Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Reclassification of Box Elder Creek / Reapplication for Discharge Permit	6/4/13	Brad	12/31/13	1		X				2/19/14: Letters sent to JR and Dave Curtis requesting copies of additional documents. Brad talked with Maura McGovern regarding denial of permit and basis. She confirmed no reclassification of stream during review. Lisa reviewing previous invoices for work completed. Detailed updates to be provided under separate cover. 3/5/14: Brad scheduled to meet with Bret Icenogle to discuss reclassification. 3/19/14: Brad attempting to discuss with Bret and schedule meeting. 4/1/14: Brad left additional messages with Bret Icenogle to schedule meeting to review correspondences. 4/15/14: Brad met with Division. Division to send written response to Brad. Board to discuss in Executive Session as necessary. 5/20/14: Left voice mail for Bret Icenogle. Brad will draft letter to Dick Parachini, the Division's Program Manager, and request direction for reclassification. 6/3/14: Brad discussed reclassification with Sarah Johnson. Brad to send segment information to Sarah and discuss issues with Dick. 7/2/14: Brad forwarded denial letter from CDPHE to Board. Dated after project was complete. 7/16/14: Reapply for discharge permit with additional data available and request CDPHE revisit the issue in permit process. 7/17/14: Brad to reapply for discharge permit to allow seasonal release of concentrate water to the stream. 8/5/14: Brad taking water samples for re-application. 8/20/14: Brad has results and will compare with Water Quality standards. Brad to discuss at mid-month meeting. 9/2/14: Jeff taking additional water quality samples for analysis. 9/15/14: Brad reviewed additional sample results. Brad to put memo together regarding the results. Brad to talk with Town Engineer for Milliken re discharge to creek.

As of September 15, 2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Rocking Horse Farms Curb Stop Inspection, Exercising & Repairs	9/3/13	Jeff Brad Jennifer	8/31/14	1		X				5/6/14: Brad to develop RFP for work and obtain proposals to determine costs. Brad to send letter to homeowners with landscaping issues advising them in advance of the anticipated work and need to move landscaping. 5/21/14: Jeff and Brad scheduled to meet 6/10 and 6/11. Brad believes there are 5 curb stops left to locate. Need confirmation of water service line sizes to each property and distance each curb stop is from the property line. John Cunningham once had this information and Jeff should have this. Brad to draft letter to property owners regarding landscaping in the ROW and utility easements as it relates to the relocation project. Jeff to check information received to see if line sizes and distances listed. Jeff to send list of addresses of properties which will have a relocation to Lisa. Jeff's lists do not have needed information. Brad to advise where to go from here to obtain information. 6/3/14: 5 more curb stops to locate. Jeff and Brad to meet 6/10. 6/18/14: Jeff and Brad met on 6/10. Located 3 of 5 remaining curb stops. Will have to dig up other two to locate them. 7/16/14: 94 of 96 curb stops located. Two that cannot be found, contractor will need to dig up area to determine location. Brad to obtain proposal from contractor on dig. Jeff to send Lisa list of curb stops, locations and data for inclusion in meeting packet. 7/21/14: List of curb stops to Lisa. 8/5/14: Brad recommends conducting potholing to determine what will be necessary to repair curb stops and determine whether meter pit can be re-located. Jeff to obtain proposals for potholing. Jeff to update report for 30453 East 165th Avenue to change to "can be accessed". Jeff to inspect curb stop. 8/20/14: Jeff working on getting proposal for potholing. Jeff to check on status of exercising curb stop. 9/2/14: Board approved agreement for potholing. Jennifer to prepare agreement. Jeff to provide scope of services and fee schedule for agreement. Ensure 7 total of addresses listed. 9/3/14: Scope provided. Jennifer sent agreement to Lisa for execution. 9/8/14: Lisa sent agreement for execution. 9/15/14: Lisa to follow up with contractor re execution of agreement.