Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
EDOP (Solid Waste Site Visit—Section 9 Impoundment Impacts)	7/1/10	Brad Jeff	N/A	1		X		X		3/13/13: Andrea attended stakeholder meeting with State. Doug Eagleton recommends the State approve EDOP as presented and amend later with pond information. 3/27/13: State response on EDOP received; approved with minor conditions. Andrea compiling list of questions and action items for response and resubmittal by end of May. 5/8/13: Outline of response to State prepared for resubmittal. Annual report will need to be filed. Andrea to prepare proposal for costs of same. 5/14/13: Jennifer to prepare addendum to EDOP agreement for annual report work. 6/4/13: Board approved final work for EDOP and annual report with Olsson. 6/5/13: Annual report submitted to CDPHE. 6/14/13: Olsson reviewed closure costs and provided information to SDMS for financial assurance report. Divena and Andrea to meet to discuss financial assurance information. 7/3/13: Divena and Dawn Schilling working to finalize financial assurances report. Divena to send to Lisa and Jennifer for review prior to submittal to CDPHE. 7/16/13: Divena sent report to Lisa for review. 8/14/13: Lisa reviewed report. Divena and Andrea met with CDPHE. Lisa forwarded summary of CDPHE meeting to Jennifer. Divena to monitor and calendar annual and 5 year requirements going forward. Jennifer to terminate agreement once CDPHE approves. 10/22/13: Jennifer to terminate OA agreement. Brad to complete any necessary work. Brad to call Doug Eagleton to see where State is with review of EDOP. 10/28/13: Termination letter sent to Lisa for execution and delivery. 1/23/14: Brad emailed Enrique at State and left VM to determine status. Will follow up daily to get response. 2/19/14: Lisa requested files for EDOP from Olsson. District required to conduct quarterly monitoring per plan. Jeff to confirm whether conducting monitoring.

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Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Concentrate Disposal and Evaporative Pond Options	6/4/13	Brad	12/31/13	1		X				Investigate options and present recommendations to Board. Include isolation of pond to allow evaporation in one pond and reduction of RO operation to avoid overflow in remaining pond. Coordinate with Jeff on same. 10/10/13: Brad exchanging voice mails with State re stream reclassification and talking with County re dust suppression. 11/5/13: State gathering information on reclassification of stream. Brad contacted counties to obtain information on dust suppression. Waiting return call from counties. 12/3/13: Brad creating summary letter for reclassification request to submit to the State. Will hold on dust suppression research until reclassification explored. 1/7/14: Brad and List to review State files for additional documents showing submittals of looping project and transition of State files from 3 separate systems to one looped system. Jennifer to review legal files to determine whether she has copies of submittals or approvals. Review construction and engineering contracts to determine who responsible for submittal of approvals. Jennifer and Brad to meet with litigator re matter. 1/8/14: Jennifer emailed Mike Decker to set up meeting. Meeting scheduled for 1/28/14. 1/23/14: Brad requested from Bret Icenogle copies of letters for looping approvals, change orders, design submittals, etc. 2/4/15: Board discussed options and process for obtaining additional documents. Brad to request documents from Dave, JR Engineering and contractors for project. Rob to ask Nelson if they have any documents. Jennifer to send construction contracts and documents to Brad. Discussions in Executive Session not contained on this update but are being pursued by legal counsel, Brad and Lisa. Separate updates to be provided to the Board. 2/19/14: Letters sent to JR and Dave Curtis requesting copies of additional documents. Brad talked with Maura McGovern regarding denial of permit and basis. She confirmed no reclassification of stream during review. Lisa reviewing previous invoices for work completed. Detailed updates to be provided under separate cover.

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Backup Generators at Sites v. Phase Monitoring at Three Sites	8/6/13	Jeff Brad	4/30/14	1		X				Determine need for backup power sources at facilities. 8/14/13: None of the facilities have UPS. Jeff to provide proposal for cost to install backup power sources at each location. TLECC boxes have UPS backups. Brad sent request to TLECC for proposal to tie in the generator run and alarm to SCADA. 10/10/13: Have two proposals for alarms. Waiting on information for relays. 12/3/13: Received proposal from TLECC. Brad to obtain proposals from others for price comparison. 1/7/14: Brad to request that TLECC attend February meeting to discuss and explain proposal. Request that TLECC break out proposal to show costs of the conduit v. programming. 1/23/14: Anthony from TLECC will attend meeting to address these matters. 2/5/14: Anthony attended meeting. Anthony to provide proposal for phase monitoring at all three sites in lieu of the backup generators. Board to consider at March meeting. 2/19/14: TLECC provided revised proposal with two options for monitoring and reporting loss of power through the SCADA system. Board to consider at March meeting.

