Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
GRN Pump Station Improvements Project (**2015 Capital Project**)	5/6/14	Brad	5/31/16	3		X				4/22/15: Brad advertising project and bids to be received in late May for the Board to award the project in June. 5/26/15: Working to resolve two outstanding design matters: 1) Structural design and the necessity of a perimeter drain to address perceived groundwater issue, and 2) Pump selection. New schedule TBD. 6/2/15: Issues with perimeter drain with the design. Brad to talk with structural engineer to see if we need the drain. Brad waiting on proposal from REC for the pumps. Board discussed design/build option. Jennifer to send Brad summary of requirements for design/build projects. 6/9/15: Jennifer sent design/build information to Brad and Lisa. 6/17/15: Brad reviewed information, discussed with John and will not do design/build. Brad to complete details for design. Structural engineer to finish his design. Brad to provide update to Lisa on Monday for timeline. 6/25/15: Structural design proceeding. Brad reviewing pump, motor, and control data received from REC-ESD. 7/7/15: Brad to discuss groundwater issue and talk with Wayne Cass regarding pumps, motors and drives. 7/21/15: New structural engineer on project, working on structural details; Brad to review and comment on pumps, motors, and drives proposed by W. Cass (REC-ESD). 8/4/15: Brad to have final design plans completed within the next 7-10 days. 8/19/15: Brad working on this today and will coordinate with Lisa. 9/1/15: Brad contracted with structural engineer to look at design issues and received information from Wayne Cass on pumps, motors and drives. Brad to finish design in 2015 and budget construction for 2016 as capital project. 9/16/15: Brad working on this with Altela concept. Meeting on Thursday morning with John to work on details. 10/6/15: Design temporarily on hold per Brad. Project may be combined with water treatment facility for bidding purposes. 10/21/15: Budgeted for 2016.

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Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Rules and Regulations	8/27/14	Jennifer Lisa Brad Jeff	5/31/16	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. 5/5/15: Address outdoor use of water in BECR based upon Matt Poznanovic's determination of permitted uses in decrees. 6/17/15: Also address set up and location of curb stops in BECR to avoid issues going forward. Brad to look at current R&R to see how this is addressed and whether an option is provided. 6/25/15: Chad Weaver (TZA) provided information on the curb stop boxes to Lisa Johnson on June 17. The Rules & Regulations should specify 6500 Series Screw Type curb boxes, as manufactured by Castings Inc. (970-243-2032), having a minimum internal diameter of 2.25 inches, or an approved equal. The part number is "C.I. 95-E" and includes a 30" top section and a 39" bottom section allowing for a bury depth of 41 inches to 64 inches. For deeper installations, Castings Inc. offers extensions in 9" (Item 151), 16" (Item 152), 28" (Item 153), and 30" (Item 154) heights. 10/21/15: Budgeted as 2016 project.
Water Rights Acquisition	10/30/13	Lisa Chris Brad Jennifer	12/31/15	1		X	X			Updates to be provided in Executive Session or under separate cover.
Public Trust Resources Ballot Initiative #4	10/7/14	Jennifer	12/31/16	4		X				Review initiative for Board consideration of resolution in support or opposition of initiative. Measure is for 2016 ballot.
Valve Box Inserts	4/22/15	Jeff Brad	12/31/15	3		X				Purchased one to see how it would work and works well. Order remaining inserts. 5/26/15: Valve box inserts on order. 6/17/15: Inserts should arrive any day. 8/19/15: Jeff has inserts in his office. Brad and Jeff to strategize approach for work. 9/16/15: Jeff has inserts and to schedule time to install. 10/21/15: Jeff confirmed these will be completed by 12/31/15.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
SOPs for RO Operations	6/2/15	Jeff	9/30/15	3		X				Determine how to document our SOPs for operations going forward. 6/17/15: Brad to discuss with Jeff at lunch meeting. 6/25/15: Brad and Jeff will discuss the SOPs during 6/30 meeting. 7/21/15: Jeff is developing SOPs for the RO operations as a part of the overall operating plan in light of recent state-wide WQCD activities related to Regulation No. 100 (operator certification). 8/19/15: Jeff working on this. 9/16/15: In process. 10/21/15: In process.
Verification and Calibration of Flow Meters for Alluvial Wells	7/7/15	Brad Jeff	12/31/15	3					X	Lisa to see if Division of Water Resources provided communication to the District. New Rules and Regulations for South Platte River Basin. Determine requirements, timing and cost for calibration for incorporation into 2016 budget. 7/15/15: Lisa reviewed District records and determined that a communication regarding the new rule has not been received. Brad provided scope and fee schedule to calibrate and verify flow meters. 7/21/15: Brad has sent Lisa information on the regulatory requirements to be completed by 12/31/15 and TZA's fees for verifying the accuracy of each alluvial well flow meter. Jeff to inspect the flow meter vaults for the alluvial wells in anticipation of the required flow meter calibrations. Mike inspecting alluvial well vaults. 8/4/15: Board approved addendum to TZA agreement for flow meter calibration work. Brad to have addendum executed and schedule work. 8/19/15: Brad to have addendum signed and will coordinate with REC for scheduling. Addendum executed. 9/16/15: Nathan met with Mike on site. North well meter is within tolerance. South well meter slightly out of tolerance but is permissible for another year of operation and will be assessed at that time. Nathan to prepare report of findings. 9/21/15: Two flow meters tested. Reports to be filed with Division of Water Resources once signed by Jeff. 10/21/15: Signed and submitted to DWR. Jeff to send copies to Lisa.