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Relocation of Water Meters in RHF	2/5/14	Brad Jeff	12/31/14	2		X				2/5/14: Jeff to look at the 9 curb stops that need to be addressed immediately and determine how much landscaping work would be required to repair after relocation of water meter to outdoor water meter pit. Board to consider work at March meeting. Board to consider relocation of water meters in one year v. period of time to spread out costs. 3/4/14: Brad to prepare scope of services and solicit bids for project. Determine whether landscaping repairs will be necessary. Determine whether curb stops are located within the easements. 3/19/14: Brad and Jeff to review and complete inventory for location of curb stops and work on plan to locate those which cannot be found. This to be done prior to soliciting bids for the relocation services. Jeff reviewed 15 locations for landscaping issues. Will also look at location within easements. 4/1/14: Brad and Jeff to review sites when Jeff returns and work in pricing for repairs and landscape matters. 5/6/14: Brad to develop RFP for work and obtain bids. 6/18/14: Need to determine existing line diameters and distance of curb stops from property lines. Need to determine priority list for order of replacements. Ones with landscaping matters will be in later phase. Board to determine whether to repair curb stops or relocate meters and timing of same. Jeff to update spreadsheet showing inoperable curb stops, etc. Put cost comparison together for Board consideration. 7/2/14: Look at hydro-excavating for valves that do not line up with the pipe. 7/16/14: Brad requesting list of contractors who could do the work. Brad to obtain locates for other utilities in the area to determine what conflicts may exist. Have contractor open up two of the locations to see what we are dealing with. Brad to obtain proposals for this work. 8/5/14: Brad recommends conducting potholing to determine what will be necessary to repair curb stops and determine whether meter pit can be located. Jeff to obtain proposals for potholing. 8/13/14: Brad to provide proposals for relocation of 10 meters per year for 2015 budget.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
GRN and BECR Curb Stop Locations and Exercising	1/7/14	Jeff Brad Lisa	6/30/14	2		X				5/21/14: Work will start next week. Will start at BECR first. 6/18/14: BECR nearly complete. Will start on GRN next. 7/16/14: BECR complete. Jeff to update spreadsheet and send to Lisa for enclosure in meeting packet. GRN in process. 7/23/14: Jeff circulated list of BECR curb stop inspection to Lisa for Board review and discussion. 8/5/14: BECR complete. GRN in process. Jeff to schedule meeting with Rob and Dave to review curb stops to ensure potable water curb stops are being exercised and located instead of non-potable. 8/6/14: Jeff confirmed that potable curb stops located and exercised because made of different materials. Jeff to still meet with Rob and Dave to show them where the curb stops are located. 8/16/14: Jeff met with Rob on site. 8/20/14: Lisa to confirm with Rob that he has sufficient information on his curb stop. GRN curb stops located in meter pits and vertical. Jeff to check to determine whether there is a tool for the vertical curb stops so they can be exercised. 8/27/14: Jeff to complete inspection of remaining GRN curb stops to determine how many are in the meter pits. Check with National Meter to determine whether there is a tool to exercise the curb stops. Brian will look at his old house to see how that was set up and whether curb stop in the meter pit. 9/3/14: Jeff to research tool for exercising vertical curb stops. Stop looking for other curb stops in GRN at this point but keep log of those located, locations and going forward keep track as encounter them. Brad to talk with Action Fire to determine method of locating to confirm they are using the maps as a starting point. Lisa to follow up with Jeff on BECR locates noted and which were completed. 9/15/14: Lisa confirmed Action Fire using maps prepared by Olsson. Water Resource Master Plan also contains prior information from JR Engineering, etc. Lisa to send WRMP to Jeff. Jeff to look at additional maps to see if they have any additional information for locations. Jeff to update list and resend to Lisa. Jeff to confirm BECR locates with Action Fire and restoration of landscaping after complete.

