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. 11/7/12: Budget and Rating information to Andrea. 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. 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.

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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.
Property 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. 5/14/13: Lisa to contact property owner re property for pond.

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. 6/3/13: Olsson provided Barry Cress with the service map of the area. 6/17/13: Meeting with Water Quality re possible funding on 6/18. Brad to attend 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		10/3/12: Lisa followed up with SIPA. Still waiting on decision. Lisa to apply for grant for content drafting. 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. 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.

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
System Development Fee Analysis	1/21/13	Brad	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.
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.
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.

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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
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.
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 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.

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
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.
Rockinghorse Farms Voltage Modifications	8/16/13	Jeff	9/30/13	2					X	Jeff emailed United Power to request change in voltage supply to reduce voltage.
Delinquent Accounts for Certification to County	8/16/13	Lisa Jennifer	10/31/13	2					X	Lisa to confirm certification date with County and whether there are any accounts that need to be certified. Jennifer to draft resolution if necessary. 9/20/13: No delinquent accounts qualify for certification.
Rules and Regulations	8/16/13	Jennifer Lisa Brad	12/31/13	3					X	Appendix references regional facilities in SDF fee. Need to define regional facilities. Determine any other revisions needed to rules and regulations for reissuance in 2014. 9/3/13: Confirm whether R&R require PRV. Brad to provide blurb for newsletter on why PRVs are important and recommended. 9/5/13: Brad provided blurb for newsletter to Terry. 9/23/13: Section 8.6.6. of the Rules and Regulations specifies the types of PRVs but does not require PRVs.
Benke Property PRV Issue	9/3/13	Brad	9/30/13	1					X	Test pressure at PRV and test at curb stop to see if pressure issue can be isolated to determine whether an issue on the District side or the homeowner side. 9/23/13: PRV was issue. Pressure matter resolved.
Benke Curb Stop Access Repair	9/3/13	Brad Jeff	9/30/13	1		X				Fix curb stop access. 9/20/13: Jeff to provide proposal for exercising all curb stops.
Greatrock North Facea Repair	9/3/13	Jeff	9/30/13	2		X				Have facea repaired.
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.

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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
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.
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.
Production Numbers v. Billing Numbers	9/20/13	Divena Lisa	N/A	3		X				Diveva to put information on spreadsheet to determine what % of loss there is. 10% is a reasonable rate of loss. Lisa to update monthly.
Valve Exercising	9/20/13	Jeff	10/20/13	1		X				Exercise all valves in all subdivisions. Need to complete by 10/20/13.
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.
Olsson Associates Transition Costs	9/20/13	Jennifer	10/31/13	1		x				Draft correspondence to Olsson re transition costs under agreement.

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