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Rocking Horse Farms Curb Stop Inspection, Exercising & Repairs	9/3/13	Jeff	9/30/13	1		X				Fix curb stop access. 9/20/13: Jeff to provide proposal for exercising all curb stops. 10/1/13: For homes with curb stops with landscaping, notify homeowners in advance of location of curb stop so they can address landscaping issues. If not addressed, need to conduct work. Work with homeowners. 10/10/13: Proposal for all curb stops approved. Jeff to conduct work. 11/5/13: RHF curb stops still need to be done. 11/18/13: Jeff inspected curb stops. Board to consider repairs at December meeting. 12/3/13: Jeff to attend January meeting to explain project and results. 1/7/14: For RHF, Jeff to look at cost of installing meter pits as opposed to cost of repairs of curb stops. Same meters can be used. For the 32 curb stops not located, obtain a proposal for the cost for a locator service to come out and locate the curb stops. Board to consider at February meeting. 1/23/14: Still need proposal for 32 locates. 2/5/14: Board approved locate services for 32 curb stops. Jennifer to draft agreement. Work to be done in later spring. 2/23/14: Addendum to Lisa for signature.
Relocation of Water Meters in RHF	2/5/14	Jeff	12/31/14	2		X				1/23/14: Installation of meter pits will not eliminate need to exercise curb stops. However, would reduce excavation costs if do both curb stops and install meter pits. Lisa has proposal for these costs. 2/5/14: Jeff to look at the 9 curb stops that need to be addressed immediately and determine how much landscaping work would be required to repair after relocation of water meter to outdoor water meter pit. Board to consider work at March meeting. Board to consider relocation of water meters in one year v. period of time to spread out costs.

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

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
GRN and BECR Curb Stop Locations and Exercising	1/7/14	Jeff	6/30/14	2		X				Provide proposal for location and exercising of GRN and BECR curb stops. Board to consider at February meeting with intent of work being completed during the spring. 1/23/14: Jeff obtaining proposal for meeting. 2/5/14: Board approved work. Jennifer to draft agreement for same. Work to be completed in later spring. 2/23/14: Addendum to Lisa for signature.
Manuals	10/1/13	Jeff	12/31/13	3		X				Inventory manuals for each site to confirm we have all manuals and that they are the applicable ones. Duplicate manuals by scanning/attaching in program. Lisa to have duplicate set at SDMS. Maintain going forward. 1/23/14: Jeff sent O&M manual to service for duplication to CD. Anticipate having back in mid-February.
Configuration of Fire Pumps	10/30/13	Brad Divena Lisa	12/31/14	3		X				Provide proposal for configuration of pumps so that they match and purchase of back up pump. GRN not able to be configured to match due to being vertical submersible pump. Add to 2015 budget and long term plan. 2/5/14: Brad has pump curves on each pump. Confirmed that they can be married up with 1 back up pump. Brad gathering more information to present to Board. 2/19/14: Brad received price for pump and motor. Brad to review pump and motor to confirm it will fit within space provided.
Water Rights Acquisition	10/30/13	Lisa Chris Brad Jennifer	12/31/14	3		X				Look at acquisition of water rights in 2014. Consider buying a few shares each year. 2/5/14: Lisa to talk with Chris to obtain proposal for him to help develop a plan for the purchase of water on a long-term purchasing plan. Chris to provide estimate to develop the plan. Also, would anyone be interested in leasing our water for augmentation purposes as supplemental income? 2/19/14: Lisa talked with Chris regarding request. Chris to provide proposal for discussion and consideration at March meeting.

