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 Jennifer	N/A	1		X		X		12/21/12: EDOP submitted to State. 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. 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.

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		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. 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. 5/7/13: Lisa, John and Terry met to complete questionnaire and resubmitted to SIPA. Website should be finalized soon. SDMS staff to receive training on website next week for loading and maintaining website. 5/14/13: Training scheduled for 5/15/13. Draft website available for that training. John, Terry and Lisa to schedule meeting afterwards to fine tune website. Should be operational by end of June. 6/4/13: SIPA creating platform and preparing for training of staff. Should be operational by end of month. 6/17/13: SIPA phasing new vendor in. Indicated we will have website to review this week. 7/2/13: SIPA provided shell website to Lisa. SIPA to provide training information for adding content to website. Lisa to review with Terry and John for Board presentation at August meeting. 7/16/13: Received shell from SIPA but not DVD with instructions. 8/6/13; Received training video. Initial information input in process. Will be able to launch in September sometime. 8/16/13: SDMS uploading information to website. 9/3/13: Expect website to be ready for review by John and Terry by end of September with ability to launch in October. 9/20/13: Lisa has meeting scheduled with Terry to review the draft website. 10/1/13: Meeting scheduled with Terry to review website on 10/7. Will incorporate revisions then go live. 10/10/13: Lisa meeting with Terry 10/11 to review changes.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
System Development Fee Analysis	1/21/13	Brad Jennifer Lisa	12/31/13	3		X				Conduct system development fee analysis. 1/21/13: Work to begin upon completion of reserve study. 6/4/13: Board authorized Olsson to complete this project. 6 /17/13: Lisa and Andrea to meet prior to commencement of project to ensure scope is understood and complete. 7/2/13: Lisa met with Andrea to ensure project will be completed within intended scope from District. 7/16/13: Andrea to provide draft to Lisa by 7/17/13. 8/14/13: Brad to provide proposal to finalize analysis. 9/3/13: Jennifer to terminate OA agreement. Brad to review current analysis for presentation at October meeting and incorporation into budget as necessary. 10/1/13: Analysis presented. Brad to provide recommendation on SDF with a summary of the analysis completed. For example, for 100 homes, need $x. 10/10/13: Brad, Lisa and Jennifer met re restructuring of fee. Brad to look at structures from surrounding water providers to see how they are presenting fees. Look at investment fee for all lots with SDF or provision of improvements. Lisa, Brad and Jennifer to schedule next meeting on restructuring. 10/28/13: Lisa, Brad and Jennifer meeting 10/30/13 to work on restructuring of SDF.
VFD for Greatrock North Pump #2	5/14/13	Brad Jeff	6/30/13	3					X	Obtain proposal for addition of VFD to pump and incorporation into SCADA. 6/17/13: Timber Line working on proposal for work. Should have this week. 6/24/13: Proposals received from Timber Line. Board to consider at July meeting. 7/2/13: Brad to obtain detailed proposal from Timber Line breaking out programming portion. Compare proposal with WTG proposal. Brian and Jeff to make final determination. NTE $8,325. 8/6/13: Board approved agreement with WTG. Jennifer to draft agreement. 8/14/13: Agreement to Lisa 8/16/13: Agreement to WTG for execution. 9/3/13: Work in process. 9/20/13: WTG to coordinate with Jeff on work i.e. outages, etc. Jeff to oversee installation.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Water Quality Tests	5/14/13	Jeff	6/30/13	2					X	Pull water samples from LFH wells and concentrate coming out of RO before it goes into the pond. 6/17/13: No longer needed at this point. ***ON HOLD PENDING FURTHER TESTING AND DISCUSSIONS.*** 9/20/13: Jeff to send TDS results to Brad.
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. 7/2/13: Brad pulling water quality samples to investigate blending options. 7/16/13: Water samples pulled. At lab for testing. 8/6/13: Brad presented blending ratios and analysis to Board. Need information on soil composition to determine any concerns and whether ratio would work on particular soils. CSU Extension representative to attend September meeting to discuss details and options. 8/13/13: Soils report to Lisa. Lisa forwarded to Board. Board requested meeting with WQD and Solid Waste Program to discuss concentrate issue. State to provide dates to District for meeting. 9/3/13: CSU Extension representative to attend October meeting. Brad has call into WQD to discuss a future meeting. 9/20/13: WQD meeting scheduled for 9/23/13. 10/1/13: Met with WQD. Blending/application not viable options for District. Investigate road applications for dust suppression and blending with irrigation and application to open space as options. 10/10/13: Brad exchanging voice mails with State re stream reclassification and talking with County re dust suppression.
Reserve Analysis Numbers Production	7/2/13	Brad Lisa Jennifer Divena	7/31/13	2					X	Provide proposal for completion of reserve study for consideration at August meeting. 7/16/13: Jennifer to prepare addendum to water agreement for services. 7/17/13: Addendum to Lisa. 8/6/13: Addendum approved by Board. 8/16/13: Analysis in process. 9/3/13: Jennifer to terminate OA agreement. Brad presented analysis at meeting. Lisa and Divena to incorporate into 2014 budget and long range plan.