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Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
New Disinfection Rules	7/7/15	Brad Jeff	12/31/15	3		X				Received letter regarding requirements and compliance. Determine requirements, timing and cost for disinfection for incorporation into 2016 budget. 7/21/15: Jeff to tell us if maintaining a 0.2 mg/l residual throughout the distribution system may be an issue based upon REC's historical sampling and analysis on Greatrock system. 8/19/15: Jeff believes District meeting requirements. Jeff adding a column onto each sheet to track residual to monitor going forward to confirm. 9/16/15: Brad and Jeff to review and discuss reports in November to ensure still meeting requirements. Deadline to request extensions is December.
Greatrock North Curb Stops	7/7/15	Jeff	10/31/15	3		X				Jeff to confirm location of all curb stops within GRN. Jeff to talk with Rob Fleck before starting to have GPS coordinates taken at the same time. If all curb stops located within meter pits, will not exercise. 7/21/15: Jeff does not want to perform without waiver of liability from District. Lisa to talk with Cary Redman about work. 8/4/15: Redman Potholing to perform work. Jennifer to draft agreement for same. 8/14/15: Agreement to Lisa for execution. 8/19/15: Agreement sent to Redman for execution. 9/1/15: Project complete. 132 total; one house does not have one at all. Jeff to determine which 6 homes are affected by the home without the curb stop and note for the future in case it goes down. Plan to fix all at that time and have plan for notification of same. 9/16/15: John to provide list of homes with curb stops to Lisa. Once have, Jeff to develop plan. 10/21/15: Lisa has list of homes with curb stops. Only 1 home doesn't have curb stop located at all. Rest of subdivision curb stops are located within the meter pit. Not located in meter pit like others. Plan is to freeze line if need to repair to put as few homes out of water as possible. Jeff to include plan in SOPs for emergency water leaks. Lisa to communicate plan to John.