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Configuration of Fire Pumps	10/30/13	Brad 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. 2/5/14: Brad has pump curves on each pump. Confirmed that they can be married up with 1 back up pump. Brad gathering more information to present to Board. 2/19/14: Brad received price for pump and motor. Brad to review pump and motor to confirm it will fit within space provided. 3/4/14: Brad to confirm lead time for ordering pumps. Board to discuss at April meeting and determine how to proceed and when. 3/19/14: Brad obtaining pump information. 4/1/14: Lisa to add replacement pump to capital project list for discussion with 2015 budget. $10,000 with lead time of 3-6 weeks (8 week for GRN). 4/23/14: Brad provided summary of analysis and pricing. Brad will include in engineering report. 5/6/14: Analysis included in May meeting packet. 5/21/14: 2015 Budget Workshop Discussion. 8/13/14: Redundant fire pump will work for all 3 subdivisions once GRN pump station improvements complete. $15,000 for fire pump. Add to 2015 budget.
GRN Pump Station Improvements	5/6/15	Brad	12/31/14	2		X				Price the project improvements for so that the price can be compared with the replacement costs as well as efficiency costs. 5/21/14: Brad to draft white paper on options and recommendations. 2015 Budget Workshop Discussion.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Water Rights Acquisition	10/30/13	Lisa Chris Jon	12/31/14	3		X				Look at acquisition of water rights in 2014. Consider buying a few shares each year. 2/5/14: Lisa to talk with Chris to obtain proposal for him to help develop a plan for the purchase of water on a long-term purchasing plan. Chris to provide estimate to develop the plan. Also, would anyone be interested in leasing our water for augmentation purposes as supplemental income? 2/19/14: Lisa talked with Chris regarding request. Chris to provide proposal for discussion and consideration at March meeting. 3/4/14: Board approved proposal from Chris. Jennifer to draft agreement for work. 3/7/14: Agreement sent for execution. 3/19/14: Agreement executed. 4/1/14: Anticipate Chris will have information for discussion at May meeting. 4/23/14: Lisa to follow up with Chris to confirm May presentation. 5/6/14: Chris to attend June meeting. 6/4/14: Chris to set up meeting among staff and up to 2 Board members if they are interested to discuss potential deals with potential suppliers. Request firmed up proposals from each for review and discussion. 6/17/14: Meeting with Walraven and Castle Rock in process of being scheduled for late July or early August. Chris to do a Water Rights 101 for Board in near future. 7/15/14: In process of scheduling meeting time for mid-August. 7/16/14: Meeting scheduled for 8/19 at 1:30 for meeting with Castle Rock. 8/19/14: Meeting conducted. Chris and Jon to draft summary memorandum to Board for discussion at September meeting. 9/2/14: Chris and Jon discussed with Board and to proceed as directed. Additional updates may be subject to Executive Session privilege and not included on this action items.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Fire Hydrant Maintenance	12/3/13	Brad Jeff	3/31/14	3					X	3/19/14: Brad has not received updates to inventory. If not received by Friday, Brad to receive proposals for the 6 he currently has. 4/1/14: John provided additional numbers for hydrants and will provide corresponding addresses to Brad. Brad to review and assess what repair work is needed. 4/23/14: Brad conducting inspection of additional hydrants. Brad to update spreadsheet and proceed with plan to solicit costs to raise the hydrants. 5/6/14: Brad sent bid package to contractors to obtain pricing. Brad to send to Northern Colorado Constructors for bid. 5/21/14: Two bids received on 5/20. Lisa to provide previous budget for the 6 hydrants in BECR. Brad to summarize bids and provide recommendation to Board at June meeting. 6/3/14: Board approved engagement of Action Fire Hydrant Services. Jennifer to draft agreement. 6/4/14: Agreement to Lisa for execution. Needs scope and fee schedule attached as Exhibit A. 6/18/14: Lisa finalized agreement. Jennifer to sign then contractor to sign and provide COI. 6/19/14: Agreement signed by Jennifer. Contractor to sign. 7/2/14: Brad scheduling with work contractor. Will also coordinate with the fire department. 7/15/14: Jeff to post signs at entrances advising people of work on hydrants. Work in process of being scheduled. 8/5/14: Identified 10 hydrants that need to be raised. 7 were completed, 1 in GRN put out of service because needs repairs (proposal requested), 2 did not need to be raised. Jeff to obtain proposal for replacement for GRN. 8/14/14: Addendum to Lisa for execution. 8/20/14: Parts on order. Takes 3 weeks to come in. Will coordinate with Jeff on work. 9/2/14: Work scheduled to be conducted next week. 9/15/14: Work complete. Jennifer to draft termination letter. Letter to Lisa for execution.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
BECR Properties Application for Augmentation Plan 07CW313	12/3/13	Matt Chris	N/A			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.
