



**MOUNTAIN REGIONAL WATER  
SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD**

**MARCH 9, 2017**

**MINUTES**

**Attendance:**

**Board Members:**

Mike Kobe  
Brett Mickelson  
Bob Neumeister  
Ian Schofield

**Staff:**

Andy Armstrong  
Chris Braun  
Marti Gee  
Scott Green  
Lisa Hoffman

**Guests:**

Jami Brackin

**Excused:**

Chris Eggleton  
Mike Todd

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **March 9, 2017** at the Mountain Regional Water Special Service District office located at 6421 N Business Park Loop Road, Suite A, Park City, Utah 84098 at 6:00 p.m. The following was the agenda for said session all times listed were general in nature were subject to change by the Board.

1. **6:00 p.m. Call to Order & Public Input:** Mike Kobe called the meeting to order at 6:11 p.m. No public attended the meeting, no public comments.
2. **Chromebook Training for Board Members:** Chris Braun MRW IT specialist assisted the Board Members in their understanding of the new Chromebooks. He showed them how to get their packets for the Board Meetings and other documents for MRW. He will be available to assist the Board with questions.
3. **Motion to approve the February 9, 2017 Mountain Regional Water Special Service District Meeting Minutes:** Motion made by Bob Neumeister to approve the Minutes for the February 9, 2017 Mountain Regional Water Special Service District Meeting Minutes. Seconded by Ian Schofield. All voted yes, motion carried.
4. **Motion to move into Executive Session for Personnel & Legal discussion:** Tabled.
5. **Motion to move into Open Session:** Not needed. Tabled.
6. **Financial:**
  - A. Presentation of the December 2016 Financial Reports: See Scott Green presentation attached. LV4 at the base of the Canyons came in and paid their Impact Fees for the first building. They will be adding approximately 100 units to MRW system this year.
  - B. Consideration of Approval of January 2017 Check Register: The first check over \$10,000 was Promontory Impact Fee Reimbursement of \$22,074.00. Fiddich Glen Security Deposit refund of \$10,324.13. Rocky Mountain Power cost for January \$50,686.63. Utah Local Governments Trust Insurance Check for \$76,068.61. Wells Fargo Credit card Payment of \$14,667.55. Other payroll checks for Internal Revenue Service for \$18,487.45, Utah Retirement Service for \$13,107.78, that concludes the checks for over \$10,000 for the month of January. Motion made by Bob Neumeister to

approve the January 2017 Check Register. Seconded by Ian Schofield. All voted yes, motion carried.

- C. Consideration of Approval of P.O.'s.:** The P.O. in the packet was for two 2017 Ram 2500 Tradesman Crew cabs 4x4 6.7 L 16 Cummings Turbo Diesel Trucks. They were approved in the 2017 Budget. Motion made by Bob Neumeister to approve the Ram Trucks. Seconded by Ian Schofield. All voted yes, motion carried. The next group of three P.O.'s will need to be recommended by MRW Board and approved as a Budget Amendment by the Governing Board before they can be approved for purchase. The first of these P.O.'s is for Codale Electric Supply Inc. for the design, assembly, installation supervision, procurement, testing and commissioning for three generators to be placed at Lost Canyon for \$94,385 each. The next P.O. is for Energy Management Corporation for a 500kW Generac Industrial Diesel Generator, 6-cylinder 15.2L Engine with Level 2 Acoustic Steel Enclosure 36" and 2002 Gallon Double-Wall UL 142 Basetank - 24 Hour Tank for \$279,000. The last one is for Codale Electric Supply Inc. Transformer replacement with a 138kV to 12.4 kV. The scope includes design, procurement, assembly, installation supervision, testing and commissioning for \$105,540.25. The recommendation of approval will be contingent on the Budget Amendment that the Governing Board approves. Ian Schofield made a motion to recommend to the Governing Board of MRW to approve the three listed P.O.'s once the Budget Amendment to MRW Budget is approved. Seconded by Bob Neumeister. All voted yes, motion carried.

- D.** Consideration of a Recommendation to the Governing Board of MRW for Approval of a Budget Amendment: (See Scott Green's presentation on the funding of the 2017 Capital Budget.)