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Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
GIS Services	7/7/15	Jeff P. Brad	10/31/15	2		X				John and Rob to discuss services that St. Vrain can provide to the District and whether an IGA will be needed. 7/15/15: Rob provided initial comments regarding the use of St. Vrain equipment and personnel. Lisa to discuss in more detail with John and Rob and mid-month meeting. 8/4/15: Brad sent and Rob received historical GIS digital data. Rob will lend the District GIS equipment to capture data and he will then incorporate data into a map and provide updates as requested. District will be responsible if equipment is lost/stolen or broken during use. Add to September agenda for further discussion by the BOD as to who should capture the data (BOD volunteers or consultants). 8/19/15: John talked with GIS person for BECRWC. John to request proposal from company. Board to discuss options at September meeting. 9/1/15: Jeff P to obtain proposals for services. 9/16/15: Jeff found group that can provide services. Lisa and Brad to review information. 10/6/15: Jeff P reviewed options and software options with Board. Brad to develop GIS proposal for consideration at November meeting. Include development and maintenance of GIS data. 10/21/15: Brad preparing proposal and discussing with other companies to obtain proposals. Request NTE if possible. Jennifer not to prepare agreement until after Board approves. Board to consider at November meeting.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Altela System (**PRIORITY**)	8/4/15	Brad Altela Jeff P John Lisa Jennifer	12/31/15	1		X				8/6/15: Lisa contacted Alan Matlosz. 8/14/15: Jennifer reviewed LOI and approved and circulated for signature. 8/16/15: LOI executed. 8/19/15: Altela to prepare design and proposal for Board consideration at September meeting. Need to secure approval from State for discharge of water into creek once through system. Brad to work with Altela to schedule meeting with CDPHE regarding this. 9/1/15: Brad to submit for PEL and industrial discharge permit. Altela to develop scope and cost for bench test. Brad and Altela to complete items 1-9 from Brad's action items for project within 30 days. John and Jeff P committee for project. 9/16/15: PEL submitted. District has not received an invoice yet. Industrial discharge permit nearly complete. Meeting with John tomorrow regarding building footprint. Left messages for County regarding permitting requirements for construction. Lisa met with Alan Matlosz re financing options. Requested numbers for $1.25, $1.5 and $1.75M. Requested for budget meeting on Monday. 9/21/15: PEL submitted but have not received invoice from the State yet. Brad has tried 3 times to get the invoice. Brad to call Kanan to get the PEL going. Discharge Permit application complete and needs signatures. Water Quality Sampling and Analysis will be conducted and reviewed with a list of parameters. Building layout revised for GRN needs. Need major amendment for the building or Tract F (lot 30) to vacate the lot line. LOI may expire soon. Jennifer to review and email Altela guys re status. 10/1/15: Jennifer emailed Altela guys re status of project, estimated costs, etc. 10/5/15: Altela responded that coordinating response with Brad. 10/6/15: Brad circulated memo to Board and public. Brad to follow up with company recommended by Sherry Greer at meeting. Brad to resurrect action items for project and keep up. 10/21/15: Brad procured three 330-gallon totes and will have them ready once we are prepared to sample and ship. Brad to coordinate the sampling and shipping with Altela. CROSS REFERENCE: Brad's action items on project.

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Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
MSDS Sheets on Chemicals to Control Weeds at Ponds	8/4/15	John Brad	8/31/15	3		X				John Wyckoff will request the sheets from Elite Industries and Brad will review and comment on whether we should restrict use at the ponds, change product, etc. 8/19/15: Lisa to follow up with John on status. 9/16/15: John provided MSDS sheets. Brad to review sheets to provide answer to Lisa's questions on whether it's ok to use chemicals near District's sites. 10/21/15: Brad doesn't see issue with using them on the ponds. Brad to send email summarizing findings.
2016 Budget	8/4/15	Lisa Committ ee	12/31/15	2		X				Consists of John, Jeff Polliard, Jeff Rabas, Jennifer, Brad, Divena and Lisa. Lisa to schedule meetings. 8/7/15: Lisa scheduled first committee meeting for 8/31/15. 8/31/15: Committee met. Next meeting scheduled for 9/21/15. 9/21/15: Committee met. Divena to revise budget accordingly for Board discussion at October meeting. 10/6/15: Divena to update budget for hearing. Lisa to publish notice of hearing. 10/21/15: Publication sent. Divena updated budget.
Emergency Response for Water Outages	8/31/15	Jeff	10/31/15	3		X				Jeff to develop emergency response plan for water outages to add to SOPs. Intended to deal with issue of one tank going down, how water will get to that subdivision, what improvements are needed, what the costs are and the time to get them back up.
CL2 Metering Pump for BECR	8/31/15	Jeff	9/30/15	2		X				Jeff to purchase chlorine metering pump. 9/16/15: On order. 10/21/15: Jeff to check on status of order.

