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
Concentrate Disposal and Evaporative Pond Options	6/4/13	Brad	12/31/13	1		X				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. 3/5/14: Brad scheduled to meet with Bret Icenogle to discuss reclassification. 3/19/14: Brad attempting to discuss with Bret and schedule meeting. 4/1/14: Brad left additional messages with Bret Icenogle to schedule meeting to review correspondences. 4/15/14: Brad met with Division. Division to send written response to Brad. Board to discuss in Executive Session as necessary.

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Backup Generators at Sites v. Phase Monitoring at Three Sites	8/6/13	Jeff Brad Lisa	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. 3/4/14: Board approved. Lisa to circulate agreement for execution. 3/19/14: Agreement sent to Timber Line for execution. Jeff to schedule work with Anthony. 4/23/14: Work complete.

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Rocking Horse Farms Curb Stop Inspection, Exercising & Repairs	9/3/13	Jeff Brad	5/31/14	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. 3/19/14: Addendum executed. 18 of the locations completed. 12 of the 18 located. Brad and Jeff to review and complete inventory and work on plan to locate those which cannot be found. 4/1/14: Brad and Jeff to review sites when Jeff returns and obtain pricing. 4/10/14: Brad met with Jeff to update spreadsheet for use. Brad provided maps for assistance with locating. Jeff to locate remaining curb stops and try and operate. Once list finalized, need to prioritize those to proceed with repairs. 4/23/14: Jeff reported 7 curb stops found but could not be exercised. 11 were exercised and found. 12 remain unfound. Jeff to go out to site with maps to try and locate the remaining 12 within next 2-3 weeks.

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Relocation of Water Meters in RHF	2/5/14	Brad 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. 3/4/14: Brad to prepare scope of services and solicit bids for project. Determine whether landscaping repairs will be necessary. Determine whether curb stops are located within the easements. 3/19/14: Brad and Jeff to review and complete inventory for location of curb stops and work on plan to locate those which cannot be found. This to be done prior to soliciting bids for the relocation services. Jeff reviewed 15 locations for landscaping issues. Will also look at location within easements. 4/1/14: Brad and Jeff to review sites when Jeff returns and work in pricing for repairs and landscape matters.
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. 3/19/14: Addendum executed. Work to be completed in later spring.

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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. 3/4/14: Brad to confirm lead time for ordering pumps. Board to discuss at April meeting and determine how to proceed and when. 3/19/14: Brad obtaining pump information. 4/1/14: Lisa to add replacement pump to capital project list for discussion with 2015 budget. $10,000 with lead time of 3-6 weeks (8 week for GRN). 4/23/14: Brad provided summary of analysis and pricing. Brad will include in engineering report.
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. 3/4/14: Board approved proposal from Chris. Jennifer to draft agreement for work. 3/7/14: Agreement sent for execution. 3/19/14: Agreement executed. 4/1/14: Anticipate Chris will have information for discussion at May meeting. 4/23/14: Lisa to follow up with Chris to confirm May presentation.

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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. 3/4/14: WTG to perform work 3/11-13. One day of water outage anticipated on 3/11. Notices to affected residents provided. 3/12/14: New skid set and connected. PRV leg to be installed and VID buckets completed on 3/13. Brad to provide pump information and manuals to Jeff. 3/15/14: Project complete per Brad. Follow up to ensure we received O&M manuals and serial numbers. 4/1/14: Brad working on final tweaks with WTG for project. Lisa to send copy of Brad's letter recommending payment to Jennifer. Jennifer to prepare letter of termination for Board consideration at May meeting. 4/6/14: Letter of termination to Lisa for meeting packets.

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Fire Hydrant Maintenance	12/3/13	Brad Lisa Jeff John W.	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. 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. 3/4/14: Brad reviewed fire hydrants in need of being raised or lowered and provided list to John and Jeff. John and Jeff to update as necessary within next week or two max. Brad to obtain proposals for the repair work for the Board to consider at the April meeting. 3/19/14: Brad has not received updates to inventory. If not received by Friday, Brad to receive proposals for the 6 he currently has. 4/1/14: John provided additional numbers for hydrants and will provide corresponding addresses to Brad. Brad to review and assess what repair work is needed. 4/23/14: Brad conducting inspection of additional hydrants. Brad to update spreadsheet and proceed with plan to solicit costs to raise the hydrants.
BECR Properties Application for Augmentation Plan 07CW313	12/3/13	Matt Chris	N/A			X				Provide Updates on status of case as available and necessary. Updates to be provided under separate cover.
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.