BECR Properties Water Court Application 13CW3108	12/3/13	W&J	12/31/14	1		X				White & Jankowski to provide updates on status of case as available and necessary. Updates to be provided under separate cover.
Water Outage Protocols	1/7/14	Jeff Lisa Brad	12/31/14	3		X				Draft protocols for communication of water outages for Board and public. Including notification of Lisa and Terry. Notification of homeowners to include answering services, reverse 911 notifications, website. Terry to include in newsletter that starting April, no one will be notified by door to door but only through the reverse 911. Request that everyone provide information in order for us to do this. 1/23/14: Protocols being drafted for Board consideration at future meeting. 2/19/14: Draft protocols sent to Lisa and Brad to review. 3/19/14: Lisa reviewed and provided changes to Jeff. Protocols are in final form for the Board to consider at April meeting. 4/1/14: Rob to provide other options for excavators. Jeff to add information on notifications and additional protocols. Jeff to attend lunch meeting with John, Rob and Lisa to discuss additional information to include. 4/23/14: Jeff to attend May lunch with John, Rob and Lisa. 5/6/14: Jeff to add list of contractors from Brad to SOP, including Northern Colorado Constructors. Jeff or Brad to contact contractors which will be listed to obtain fee schedule. Agreements for emergency services will need to be put into place with each in the event the District uses them. Need information for contracts as well. 5/21/14: Lisa and Jeff met with John, Rob and Brad. Discussed SOP. Jeff revised pursuant to comments received from group. Lisa to review and revise. 6/18/14: Lisa in process of reviewing and will bring to meeting with John and Rob tomorrow. 7/16/14: Need to review updated protocols with John and Rob.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Prosper Farms Water Court Application 13CW3143	2/5/14	Matt Lisa Chris	N/A	1		X				Updates to provided under separate cover and discussed in executive session.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Cla-Val Units at Pump Stations	2/19/14	Brad Jeff	5/31/14	2		X				Brad recommends that valves be inspected and serviced. isiWest needs to know each valve size and model number. Pictures of the brass data places is helpful. Jeff to obtain information. 3/5/14: Brad obtained information and provided to Jeff to incorporate into Antero maintenance software. 3/19/14: Jeff has information and will enter into the software. Board to consider service proposals for Cla-Val unites from isiWest at April meeting. 4/1/14: Board approved work. Jennifer to prepare agreement. 4/6/14: Email to Anita Hardy re registration with Secretary of State's office and entity name. Agreement drafted. 4/7/14: Agreement circulated for execution. 4/23/14: isiWest executed agreement. Needs to be executed by District. Will begin work once executed and coordinate with Jeff. 5/6/14: Agreement signed by District. 5/14/14: Executed agreement circulated to isiWest. 5/21/14: Valve maintenance scheduled for June 10/11. Jeff and Brad we will on site on June 10 to coordinate and be available for questions. 6/18/14: Maintenance rescheduled for July 14/15. 7/16/14: Maintenance performed on 4. Issue identified on 5th unit. isiWest to advise of issues encountered and prepare report for meeting packet. Jeff to prepare formal report showing issues identified by Nick as well. Jeff to prepare list of all cla-val units in District by location and identification markers for Brad so that maintenance list can be developed. 7/23/14: Jeff forwarded cla-val inventory for all three subdivisions to Brad. Jeff entering inventory into Antero. 8/5/14: Identified issue with pump #1. Board approved work. Jennifer to prepare addendum. 8/14/14: Addendum to Lisa for execution. 8/15/14: Contractor executed addendum. Contractor to coordinate repair with Jeff and Brad. 8/20/14: Jeff to follow up on timing of repair work. 9/2/14: Work scheduled to be conducted the week of 9/15. 9/15/14: Work scheduled for 9/19/14.

