. Jennifer to revise accordingly. 1/21/15: Revised agreement to Lisa. 2/5/15: Agreement executed.
SDMS Agreement	12/2/14	Jennifer	12/31/14	2					X	Advise SDMS that reasonable transition fees are ok but not duplicate copying costs for internal copies. Finalize agreement. 12/31/14: Agreement finalized and to SDMS for execution. 2/3/15: Lisa circulating for execution. 2/5/15: Agreement executed.
Northern Colorado Constructors Inc. On-Call Agreement	12/2/14	Lisa Jeff	12/31/14	2		X				Lisa to provide scope, fee schedule and COI to Jennifer. Jennifer to draft agreement. 1/12/15: Lisa provided scope and fee schedule to Jennifer. 1/23/15: Agreement to Lisa for Board action at February meeting. 2/3/15: Board approved. Lisa to circulate for execution. 2/18/15: Jeff to follow up on status of execution.
Quarterly Operations Review	1/21/15	Jeff Lisa Brad John	12/31/15	3					X	Lisa, Brad, Jeff and John to conduct quarterly operations review meetings. 1/21/15: First meeting scheduled for 1/26. 2/18/15: Meetings scheduled for full year.
Dave Lozano Conflicts of Interest	2/3/15	Jennifer	2/28/15	1		X				Circulate conflict of interest disclosures to Dave to update to remove his position on HOA Board. 2/5/15: Ashley to send updated conflicts to Dave to update. 2/18/15: Ashley emailed directors requesting updated conflicts of interest.
Operations Meeting—Invite Dave Lozano	2/3/15	Lisa	2/28/15	2					X	Invite Dave Lozano to operations meetings.
Financial Statements—Renaming of Engineering	2/3/15	Divena	2/28/15	2					X	Rename 1-784 to Engineering-Operations and 1-616 to Engineering-Administrative if possible. 2/6/15: Divena renamed.

As of February 18, 2015

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

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Box Elder Creek Ranch Pump Station Warranty Inspection	2/3/15	Jeff Brad	3/13/15	1					X	Perform warranty inspection. 11 month inspection date is 2/3/15. 1 year deadline is 3/13/15. 2/6/15: Brad and Jeff to conduct inspection with WTG. 2/16/15: Inspection letter sent to WTG. No warranty issues.
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.

As of February 18, 2015