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	10/31/15	1		X				3/18/15: Jennifer to provide construction bid documents to Brad for project. Brad to present project at April meeting. 4/7/15: Construction bid documents to Brad. Brad discussed preliminary plan with Board. Brad to advertise project in April and receive bids in May. 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.

As of September 16, 2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Concentrate Management (2015)	6/18/14	Brad	12/31/15	1		X				4/7/15: Brad to request proposal from Industrial Water for road application permitting and for finding a viable user for the concentrate. Brad to request a proposal from SolarBee for the air-powered mixer. Both for discussion at May meeting. 4/22/15: SolarBee has provided proposal for rental of a unit. Brad sent to Rob and John for review and comment. Will discuss at mid-month meeting. Industrial Water provided concept for an arrangement. Will discuss terms at mid-month meeting. 5/5/15: Will not use GridBee anymore. For Industrial Water, need to determine a long-term user first and then can apply for a permit. 5/26/15: South pond elevation at 4.66 feet on May 11. Valve between ponds was opened on May 12 to transfer water from south pond to north pond. South pond isolated on May 20 with elevation at 3.86 feet, started feeding north pond. Elevation in south pond on May 25 was 3.83 feet. REC to report on north pond elevations from manual measurements. 6/2/15: No viable users located yet. ECCV is doing a pilot study that may result in options. Reduce concentrate creation and manage evaporation to reduce waste stream. 6/17/15: Altela is doing a pilot study for concentrate disposal. Will monitor their process and costs. 6/25/15: Brad to prepare a summary of the Altela technology. A private tour of the Altela pilot is scheduled for 3:30 p.m. on July 7 at the ECCV WTP (I-76). 7/7/15: Board attended tour at ECCV. Brad presented cost analysis to Board for Altela option. John and Brad to meet with Altela on site. Obtain proposal from Altela for the project and determine what capital costs they will cover as a flagship project. Jennifer to look at public/private partnership parameters. 7/21/15: Brad met w/ Altela on 07/10; Altela staff to present proposal on a partnership to develop a “showcase” installation on District lot and attend August Board meeting. 8/4/15: Board authorized letter of intent with Altela. 8/19/15: Jeff to continue to monitor pond levels. 9/1/15: Efforts transitioned to Altela Project. CROSS REFERENCE: Altela System.

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

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	12/31/15	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. 2015 Project. 1/21/15: Lisa to schedule conference call to coordinate kick off for project to determine items to include in reissuance. 2/18/15: Scheduled for 2/25/15. 2/25/15: Brad, Lisa and Jennifer met. Jennifer to circulate first draft of revisions by 3/31/15. 4/7/15: Jennifer to circulate revisions to Lisa and Brad by 4/30/15. 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.
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.

As of September 16, 2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
RHF Generator Radiator Replacement	4/7/15	John Jennifer	7/31/15	2		X				Obtain additional proposal for radiator replacement. Consider Brighton Radiation and TransWest. 5/5/15: Unable to obtain proposals. Jeff to determine whether it can be repaired instead of replaced. 5/26/15: John and Jeff discussed the issue with pulling the radiator for repair is that we would need to get a rental unit for the week or so that ours would be down which may end up costing as much as a new radiator. Transwest does not do this type of work on generators only big trucks. Brighton Radiator we would have to find someone that can remove the generator and they can take up to a week to repair and we would run into the same issue with having to rent another generator. 6/2/15: Board approved agreement with a qualified profession in amount NTE $7,631.91. 6/3/15: John discussed options with New Diesel representative who estimated a cost of $4,000. John to obtain formal proposal for the work and, if less than the NTE, have the work completed. Jennifer will need to put agreement in place for work. 6/10/15: Agreement to Lisa for execution. 6/17/15: Needed a temporary generator at site. Needed it to be hooked up and LaCoe estimated $2,500 to do the work. Lisa discussed with John and follow up questions for LaCoe. Wondered whether it's better to do replacement due to cost. Lisa to discuss status of where things are with John at mid-month meeting. 7/7/15: Generator Source to provide updated scope and fee schedule. Board approved agreement subject to those. 8/19/15: Lisa to locate proposal for Rocky Mountain Generator. Jennifer to draft addendum for same. 9/1/15: Addendum approved by Board and executed. 9/16/15: Generator on order.
Valve Box Inserts	4/22/15	Jeff Brad	8/31/15	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.

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.
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.

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.
Storage Tank Rules	7/7/15	Lisa Brad	12/31/15	3					X	Need to be in compliance starting in 2016. Determine requirements, timing and cost for incorporation into 2016 budget. 9/16/15: Incorporated into budget.
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.
Redman Locating Services	7/7/15	Lisa Jennifer	8/16/15	2		X				Lisa to obtain scope of work and fee schedule from Cary Redman for Board consideration at August meeting. Jennifer to prepare agreement. 7/13/15: Agreement to Lisa for Board consideration and execution. 8/14/15: Need proposal from Redman for services. 9/16/15: Cary has not provided proposal yet.

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

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. John Lisa Brad	10/31/15	3		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.
Operation and Maintenance Items at Sites	7/21/15	Jeff	8/31/15	3					X	Jeff to install shelving unit at RHF site and remove birds' nest. Jeff to update checklist for each site for Mike. 7/21/15: Shelving unit ordered. Mike inspecting alluvial well vaults. 8/19/15: Shelving unit installed. Jeff to check on birds' nest. 9/16/15: Jeff confirmed birds' nest no longer there.

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

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	12/31/15	1		X				Jennifer to draft Letter of Intent with Altela. Altela to schedule inspection and provide final cost estimates. Brad to schedule meetings with grant funding sources. Lisa to contact Alan Matlosz. 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.
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.
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.
Third Quarter Facilities Inspection	8/19/15	Jeff Lisa	9/30/15	3					X	Inspection completed. Lisa prepared summary of items to be addressed. Jeff to follow up and provide updates. 9/16/15: Items complete and/or on tracking lists.

As of September 16, 2015

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
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.
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.
Certification of Delinquent Accounts	8/31/15	Lisa Divena Jennifer	9/30/15	1					X	Lisa to confirm County deadline for certification and whether any accounts are in need of certification. 9/15/15: No accounts need to be certified.
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.
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.
Control Valve Evaluation	9/1/15	Brad Jeff Lisa	10/31/15	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.
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.
BECR Water Company Newsletter & District Welcome Letter	9/1/15	Lisa	9/30/15	2					X	Request that the water company address dual system in their newsletter. Add to our welcome letter contact information for the water company. 9/16/15: Dave Lozano requested the water company include something in their letter. Lisa included information in our welcome letter.

As of September 16, 2015

Greatrock North Water and Sanitation District Action Items Status Matrix—2015

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
WATER RIGHTS CASES										
07CW313 Box Elder Creek Ranch Properties Application for Augmentation Plan	12/3/13	Matt Chris	N/A	1					X	Provide Updates on status of case as available and necessary. Updates to be provided under separate cover. 8/21/14: The case is set as a second trial for a trial on 9/28-10/2/2015. If first trial does not use these dates, this case will be heard at this time. However, if the other case uses the days in 2015, this case will be bumped to 2017. 8/1/15: Case closed.
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.