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Alluvial Well #1 Fencing/Building	5/6/14	Jeff Jennifer	6/30/14	2					X	Check fencing to determine whether it is down or has any issues. 5/14/14: Jeff to solicit bids from Dan LaCoe to repair two fence panels. 5/21/14: Jeff requested and will follow up with Dan. 6/18/14: Board would like a building instead of fencing. Jeff to request proposal from Dan for building construction. 7/2/14: Meeting with Dan LaCoe re construction. 7/16/14: Dan to provide scope/fee. Jennifer to draft agreement. Board to consider at August meeting. Agreement to Lisa for meeting packet. 8/5/14: Proposal received and Lisa circulated for execution. Board to ratify at September meeting. 8/13/14: Jeff to advise Dan LaCoe that he needs to obtain building permit if required and, if so, provide proposal for addendum for permit. 8/20/14: Dan LaCoe confirmed no building permit required. Jeff to coordinate with Dan to determine status and timing of work. 9/2/14: Construction in process. 9/15/14: Lisa to follow up with John re status of construction. Building complete. Jennifer to prepare termination letter. Termination letter sent to Lisa for execution.

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Director Orientation and Site Visit	5/6/14	Lisa Jennifer	6/30/14	3		X				Schedule director orientation and site visit after election results available. 5/21/14: John and Rob believe site visit should be conducted and follow up re additional orientation Dave may desire. Lisa to add to agenda for discussion by Board for level of detail, etc. 6/3/14: Site visit scheduled for 6/16/14. Jeff to attend site visit. Lisa and Jennifer to give director orientation at 4:30 on 7/1/14. 6/16/14: Site visit conducted. 6/23/14: Draft orientation presentation sent to Lisa and Brad for review and comment. 7/2/14: First portion of presentation given. Complete remainder of presentation at future meetings. 7/16/14: Lisa to cover non-legal portions of presentation at August meeting. Going forward, Jennifer and Lisa to spend 15-20 minutes at beginning of each meeting to get through remainder of presentation. 8/5/14: Lisa covered budget and financial matters in August orientation. 9/2/14: Jennifer presented portion of orientation. One more section remaining before complete.
Locates for Private Utilities on District Lots	6/3/14	Brad Jeff John	9/30/14	2		X	X			Add location of private utilities on maps of sites for future locates. 7/16/14: Brad to have larger maps printed and posted on walls at each location for utility markings. 8/20/14: Maps given to Jeff last week. Jeff to post at each site. As lines located, maps to be updated and ultimately integrated into CAD mapping. 9/15/14: Maps are posted at each location for addition of utility lines.

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Evaporative Pond Options	6/18/14	Brad	12/31/14	1		X				Brad to review options for evaporative ponds, including installation of rocks for "waterfall" evap options. Brad to discuss brine removal with lady referred by Walraven. 7/2/14: Brad to review possibility of additional options including using asphalt with troughs, sprinkler or hose tied to weather station and above ground perforated pipe. Brad to sending pricing with ideas for mid-month meeting. Committee of John and Rob to provide authorization to move forward with selected idea. 7/16/14: Address remaining three options with committee. 8/5/14: Rob and Dave presented results of their research. Brad soliciting bids for more efficient RO treatment processes. 8/20/14: Brad has two vendors looking at the RO. Brad sent configuration information to vendors. Expects proposals by Friday. Board to discuss at September meeting. 9/15/14: RO Replacement is part of 2015 budget discussion and consideration.
