



**MOUNTAIN REGIONAL WATER**  
**SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD**  
**MINUTES**  
**JULY 12, 2016**

**ATTENDANCE:**

BOARD MEMBERS:

MIKE KOBE

MIKE TODD

BRETT MICKELSON

CHRIS EGGLETON

MATT LINDON

**STAFF:**

ANDY ARMSTRONG

MARTI GEE

SCOTT GREEN

LISA HOFFMAN

SCOTT MORRISON

**GUESTS:**

DAVE THOMAS

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **July 12, 2016** at the Mountain Regional Water Special Service District office located at 6421 N Business Park Loop Road, Suite A, Park City, Utah 84098 at 6:30 p.m. The following was the agenda for said session all times listed are general in nature are subject to change by the Board.

- 1. 6:30 p.m. Call to Order & Public Input: 6:36 Chris Eggleton called to order.** Chris Eggleton called the meeting to order at 6:36 p.m. Dave Thomas the Chief Civil Deputy Summit County Attorney will be attending or a representative from his office will be attending all MRW Board Meetings.
- 2. Motion to Motion to move into Closed Session for Executive Session for Personnel:**  
Brett Mickelson made a motion to move into Closed Session for Executive Session for Personnel. Seconded by Mike Kobe. All voted yes, motion carried. Mike Todd made a

motion to move out of Closed session. Seconded by Brett Mickelson. All voted yes, motion carried.

- 3. Motion to move into Open Session:** A motion made by Mike Kobe to move into Open Session. Seconded by Matt Lindon. All voted yes, motion carried.
- 4. Motion to approve the April 14, 2016 Meeting Minutes, May 12, 2016 Meeting Minutes and June 7, 2016 Meeting Minutes.** Discussion on the May 12, 2016 to change Excused fix the spelling as discussed by Matt Lindon. Motion made by Mike Kobe to approve the April 14, 2016 Meeting Minutes. Seconded by Mike Todd. All voted yes, motion carried. Motion made by Mike Kobe to approve the May 12, 2016 Meeting Minutes with the spelling changes. Seconded by Brett Mickelson. All voted yes, motion carried. Motion made by Mike Todd to approve the June 7, 2016 meeting minutes. Seconded by Mike Kobe. All voted yes, motion carried.
- 5. Financial:**
  - A. Review May 2016 Financial Reports:** Scott Green presented the May 2016 Financial Report: Through May 2016, change in net position is negative which is better than projected. This positive variance is due to expenses and expenditures that are 5.3% under budget. Change in net positions for 2016 is less than last year at this time, as building related revenue has declined. Impact Fee collections were strong in May. After adjusting for known refunds currently being processed, the District is right on budget year-to-date. Prior to May, impact fee collections were below budget. Water sales are ahead of budget due to customer growth. Park City wheeling fees are also ahead of projections, due a higher than anticipated monthly base water rate for 2016. The development related collections, including impact fee and special assessment collections, are under budget for 2016. Weber Basin Regionalization year-to-date revenue is close to budget, as the related contract is on a take-or-pay basis. Operations, Maintenance & Repairs is under budget due to fewer repairs. The non

OM&R budgets are under budget due to lower legal fees and because the auditors have not yet fully billed the District. Operating Cash and Reserves increased a small amount. Other notable changes include decrease in Debt Reserves held by the District over the past month despite strong May impact fee collections. Customer Growth in 2016, is 41 new connections is comparable to the 46.5 average new connections for the prior two years. 14 Promontory lots have been sold thru May 2016 which is comparable to the average of 15 over the past two years. Water Consumption is lower thru May 2016. This resulted from May 2016 consumption that was 39% lower than previous three year average due to rainy weather. Park City 2016 consumption year-to-date is 32% below average over the previous three years. Park City has a take-or-pay contract for water. The Bison Bluffs Well will exceed budget but will not be reflected in the budget year. It will be completed next year and be in the 2017 budget year.

- B.** Consideration of Approval of May 2016 Check Register: Lisa Hoffman discussed with the board the three checks that were over the \$10,000 threshold. The three checks were the Bison Bluff Pump House Promontory Conservancy performance deposit. The Rocky Mountain Power bill. And the Edie Bailly Audit Services for 2015 Audit. Motion made by Mike Todd to approve the May 2016 Check register. Seconded by Brett Mickelson. All voted yes, motion carried.
- C.** Consideration of approval of P. O.'s: This is for the Bison Bluffs Well and it is a Sole Source Procurement. Due to MRW standardized SCADA Control and programming system, which is critical for the proper operation of our water system MRW is using Electro Power Utah LLC as the sole source vendor for SCADA and VFD panels at the Bison Bluffs Well Project. Motion made by Mike Kobe to approve the Sole Source to Electro Power Utah LLC for equipment for Bison Bluffs Well Project for \$94,652.00. Seconded by Matt Lindon. All voted yes, motion carried.

D. Other: None

**6. Legal:**

A. Consideration of Recommendation to the Mountain Regional Water Special Service District Governing Board the Certification of Past Due Fees and Charges for 2016 to the Summit County Treasurer for collection on the property taxes. Marti Gee explained that this is an annual task that the District does to collect on bad debt. The check comes from the Summit County Treasures office in November each year to MRWSSD for the total listed on exhibit. The amounts are collected the same way that property taxes are collected from the customers. Dave Thomas added that after the taxes have not been paid for five years the property can be sold at a tax sale to collect the funds for Summit County. Motion made by Mike Todd to Recommend to the Mountain Regional Water Special Service District Governing Board the Certification of Past Due Fees and Charges for 2016 to the Summit County Treasurer for collection on the property taxes. Seconded by Mike Kobe. All voted yes, motion carried.

B. Other

**7. General Manager Project Update:**

A. Future Water Tank Update: Andy Armstrong discussed that the tank will be bid next February 2017, the prices should be better. Contractors are so busy now, that their prices are quite high for the work. Hopefully MRW will get much better bids in February.

B. Bison Bluffs Well Update: The Notice to Proceed has been issues and the Contractor is waiting for the Building Permit to be issued by Summit County. This process may take a while. The clock will not start on the project until the Building Permit is obtained. The Contractor will have 210 days to complete the project well ahead of

next year demand. Conditional Use Permit was obtained. Andy Armstrong will update the Board more next month on the project.

- C. Future Development Projects Update:** Andy Armstrong stated that the Canyons project LV 4 paperwork is done and MRW is waiting for a check for Impact Fees, Meter Fees and Inspection Fees. Silver Creek Village has approved drawings and they are completing their due diligence. They are working with the county and one property owner on the north east side with some old survey work that was done and not clear who are the owners of the property for the title. We hope to have the infrastructure in that is needed for MRWSSD in the spine road done this year or early next year. Dave Thomas stated there is an issue with the equity buyer that occurred with the development and the dedication plat spine road and the park plan. They cannot get grading permit without the plat signed. The County Engineer will allow phases of the project. It is a possibility that the road will go in this summer. There is a MOU on the park has not been signed by the developer yet that will be required to signed to close the property. Reuse of water was discussed and there are many parties that will need to be in agreement to have this option occur.
- D. Other:** Community Water as not responded to MRWSSD information that was provided to the Community Water representatives. Regionalization projects will be discussed in future meeting. Water usage is up this month and in June.

- 8. Adjourn:** Motion made to adjourn by Matt Lindon. Seconded by Brett Mickelson. All voted yes, motion carried.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the August 11 , 2016 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 6:30 p.m. please contact Marti Gee to make arrangements for assistance.