Action Requested from the Control Board and approvals from Governing Board MRW:

1. Recommended \$1366,600 Capital Budget Amendments to Governing Board MRW
2. Recommended \$375,000 to Zions Capital Lease for Generators to Governing Board MRW.
3. Recommend \$20,500 increase in 2017 Debt Service Budget to Governing Board MRW
4. Approve deposit of \$334,000 of unallocated cash generated from 2016 revenue into the Regionalization Reserve Fund. Motion was made by Bob Neumeister to forward to the Governing Board MRW the Recommendation to Governing Board MRW the above actions. Seconded by Brett Mickelson. All voted yes, motion carried.

**E.** Other: None.

## **7. Legal:**

**A.** Election of Officer of MRW:

1. Chairman of the Board: Mike Kobe.
2. Vice Chairman of the Board: Bob Neumeister.
3. Audit / Finance Committee Members: (All Board Members)
4. Audit / Finance Committee Chair: Bob Neumeister
5. Conservation Committee Chair: Ian Schofield
6. Two Board Member Personnel Committee:
  - a. Brett Mickelson
  - b. Mike Todd

7. Appoint District Clerk for 2017-2018: Marti Gee
8. Appoint Treasurer for the Board 2017-2018: Scott Green
9. Approve a Credit Card Limit for Employees to continue with the current amount of Aggregate of \$100,000: Aggregate of all cards of \$100,000

Motion made by Brett Mickelson to approve the above positions. Seconded by Bob Neumeister. All voted yes, motion carried.

- B.** Timeline of Events for 2017: (See attached Timeline)
- C.** Consideration of approval of Notice of Award for the Silver Creek 2 MG Tank in the amount of \$2,503,715 and Pump Station Project: Gerber Construction was the lowest bidder for the project and they are on site for the SBWRD Treatment Plant upgrade.  
Motion made by Brett Mickelson to approve the notice of award to Gerber Construction. Seconded by Ian Schofield. All voted yes, motion carried.
- D.** Consideration of Approval of Notice to Proceed, following all of the proper documentation provided to MRW, and authorization for Andy Armstrong to sign the Notice to Proceed: Motion made by Bob Neumeister to recommend the approval of the Notice to Proceed after the Budget Amendment has been approved by the County Council and authorization for Andy Armstrong to sign the Notice to Proceed. This motion is contingent on the approval of the Budget Amendment from the Governing Board of MRW. Seconded by Brett Mickelson. All voted yes, motion carried.
- E.** Work Session on Revisions of the By Laws and Administrative Policies for MRW:  
Tabled.
- F.** Other: None

**8. General Manager Update:**

- A. Silver Creek Village Update:** Andy Armstrong reported that the project is moving along. They are laying pipelines from the well field to the new tank facility. This is the Phase 1 section of work on the project. Phase 4 for the project is under review. This project will be in several phases.
- B. Tank and Pump station Update:** Reported above in Notice of Award and Notice to Proceed.
- C. Weber Basin Lost Canyon Transformer / Generator Update:** updated earlier, now tracking.
- D. Other:**
- Andy Armstrong suggested the idea of drilling a well on site near the new tank in Silver Creek. This may be an idea the District may want to pursue in the next 3 - 5 years.
  - The State Engineer has not rendered the decision yet on the large water rights exchange.
  - The meeting with Weber Basin on regionalization went well. Weber Basin is on board with placing a generator for the intake pump station upgrades to help the water intake from freezing at Lost Canyon. Weber Basin also updated the parties about the potential four projects that may be considered in the Regionalization plan. The plans currently include a reservoir located in one of the following locations; Round Valley, Lost Canyon Expansion, East Canyon Reservoir and the Lost Canyon Reservoir. The price for each project seem very high with Round Valley being the least expensive with a proposed cost of \$60,000,000. It would hold approximately 6000 acre feet of water that match the paper water

rights in the Snyderville Basin. MRW has enough water for build out. SWDC does not have enough water for their build out. Park City stated they will not need any water since they need to now treat all of their water and can use much more of their water with treatment. Concurrency audit will assist the future planning on the project. Dave Ure, whom serves on the Weber Basin Board representing Summit County will be helpful to the local water agencies with the Regionalization Projects.

- LV 4 paid their first phase of impact fees for their first Building and there will be another phases of the project in June. There are three buildings planned.
- TCFC or Community Water wants to discuss water issues and needs again with MRW. Steve Clyde is representing them and will set up a meeting with MRW.

**9. Adjourn:** Meeting was adjourned at 8:40 p.m.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the April 13, 2017 at the at the Mountain Regional Water Special Service District office located at 6421 N Business Park Loop Road, Suite A, Park City, Utah 84098 at 6:00 p.m. please contact Marti Gee to make arrangements for assistance.