Greatrock North Flow/Mag Meter Replacement	7/2/14	Jeff Brad Lisa	8/30/14	3		X				Schedule calibration of flow/mag meter. 7/16/14: Rep indicated insitue option is available. Need cost to determine whether this is worth recalibrating or whether new meter needed. Jeff to identify size of the meter so that pricing can be determined. 8/13/14: Calibration not achievable. Lisa to review financials to determine whether replacement of meter can be done in 2014 or should be done in 2015. Estimate is $4,000 per meter. 9/15/14: One meter for GRN is on order. Determine whether GRN meter can be repaired for use in RHF. Will consider additional meters with 2015 budget.
Relocation of BECR Portapotty	7/2/14	Jeff	8/30/14	3					X	Relocate portapotty at BECR to RHF. 7/16/14: RFH portapotty removed. Lisa requesting that BECR one be relocated. 8/5/14: Have to close account for new one to be delivered and old removed. New one delivered but need to confirm old one removed. 8/20/14: Portapotty still there. Lisa to follow up to request the removal. 8/21/14: Portapotty scheduled to be picked up on Friday. Also processing credit for previous month's service. 9/15/14: BECR portapotty removed.

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Schematic Plan for Water Systems	7/17/14	Brad	12/31/14	2					X	Prepare schematic plan for existing water systems. 8/20/14: Plan drafted. Brad to discuss with Rob at mid-month meeting. 9/15/14: Brad discussed with Rob. Will review again with Rob.
Interconnect between RHF and GRN	7/17/14	Brad	12/31/14	2		X				Research cost to install an interconnect between RHF and GRN to be used in the event of a water outage. Include into 2015 budget workshop discussion.
WTG 11-month Inspection for RHF Pump Station Project	7/17/14	Jeff Brad	7/31/14	1					X	Jeff to conduct warranty inspection with WTG of project. 7/21/14: Jeff circulated memorandum of warranty inspection to staff. Jennifer requested confirmation from WTG that they agree with inspection report and will repair the items under the warranty provision of the agreement. 8/5/14: Two items identified in report. Jeff working with WTG to resolve those. 8/20/14: WTG advises they are still monitoring. Brad requested information on how the monitoring is being done. 9/2/14: WTG still monitoring the run times on pumps as one is running more than the other and they should be the same. 9/15/14: WTG provided report with monitoring data. Pumps appear to be operating as they should be.
2015 Budget	8/5/14	John Brian Lisa Divena Jennifer Brad Jeff	1/30/15	1		X				First committee meeting scheduled for 8/13 to work on draft budget. 8/13/14: Budget committee meeting conducted. Next meeting scheduled for 8/27/14. Each to work on follow up items. 8/27/14: Budget committee meeting conducted. Next meeting scheduled for 9/26. Board to review draft budget at October meeting and conduct hearing at November meeting.
Potential Litigation for Discharge Permit Matters	8/5/14	Brad	9/30/14	1		X				Brad to advise of status of damages calculation. 8/13/14: Brad to contact Mike Decker to discuss inability to determine costs and damages. Mike to finalize memorandum with this information and Board to make final determination on whether to pursue. 8/20/14: Brad to discuss discharge permit matters with Rob and John at mid-month meeting then discuss with Mike. 8/27/14: Jennifer emailed Mike re status. 9/15/14: Brad to contact Mike regarding what he needs to finalize memo to Board.

