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	Andrea	N/A	1		X		X		Conduct site visit with HazMat inspectors. Update Board and staff accordingly. 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. 2/1/13: Andrea submitted extension request to State. 2/20/13: State indicates verbally ok with extension but waiting for formal approval.

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 Andrea 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. 2/20/13: Grant opportunities identified and will apply at appropriate times. Include USDA, power authority, DOLA

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	Andrea Lisa Jennifer	12/31/13	1		X				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. 2/5/13: Andrea to investigate drainage ditch, using oil and gas access area, re-routing access road to Baseline and capacities if change blending ratios to 50/50. Jennifer to obtain estimate for condemnation if necessary. Need to update map of area accordingly. 2/6/13: Jennifer requested proposal from condemnation counsel for discussion at March meeting. 2/20/13: Olsson engineers to attend March meeting to discuss CLOMAR and LOMAR requirements. Andrea to update alignment map. Lisa to send to Dave Rye when finalized. Andrea to update costs of project with 50/50 blend specified.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Website	9/21/11	Lisa	12/31/13	2		X				Jennifer to send SIPA contact information to Anna. Anna and Lisa to research grant opportunities for website funding. 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. 2/5/13: District received design grant. Lisa to attend grant acceptance celebration on 2/27/13.

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
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. 1/25/13: Delinquency notice provided. 2/5/13: If not paid by deadline in delinquency notice, Jennifer to send demand letter and file lien. 2/20/13: Kremer approved payment and processing check.
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	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. 2/5/13: Board to look at building to determine if painting is needed. If so, Board members willing to paint themselves. 2/20/13: Lisa has proposals from painting companies. Board to discuss at March meeting.
Pump Replacement Recommendations	10/16/12	Andrea	3/31/13	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. 2/20/13: Andrea discussing with Jeff to confirm information and make recommendation. Waiting on supplier to supply additional information.
Evaporation Pond Valves	11/6/12	Jeff Andrea	6/30/13	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. 2/5/13: Andrea to contact Timber Line to determine what is needed for annual maintenance of valves at the pond. 2/6/13: Timber Line to check pond sensors as part of PMP. 2/20/13: Confirmed left closing valve. Timber Line to review pond sensors.

As of February 20, 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
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. 2/20/13: Chris looking at issue and getting information from Jeff for analysis.
Well Location Markings	1/3/13	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. 2/20/13: Chris sending marking information to Jeff. Jeff to order tags.
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. 2/20/13: Walraven requested water quality information from Chris for incorporation into SWSP and augmentation plan.
Timber Line Training for new SCADA System	1/21/13	Andrea Jeff	N/A	3		X				Jeff to contact Timber Line to schedule training. 2/20/13: New computer installed on Monday. Working on issues with reports. Will schedule training once report matter cleared up.
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. 2/20/13: Did site visit. Compiling information.
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 Jennifer	3/31/13	2					X	Jeff to talk with Cummins regarding maintenance and invoices received. 2/5/13: Terminate Cummins agreement and engage Rocky Mountain. Jennifer to draft agreement and notice of termination. 2/6/13: Termination letter and new agreement to Lisa for execution.

As of February 20, 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
Property Owner Request for Waiver of Late Fees	2/5/13	Lisa	3/31/13	3					X	Lisa to review payment history to determine who paid $400 in past. Board members to reconsider decision based upon information. 2/6/13: Lisa reviewed history and Board determined to waive late fees.
Disclosure Notice	2/5/13	Jennifer	3/31/13	3		X				Review to confirm information up to date and current.
Sanitary Sewer Survey by CDPHE	2/20/13	Lisa Jeff	4/30/13	3		X				Survey received from State with suggestions. Jeff to price work and Lisa to review and provide direction.
Availability of Service Charges	2/20/13	Jennifer Lisa	4/30/13	3		X				Board to discuss procedures and pros and cons at March meeting and determine whether to move forward with imposition.

As of February 20, 2013