



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

Administrative Control Board Minutes
December 12, 2019

Attendance:

Board Members:

Mike Kobe
Bob Neumeister (By Phone)
Karin Wilson
Tim Dougherty (Excused)
Ian Schofield

Staff:

Scott Morrison
Marti Gee
Lisa Hoffman
Chris Braun
Steve Anderson

Summit County Attorneys:

Dave Thomas
Blaine Thomas

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session on December 12, 2019 at the Snyderville Basin Recreation District Office Board Room - Trailside 5715 Trailside Drive, Park City Utah, 84098 at 6:00 p.m.

- 1. Call to Order and Public Input:** Mike Kobe called the meeting to order at 6:03 pm. No public attended, no public comment.
- 2. Executive Session – Personnel, Property Acquisition, Possible Litigation:** (15 minutes)
Motion made to go into executive session made by Ian Schofield. Seconded by Karin Wilson. All voted yes, motion carried. Motion to come out of the Executive Session made by Ian Schofield. Seconded by Karin Wilson. All voted yes, motion carried.
- 3. Consent Agenda:** (10 minutes)
 - a. Approval of the November 19, 2019, December 2, 2019 ACB Meeting Minutes:
 - b. Approval of the November 2019 Check Register:
 - c. Consideration of Approval of P.O. :

d. Other:

Mike Kobe would like to add on page 2 of the November 19, 2019 Minutes after Scott Lilja's name "(SWDC outside counsel)". Motion to approve the Consent Agenda with the changes Mike Kobe requested on page 2 of the November 19, 2019 to include "(SWDC outside counsel)" by Karin Wilson. Seconded by Ian Schofield. All voted yes, motion carried.

- 4. Questions on Department Updates:** (10 minutes) Mike Kobe would like to see a draft of the new water bills. Karin Wilson asked Scott Morrison about officially moving Anna Peacock into her new role, Customer Service Manager. Scott explained that it will be helpful with the transition of Marti Gee in her retirement later in the year. Bob Neumeister asked Chris Braun about electrical components that had to be changed out on some of the control panels. Bob was concerned about the sub station that MRW owns. Chris Braun explained that the changes of equipment were due to the age of the equipment.

5. Financial Management: Lisa Hoffman & Scott Morrison (30 minutes)

- a. Update - 2020 Surplus Water Rate: Scott Morrison updated the MRW Board on a meeting that took place with MRW, SWDC, Dave Thomas and two Council Members. The Council members present recommended the District phase in the previously adopted rate of \$6.40 per 1,000 gallons to Weber Basin (SWDC is the end user) with a 2020 starting point of \$5 per 1,000 gallons. MRW staff presented to the Summit County Council on Dec 4, 2019 the District's 2020 Budget which included the recommended rate of \$5.00/1,000 gallons. Scott Morrison recommends that MRW move forward with a 2020 rate of \$5/1,000 gallons and have an independent consultant perform a rate study to determine the appropriate target for this rate beyond 2020. Ultimately Scott Morrison recommends reaching a meeting of the minds between the Board and Council regarding rate target and path to get there, and memorializing the details in the District's annual contract with Weber Basin. Lisa Hoffman reported that a rate increase for District customers is not expected for 2020 or 2021 at the proposed rate. The MRW Board acknowledged that the Summit County Council is the Governing Body of the MRW District and has the authority to recommend a 2020 water rate for Weber Basin regional supply of \$5.00/1,000 gallons, the MRW Administrative Control Board may not agree with that decision but respects the authority of the Council to make that decision. The MRW Board members do not like the term "Surplus Water" and recommend the staff consider a more appropriate term of reference for the water supplied to Weber Basin. Scott

Morrison will discuss with staff and report back to the Board. This will be a future Agenda item to be discussed in the future.

- b. Consideration of Approval of an Amended 2020 Surplus Water Rate: No further action taken, the Board acknowledged the Summit County Council's recommendation of \$5/1,000 gallons.
- c. Other: None.

6. Legal: Dave Thomas (5 minutes)

- a. Administrative Policies - Consideration of a Recommendation to the Governing Board to approve the District's updated Administrative Policies: Lisa Hoffman discussed the recommended updates to the Administrative Policies. During the Bond refunding it was recommended that the District update their policies by the underwriter Wells Fargo. The Bond Attorney put together recommendations that the Board should consider the Governing Board adopt to update the policies and satisfy the underwriters of the Bonds. These changes include tasks that need to be completed and requirements and compliance considerations during a bond sale process. Motion made by Karin Wilson to Recommend to the Governing Board to approve the District's updated Administrative Policies. Seconded by Ian Schofield.
- b. Other:

7. General Manager Comments: Scott Morrison (15 minutes)

- a. Consideration of approval to purchase easement rights on Lot RRH-17 for the construction of a new water main for \$6,000. Motion made by Karin Wilson to approve the purchase easement rights on Lot RRH-17 for the construction of a new water main for \$6,000. Seconded by Ian Schofield. All voted yes, motion carried.
- b. GM merit increase - Consideration of Approval of a merit increase for the District's General Manager: Motion made by Karin Wilson to approve 5% Merit Increase for Scott Morrison as the District's General Manager. Seconded by Ian Schofield. All voted yes, motion carried.
- c. Customer Service Manager Job description - Consideration of Approval of the District's new Customer Service Manager job description: Scott Morrison explained to the Board that Brian Bellamy, Summit County Human Resources Director, has approved the Job Description and the position. Scott Morrison recommended to the Board that they create the position of Customer Service Manager and have Anna Peacock fill that position. Motion to approve the new Customer Service Manager Job description and position by Ian Schofield. Seconded by Karin Wilson. All voted yes, motion carried.

- d. Review 2020 Annual Meeting Schedule Dates: Discussion of the Dates occurred. Ian Schofield suggested moving the January 9 meeting to January 16. There was also a typo correction recommended, to remove the Silver Summit Academy location from the notice. Motion made by Ian Schofield to approve the amended notice for the 2020 Annual Meeting Schedule. Seconded by Karin Wilson. All voted yes, motion carried.
- e. Other: None.

8. Adjourn: Motion made by Ian to adjourn the meeting at 7:33 pm. Seconded by Karin Wilson. All voted yes, motion carried.

Pursuant to the American with Disabilities Act, Individuals needing assistance attending the meeting December 12, 2019 should contact Marti Gee at 435-940-1916 ext. 302 to make arrangements. The next MRW Administrative Control Board Meeting will be held on January 16, 2020.