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Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Water Rates	8/31/15	Brad Lisa Jennifer	9/15/15	1		X				Brad to review water rates to determine whether a rate increase is needed. If so, 30 day notice is required. Need to know ASAP so that notices can be sent by October 1. 9/16/15: Brad has model developed. Brad to include budget items and obtain billing data. Lisa to provide billing information to Brad. Jennifer to prepare 30 day notice assuming possible increase. 9/29/15: 30 day notice to Lisa for provision to customers. Ashley posted on SDA website pursuant to Colorado law. 10/1/15: Jennifer emailed Lisa re notice of AOS change. Jennifer to prepare fee resolution for November meeting. 10/2/15: Fee resolution to Lisa for review of rates and comments. 10/6/15: Brad to update model and work with Lisa to determine rate adjustments for recommendation. 10/21/15: Lisa and Brad meeting to review rate schedule for Board meeting.
2015 Audit	8/31/15	Lisa Divena	12/31/15	2		X				Board to determine whether to keep Schilling & Co. on or have a different auditor. Lisa/Divena to obtain proposals accordingly. 9/16/15: Board to discuss at October meeting. 10/6/15: Schilling & Co. to perform but have someone other than Dawn for fresh set of eyes. Lisa to get engagement letter for approval at November meeting.
SCADA Reports	8/31/15	Jeff Brad	10/31/15	2		X				Jeff to review reports to look at erratic levels and determine what issues are. Brad to follow up with Jeff on same. 9/16/15: Jeff to meet with Brad to review. 10/21/15: Reviewed on Monday. Jeff to provide proposal for new meter.
Control Valve Evaluation	9/1/15	Jeff	12/31/15	2		X				Brad to develop plan for control valve evaluation. Brad and Jeff to update valve inventory in Allmax software system and work with Lisa and budget committee to prioritize efforts for 2016 and beyond. 9/16/15: Brad started compiling list of valves. Brad and Jeff to walk facilities. Brad to begin on Thursday with BECR. 9/23/15: Check valve on BECR fire pump completed. 10/21/15: Brad started inventory sheet and sent to Jeff with photos. Jeff to complete rest of facilities by end of year.

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Financing Options	9/1/15	Lisa Divena Jennifer	12/31/15	1		X				Look at refinancing existing debt and issuing additional debt for $1-$1.5M. 9/15/15: Lisa met with Alan Matlosz and requested numbers for $1.25, $1.5 and $1.75M to have before next budget committee meeting. 10/5/15: Conference call with Alan to review options. Alan to prepare summary of same. Board to review and discuss at November meeting. 10/21/15: Lisa conducted call with Alan and requested executive summary including option to secure loan with DOLA. Alan to come to November meeting to discuss.
Agreements for Termination and Renewal	10/1/15	Jennifer Lisa	11/1/15	2		X				Determine which agreements need to be renewed, amended or terminated for November meeting. Need addendum for SDMS agreement for new rate schedule. Same for TZA and Elite for new rates as well.
CPI Increase for BECR Water Lease Agreement	9/21/15	Lisa	10/31/15	2		X				Board to consider whether to charge CPI increase under BECR Water Lease Agreement for budget considerations. 10/21/15: Add to November agenda.
Part Time Operator	9/21/15	John Jeff P	12/31/15	3		X				Develop job description for possible part time operator. To include matters such as meter reading and locates.
Operator Services	10/6/15	Lisa Brad John Brian	11/30/15	2		X				Review scope of services and expectations for 2016. 10/21/15: Meeting scheduled for 10/30/15 to review.
Electrical Preventative Maintenance Report	10/6/15	Brad	10/19/15	1		X				Brad to review last report to determine when to next perform maintenance and to review what items required maintenance. Advise Lisa whether needs to be in 2016 budget and provide numbers for same. 10/21/15: Chad reviewing and to provide to Lisa prior to Board meeting.
2010 Arbitrage Analysis	10/6/15	Divena Lisa	12/31/15	2		X				Verify whether we need new engagement letter for 2010 analysis or whether included in original amount. If need a new one, obtain for approval at November meeting. 10/9/15: Divena confirmed need new agreement. Consider at November meeting.

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Replacement of Membranes in RO System	10/21/15	Jeff Brad	12/31/15	1		X				Replace membranes prior to testing of water for Altela sampling. Jeff coordinated shipping with Lochbuie to save on shipping. Scheduled to switch out next week. Run for a bit before sending water to Altela.
Repair of Chlorine Feed Tube at RO Facility	10/21/15	Jeff	12/31/15	1		X				Jeff to have tube repaired.
Annual and Election Resolutions	10/21/15	Jennifer	12/31/15	2		X				Jennifer to prepare for November meeting. Need annual and election resolutions.
WATER RIGHTS CASES										
13CW3108 Box Elder Creek Ranch Properties Water Court Application (District's Opposition)	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. 9/1/15: Trial scheduled for 10/31-11/4/2016.
14CV3174 District's Water Court Case to Secure Junior Water Rights	11/4/14	Lisa Matt Chris	N/A	1		X				Updates to be provided in Executive Session or under separate cover.
15CW3010 Box Elder Creek Ranch Properties Application for Augmentation Rights Water Court Case (District's Opposition)	3/3/15	W&J	N/A	1		X				Updates to be provided in Executive Session or under separate cover.
14CW3166 Cooper Surface and Storage Rights Water Court Application (District's Opposition)	3/3/15	Matt	N/A	1		X				Updates to be provided in Executive Session or under separate cover.

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