As of September 15, 2014

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
GRN and BECR Pump Stations Issues	8/5/14	Jeff Lisa	9/30/14	2		X				Jeff requested proposals for addressing issues. 8/20/14: Jeff to follow up on status of proposals. 8/21/14: Jeff received proposals for 2 items. Jeff to request proposal for exhaust fan and provide complete package to Lisa for approval. 9/2/14: Lisa approved work. Lisa to ask Jeff if work being done in BECR is what WTG did and should be under warranty. 9/15/14: Jeff to review work to determine whether warranty issue.
BECR Landscape Improvements	8/5/14	John	9/30/14	2					X	Jennifer to draft addendum. Board approved work. 8/14/14: Addendum to Lisa for execution. 9/2/14: John to meet with contractor next week to confirm scope of services before work begins. 9/5/14: Work began. 9/15/14: Lisa to follow up on whether project complete and provide executed addendum to Jennifer. Jennifer to draft termination letter if work complete. Work completed. Jennifer sent termination letter to Lisa for execution.
Locate Service Line Stub Out at 28567 East 163rd Place	8/5/14	Brad Jeff	10/31/14	2		X				If service line is unable to be located, District to hire contractor to locate service line. Jeff advised homeowner accordingly. Homeowner to advise the District when he attempts to locate the line. 8/20/14: District was able to determine where stub out located. Homeowner notified. Homeowner to contact District prior to excavation so we can determine whether locate was accurate. If not accurate, then engage contractor to locate. Brad located map that may have requested information. Brad to review and determine.
BECR Pump Station Warranty Matters	8/20/14	Brad Jeff	10/31/14	2		X				Leak in pipe repaired. Vibration or temperature issue detected. Brad following up with WTG for resolution of issue. 9/15/14: Brad requested information from Brian on heat gun. Brad to follow up with Brian regarding same.
Rules and Regulations	8/27/14	Jennifer Lisa Brad Jeff		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. 2015 Project.

As of September 15, 2014

Greatrock North Water and Sanitation District Action Items Status Matrix—2014

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Notice of Fee Increase	8/27/14	Jennifer Lisa	9/30/14	1					X	Jennifer to draft notice of intent to consider fees for budget hearing. Publish/post by October 1 at the latest. Include language that Board may not necessarily increase but will consider with budget. Include in newsletter and post on website. 9/3/14: Notice to Lisa for review and posting. 9/15/14: Lisa confirmed notice posted on GRN website and included in billing to customers.
GRN Flow Meter	8/27/14	Jeff Brad	9/30/14	3					X	Jeff to send proposal for flow meters to Brad to review and comment. Then order flow meter for GRN for approximately $4,000. 9/15/14: Meter ordered.
Well Replacements	8/27/14	Brad Chris Jon	12/31/14	3		X				Brad to follow up with Chris to determine which wells he recommends replacing and information on same for 2015 budget.
Change in Engineering Firms	9/2/14	Lisa Brad	9/30/14	3		X				Board approved change in firms. Lisa to send termination letters to TST. Brad to have TZA agreement executed. 9/15/14: Brad to discuss warranty provisions with Jennifer.
Renewable Water Policy	9/2/14	Brad Chris Jon Jennifer	9/30/14	1		X				Brad and Chris to determine current needs and recommended replacement coverage. Chris/Jon to obtain copy of TOCR resolution adopting renewable water policy. Jennifer/Chris to prepare resolution for Board consideration at October meeting. 9/15/14: Lisa followed up with Chris on status.
Arbitrage Calculations	9/2/14	Divena Lisa Jennifer	10/31/14	2		X				Discuss need for independent arbitrage calculations and costs therefor. Present to Board if necessary. 9/15/14: Lisa to discuss proposals and scopes with Divena.
Agreements with Contractors and Consultants for 2015	9/15/14	Jennifer Lisa	12/31/14	3		X				Review outstanding agreements to determine which to terminate, which to renew, etc. Dan's Custom General Contracting agreement to be terminated for 12/31 and issue new agreement for 2015 for general contracting services.

As of September 15, 2014