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. 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. 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.

As of April 16, 2013

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
THIRD EVAPORATION POND (2013 Capital Project)										
Design	1/1/13	Andrea	N/A	1		X				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. Need to update map of area accordingly. 2/20/13: Olsson engineers to attend March meeting to discuss CLOMR and LOMR 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. 3/5/13: Andrea to prepare estimate of costs for entire project along with updated timeline. Determine how much fill dirt is necessary and cost of same. 3/19/13: Estimate of costs and timeline to be presented at April meeting. 4/2/13: Staff to proceed as directed by Board. Further action subject to negotiations and privilege. Intentionally not included.
Approvals and Pre-construction matters	1/1/13	Andrea	N/A	1		X				3/5/13: Olsson engineers confirmed both CLOMR and LOMR required.
Easement Acquisition	1/1/13	Jennifer Lisa	N/A	1		X				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. 2/5/13: Jennifer to obtain estimate for condemnation if necessary. 2/25/13: Proposal for condemnation received. 3/5/13: Jennifer to draft response to Mr. Rye for easement negotiations. 3/13/13: Draft response to Lisa to review and comment. Response sent to Mr. Rye. 3/18/13: Response received from Mr. Rye. Board to discuss at April meeting. 4/2/13: Further action subject to negotiations and privilege. Intentionally not included. 4/16/13: Lisa followed up on property matter. Update to be provided at May meeting.

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
Funding	1/1/13	Lisa Andrea Jennifer	N/A	1		X				Apply for Energy and Mineral Grant and other funding opportunities once project ripe for application. 4/10/13: Consideration for Funding Request form sent to State outlining project.
Concentrate Supplemental Projects	4/2/13	Andrea	N/A	1		X				Explore other options outlined by Board. Include: 1) surcharge on irrigation customers; 2) blending with irrigation water; 3) dual irrigation system in GRN/RHF; and 4) Point of Entry in-home RO. 4/16/13: Budget for each item prepared by Andrea. Andrea provided direction to explore items 2, 3 and 4, above in a technical memo to be provided and discussed at the May meeting.

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		X		Jennifer to send SIPA contact information to Anna. Anna and Lisa to research grant opportunities for website funding. 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. 3/5/13: Pay portal up and running and operational. Able to process online payments. Terry to add pay portal information to newsletter. 3/19/13: SIPA indicated draft website should be ready within 30 days. 4/16/13: SIPA sent questionnaire for website to Lisa for completion of website. Lisa meets with John and Terry tonight to review questionnaire.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
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. 3/11/13: Timber Line to review pond levels in April. 3/19/13: Timber Line to install new sensor in south pond. Jennifer to draft addendum for approval at April meeting. 4/2/13: Agreement approved by Board. 4/16/13: Work is complete. Need pictures of work. Jeff requested pictures from Timber Line. Jennifer to prepare termination of agreement. Termination sent to Lisa for execution.
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. 4/8/13: Memo received from BBA. Lisa responded with follow up questions on same. BBA responded to questions. Will flush in December, January or February to claim credits.

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	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. 3/15/13: Locations sent to Jeff. Jeff to order tags. 4/16/13: Jeff ordered tags but won't work so ordering new 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. 4/4/13: Water quality information provided to Walraven.
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. 3/19/13: Jeff to schedule with Timber Line ASAP so data can be captured and utilized for year. 4/16/13: Jeff requested training to be scheduled again. Timber Line to schedule within next couple of weeks.
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. 3/19/13: Collecting data on costs and coordinating with Jeff on few matters. 4/2/13: Field notes and additional data being compiled. Will be provided to Ramey when complete for updating AllMax software. 4/16/13: Finalizing analysis. Will be complete by next week.
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.
Flow Meter for Concentrate Line in RO	3/5/13	Jeff	4/30/13	2		X				Determine cost to buy flow meter and add to SCADA system. 3/11/13: Flow meter already installed but needs a totalizer. Checking with Timber Line to see if this can be added and tied into the SCADA system. 4/16/13: Timber Line to provide proposal for tying into the SCADA.

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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
Bonds	3/5/13	Lisa Jennifer	4/30/13	2					X	Request information on ability to refinance bonds at lower rate. Jennifer to check with bond counsel regarding limitations on advanced refunding. 3/19/13: Correspondence sent to bond counsel with questions. Lisa contacted underwriter for update as well. 4/16/13: Underwriter to provide memorandum on current status. No opportunities available at this time.
BOCC Erik Hansen	4/2/13	Jennifer Lisa	4/30/13	1					X	Lisa to send total costs spent on service area expansion project to Jennifer. Jennifer to forward costs and letter from County to BOCC Hansen as follow up to discussions at meeting. 4/16/13: Email sent to Commissioner Hansen with information.
Water Pumping/Billed List	4/2/13	Lisa	5/31/13	3		X				Review list to determine whether information accurate. Last report indicated ¼ of water pumped but not billed. 4/16/13: Jeff determined that spreadsheet not adding last column into the totals. Lisa to verify information to see if this resolves the difference.
Utility Usage Summary	4/16/13	Lisa Jeff	5/31/13	3		X				Lisa to review utility usage and savings and compare to last year's. Jeff to review data to see what pattern is and what options are available to avoid using electricity during peak hours.

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