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BECR Pump Station Modifications	12/3/13	Jeff Brad	3/31/14	2		X				WTG working on skid placement, etc. Work to begin 1/2014. 12/9/13: Proposal received; agreement drafted. Board to consider approval at January meeting. 1/7/14: Board approved proposal. Ensure that homeowners notified in advance of any service interruption. 1/23/14: Signage put up. WTG has executed agreement. Brad checking with WTG to discuss schedule, coordination, their needs, review layout and discussion controls and electrical issues. 2/19/14: WTG provided schedule to Brad on 2/18. Brad to review schedule with Jeff on 2/20. There will be a planned outage on 3/11. Board to discuss notification of homeowners for outage.
Fire Hydrant Maintenance	12/3/13	Brad Lisa Jeff	3/31/14	3		X				Brad to obtain proposals for work. Look at grading to see it too much dirt piled around hydrants. Look at costs for reflectors for hydrants. 1/23/14: Brad scheduling site visit prior to meeting. 2/5/14: Brad took pictures of fire hydrants within BECR. There are approximately 9 which are too low. Lisa to review proposal provided by REC previously to raise these. Board to consider whether to raise these in 2014 or whether to put into 2015 budget, depending on cost. Board to discuss at March meeting. 2/19/14: Brad measured 6 BECR hydrants and distributed summary to John, Lisa and Jeff on 2/13. Need to determine how much they need to be raised. Will solicit proposals for corrections when sheet is finalized.
BECR Properties Water Court Application 13CW3108	12/3/13	W&J	12/31/14	1		X				White & Jankowski to provide updates on status of case as available and necessary. Updates to be provided under separate cover.
VFD Performance in Sub-Zero Conditions	1/7/14	Jeff	5/31/14	3		X	X			Monitor VFDs during sub-zero temperatures and determine frequency of issues. If know of sub-zero conditions in advance, consider wrapping VFDs.

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

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Water Outage Protocols	1/7/14	Jeff Lisa Brad Terry	3/31/14	1		X				Draft protocols for communication of water outages for Board and public. Including notification of Lisa and Terry. Notification of homeowners to include answering services, reverse 911 notifications, website. Terry to include in newsletter that starting April, no one will be notified by door to door but only through the reverse 911. Request that everyone provide information in order for us to do this. 1/23/14: Protocols being drafted for Board consideration at future meeting. 2/19/14: Draft protocols sent to Lisa and Brad to review.
2014 Top Goals	1/7/14	Terry Lisa	1/31/14	1					X	Terry to include top goals in newsletter. Lisa to monitor goals and priorities throughout year. 1/23/14: Included in newsletter. 2/19/14: Lisa monitoring goals and incorporating into discussions and actions.
RHF Tank Exterior Re-Painting	1/23/14	Brad Lisa	12/31/14	2		X				Brad drafting scope of services for the repainting of the exterior tank. 2/3/14: Brad sent request for proposals to contractors. Mandatory site visit on 2/11. Proposals due 2/17. Board to consider award at March meeting. 2/17/14: Received two bids. Brad preparing bid summary for Board consideration at March meeting.
Prosper Farms Water Court Application 13CW3143	2/5/14	Matt	N/A	1		X				1/31/14: Statement of opposition filed in case. Matt to provide pros/cons for staying in case along with cost projection for Board discussion at March meeting. 2/19/14: Lisa followed up with Matt regarding memo and review of resume. Lisa to talk with Matt about deadlines for information for objections, etc.
Pressure Tanks	2/5/14	Jeff	4/30/14	2		X				Look at tanks to determine whether they are operational and/or needed. Provide and/or obtain proposal for dismantling of unnecessary and/or inoperable tanks. 2/19/14: GRN has one tank that needs to be dismantled. May need assistance with dismantling due to water within the tank. Jeff will request proposal from Dan for work.
iPad Air	2/5/14	Lisa	3/31/14	2		X				Board authorized purchase of iPad Air for 4 directors (Brian will continue to use his personal one). 64GB, with keyboards and necessary apps. 2/19/14: Lisa investigating options and costs. Close to ordering.

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

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Cla-Val Units at Pump Stations	2/19/14	Brad Jeff	5/31/14	2		X				Brad recommends that valves be inspected and serviced. isiWest needs to know each valve size and model number. Pictures of the brass data places is helpful. Jeff to obtain information.

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