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Water Outage Protocols	1/7/14	Jeff Lisa Brad Rob	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. 3/19/14: Lisa reviewed and provided changes to Jeff. Protocols are in final form for the Board to consider at April meeting. 4/1/14: Rob to provide other options for excavators. Jeff to add information on notifications and additional protocols. Jeff to attend lunch meeting with John, Rob and Lisa to discuss additional information to include. 4/23/14: Jeff to attend May lunch with John, Rob and Lisa.
RHF Tank Exterior Re-Painting	1/23/14	Brad	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. 3/4/14: Board awarded contract to Coblaco. Work to proceed accordingly. 3/7/14: Notice of award send to Coblaco. 3/19/14: Lisa to follow up with Coblaco re status of execution of agreement. Brad to schedule pre-construction meeting once agreement executed. 4/1/14: Agreement executed. Brad to schedule pre-construction meeting to determine timeline and full schedule for project. 4/9/14: Brad conducted pre-construction meeting. Brad preparing change order proposal request for the addition of a tank overflow flange. Brad verifying dimensions on 4/23/14.

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Prosper Farms Water Court Application 13CW3143	2/5/14	Matt Lisa Chris	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. 2/28/14: Memo from Matt provided. Lisa to follow up regarding any questions. Board to discuss at April meeting. 4/1/14: Lisa to follow up with Matt regarding Board discussion. Request that Chris address with Board at May meeting along with water rights acquisition presentation.
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. 3/4/14: Lisa to order iPads using debit card. Then cancel debit card. 3/12/14: iPads and keyboards ordered. 3/19/14: Keyboards arrived. Confirming delivery of iPads. Will bring to April meeting. 4/1/14: iPads being programmed. Lisa to bring to May meeting. Board to consider PDF Expert 5.0 app for opening pdf documents.
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. 3/5/14: Brad obtained information and provided to Jeff to incorporate into Antero maintenance software. 3/19/14: Jeff has information and will enter into the software. Board to consider service proposals for Cla-Val unites from isiWest at April meeting. 4/1/14: Board approved work. Jennifer to prepare agreement. 4/6/14: Email to Anita Hardy re registration with Secretary of State's office and entity name. Agreement drafted. 4/7/14: Agreement circulated for execution. 4/23/14: isiWest executed agreement. Needs to be executed by District. Will begin work once executed and coordinate with Jeff.

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Credit Cards	3/4/14	Lisa	5/31/14	2		X				Lisa to cancel debit cards after iPad purchases and replace with credit cards for she and John. Both to execute agreements pursuant to policy. 3/19/14: Agreements executed pursuant to policy. Lisa tendered debit cards and is cancelling those and applying for credit cards. 4/23/14: Waiting for charge on iPads to come through before cancellation.
May 6, 2014 Election	3/4/14	Lisa	5/31/14	1		X				Lisa to proceed with election. Jennifer to draft ballot. Lisa to send self nomination forms to Jennifer for ballot. Ballot certification deadline is 3/7/14. 3/5/14: Draft ballot sent to Lisa. 3/7/14: Ballot certified with DEO. 3/12/14: Mail ballot plan completed and certified. 4/1/14: UOCAVA Ballots mailed by deadline. Regular ballots to be mailed by statutory deadline. Lisa to include bios of candidates on website. 4/21/14: Ballots mailed to electors. Board of Canvassers appointed. Will meet on 5/20/14 to canvass returns.
EDOP Compliance	3/19/14	Jeff Brad	N/A	1			X	X		Quarterly sampling to be completed. Annual report to be filed in June. Financial information to be updated every 5 years. 4/23/14: Second quarterly sampling completed and will be in engineering report.
Signage at All Facilities	3/19/14	Lisa Jennifer	5/31/14	3		X				3/19/14: Lisa left message for Craig Ashcroft to confirm proposal and information contained therein. No response received. Brad to reach out to Craig to see if he can get a response. 4/1/14: Lisa to inquire into whether Craig has an umbrella policy that would cover the work. Work approved subject to confirmation of sufficient coverage. Brad to confirm names on plats for signs. 4/2/14: Wording for Greatrock North confirmed. 4/23/14: John obtained proposal for insurance coverage. Jennifer confirmed coverage sufficient. Jennifer to draft agreement. Agreement to Lisa for execution.
Monthly Flow Reports and Graph	4/1/14	Lisa Brad Divena Jeff	5/31/14	2		X				Prepare graphs of flow report (similar to annual graph created) for each month instead of the individual flow reports. 4/23/14: Brad to include graphs in engineering report.

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