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
Greatrock North Generator	8/6/13	Jeff Lisa	9/30/13	2					X	Confirm installation of solenoid and on which generator. 8/14/13: Staff verified solenoid has been replaced and generator is exercising as scheduled. Jeff advised Rocky Mountain Generator that not paying for replacement work since done on wrong generator initially. Jeff to continue to work on issue. 9/20/13: Generator not exercising again two weeks ago. Jeff to coordinate with Cummins for codes and continue to monitor.
Backup Power Sources at Facilities	8/6/13	Jeff	9/30/13	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.
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.
Reserve Fund	9/3/13	Divena Lisa	10/31/13	2					X	Create separate reserve fund in District budget with balance to be carried forward in future years. 10/10/13: Use capita repair and replacement line items and make reserve line item.
2014 Budget	9/3/13	Divena Lisa	12/31/13	2		X				Lisa to provide agenda and budget to directors two weeks in advance of budget workshop. Lisa to schedule staff workshop for September. Lisa to schedule separate budget workshop with staff and directors for October. Budget hearing to be conducted 11/5/13. Staff to provide recommendation on projects along with priorities for same. 9/20/13: Staff meetings on budget scheduled. First is 9/24/13. 10/10/13: Staff conducted budget meeting. Board to conduct workshop on 10/29. 10/30/13: Divena to add page numbers to budget. Add more detail to the notes to explain changes. Move all items except water matters from capital fund to GF.

As of October 30, 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
Availability of Service Fees	9/3/13	Jennifer Lisa Divena	10/31/13	1		X				Jennifer to confirm notification requirements for imposition of fees. Divena to incorporate fees into budget. Lisa to provide notification to property owners. Need to provide to all property owners within District. 9/24/13: Notice requirements are notice of time, date and location of meeting at which fees are to be considered mailed by first class US mail to each taxpaying elector of the District at the last known address as disclosed by the tax records of the County. §32-1-1006(1)(h), C.R.S. Lisa to provide list of all properties subject to AOS. Jennifer to research information on RHF HOA for notices. 10/7/13: Lisa to assemble taxpaying elector list. 10/10/13: Notice of intent to impose AOS to Lisa for mailing. Letter to Dave Rye re same. Board to consider at 11/5/13 meeting. 10/25/13: Dave Rye requested the Board not assess fee. Board to discuss and consider at 11/5/13 meeting.
Valve Exercising & Hydrant Flushing	9/20/13	Jeff	10/20/13	1					X	Exercise all valves in all subdivisions. Need to complete by 10/20/13. 10/10/13: Vales completed. All worked fine. Will start flushing hydrants soon. Jeff to put signs up in area at entrances to advise people of flushing. 10/25/13: Flushing completed.
Outstanding Agreements	9/20/13	Jennifer	10/31/13	1		X				Review all agreements to determine which terminations are needed. Draft new agreements as necessary.
Fees and Charges Schedule	10/1/13	Jennifer Lisa Brad	12/31/13	2		X				Review schedule to determine whether updates are needed for 2014. Define "SDF". Verify meter fees.
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.
SDF, SDF Credits and Revisions to Rules and Regulations	10/1/13	Jennifer Lisa Brad	12/31/13	2		X				Develop revisions to Rules and Regulations for SDF and SDF credits for those building infrastructure. Develop timing of when fees due. Effective for those not currently under inclusion agreements. 10/10/13: Staff meeting to work on SDF restructure.

As of October 30, 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
SDA Conference Dum Dum Board Script	10/1/13	Lisa	12/31/13	3					X	Forward script to directors. 10/11/13: Lisa sent to Board.
Olsson Associates Invoice for RHF Facility	10/1/13	Lisa	10/31/13	3					X	Pay invoice as presented. Determine whether there is a place where the Board can file a complaint against Olsson. 10/10/13: Invoice paid.
Hot Tub Water Quality	10/1/13	Jeff	12/31/13	2		X				Look at increasing RO to reduce residue issue in hot tubs. Do we use more alluvial? Draft paragraph for newsletter to explain presence of residue due to reduction of RO. 10/4/13: Paragraph for newsletter sent to Terry. 10/10/13: Jeff to increase RO to 1 hour/day to see if helps to resolve issue.
House Cleaning for Facilities	10/1/13	Jeff	10/31/13	3					X	Clean all facilities. Scheduled for 10/4/13. 10/10/13: Rescheduled for 10/11/13. 10/11/13: Cleaning completed.
Ramey Environmental Operations Agreement for 2014	10/10/13	Jennifer	11/30/13	2		X				Draft Agreement. 10/11/13: Lisa forwarded new fee schedule to Jennifer for agreement. Board to consider at 12/3/13 meeting.
Rocky Mountain Power Generator Agreement for 2014	10/10/13	Jennifer	11/30/13	2		X				Draft Agreement. Board to consider at 12/3/13 meeting.
RHF Meter Relocation	10/10/13	Brad Jeff	12/31/13	3		X				Look at costs of curb stops v. relocating meters to meter pits.
Fire Pump Maintenance	10/30/13	Jeff	12/31/13	3		X				Add fire pump maintenance to preventative maintenance tracking for routine maintenance.
Configuration of Fire Pumps	10/30/13	Jeff 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.
Water Rights Acquisition	10/30/13	Lisa Brad Jennifer	12/31/14	3		X				Look at acquisition of water rights in 2014. Consider buying few shares each year.

As of October 30, 2013