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.

As of August 23, 2013

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.

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
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.

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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		9/4/12: SIPA will meet in 2 weeks to determine process for district websites and will have more direction at that time. 10/3/12: Lisa followed up with SIPA. Still waiting on decision. Lisa to apply for grant for content drafting. 10/23/12: Lisa received letter from SIPA with update on timing. Still in process. Pay Portal option approved. 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.

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.
VFD for Greatrock North Pump #2	5/14/13	Brad	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.
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.***

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.
Reserve Analysis Numbers Production	7/2/13	Brad	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.
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.
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.

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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
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.
Notice of Increase in Fee	8/16/13	Lisa Jennifer	10/31/13	2		X				Jennifer to draft notice. Notice to be posted to SDA website and included in newsletter.
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.

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