



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD

MEETING MINUTES

MAY 12, 2016

ATTNEDANCE:

BOARD MEMBERS:

MIKE KOBE
BRETT MICKELSON
MIKE TODD

MRSDDS STAFF:

ANDY ARMSTRONG
SCOTT GREEN
LISA HOFFMAN
SCOTT MORRISON

EXCUSED:

MATT LINDON
CHRIS EGGLETON

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **May 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:** Mike Kobe called the meeting to order at 6:30 p.m. No public attended thus not public input was given.
- 2. Presentation of TAP Award from Utah Local Government Trust:** Jason Watterson from Utah Local Government Trust insures the District for Property and General Liability insurance. MRWSSD has been with the ULGT for 17 years. Automotive liability are the

most losses that Districts have and also Sewer backups is the second highest losses for the Trust. They have created a training program for automotive use to assist the districts in mitigating damages and losses. The Trust has a program that checks the drivers licenses of the employees each month with the motor vehicle division and providing the District with that report on situations that may have been issued by the employees of the District. Jason Watterson presented MRWSSD with the TAP award for their responsiveness to the minimizing of the losses using the driver licenses reports and training on vehicles. There was discussion about switching our Workers Compensation to the ULGT program. Scott and Lisa will investigate this option for the Board.

3. **2015 Audit Presentation:** Paul Skeen from Eide Bailey LLP, reported to the MRWSSD Board that MRW has a clean Audit for 2015. He stated that records were meticulously kept and commended the staff for keeping such great records. The District had no significant findings in the 2015 Audit.
4. **Motion to move into Closed Session for Executive Session for Personnel:** None needed.
5. **Motion to move into Open Session:** None needed.
6. **Financial:**
 - A. March 2016 Financial Reports: Impact Fee Revenue has been declining the past few months. In addition to fewer new connections, most of the new connections have come from Promontory which has a much lower impact fee than other service areas in the District since its infrastructure was funded with special assessments. As such, the District needs to monitor impact fees very closely in 2016. However, the District could experience a moderate decline in impact fee revenue in 2016 and still meet its 1.25 debt coverage requirement. Total revenue is 1.5% ahead of projections year-to-date. Water Sales are 5.4% ahead of budget. Development related collections are both

5.1% under budget. Operating Cash Expenditures are 4.1% under budget. Total Cash increased 2.0 % this month.

B. Consideration of Approval of March 2016 Check Register: Motion made by Mike Todd to Approve the March 2016 Check Register. Seconded by Brett Mickelson. Mike Kobe vacated the chair and all voted yes, motion carried.

C. Consideration of approval of P. O.'s:

D. Discussion on the Memo from Robert Hilder and the New Online Board Member Training offered through the State of Utah State Auditor: In the past the State Auditor office sent a representative to MRW Board Meeting to present the annual training required. This year the Summit County Attorneys office is conducting training. The training was held at the Richins Building and not a lot of notice was given for the training date that was set. The training is also online and can be accessed on the Summit County Web Site. The training that Dave Thomas gave in January was primarily the training that would be given in the Utah State Auditor training annually. If the Board members would like to do the training it will be available on the Summit County Website.

E. Other:

7. Legal:

A. June Board Meeting discussion on dates to meet. Dates were discussed for the June Board Meeting. With the busy schedules of the Board Members and staff, Tuesday June 7, 2016 at 6:30 p.m. will be the June Mountain Regional Water Special Service District.

B. Other

8. General Manager Update:

- A. Future Water Tank Update:** Advertising for the Bison Bluff Pump and Motor specifications for bids. The District has procured the larger dollar items to prevent tax on those items and could secure good prices on those items. Procurement for the large items met the Districts and the Utah State Procurement Process and will save approximately \$50,000-60,000 on the total project.
- B. Future Projects Update:** Construction of the Pump Station and the Tank will begin in July. The Capital Budget will need to be amended to reflect those projects. The project may have some components move into the 2017 budget year. The Conditional Use Permit will be on the agenda next month on the Western Summit County Planning Commission. Hopefully it will not be delayed for that reason. The Silver Creek Development was discussed. They have extended their due diligence period. There is a work session with the Summit County Council on May 25, 2016 for MRWSSD updates. Andy Armstrong wanted to show the Summit County Council all of the things MRW is doing and what we have accomplished with energy savings and get to know the middle managers that will be the future of MRW. There will be a run through internally on May 23, 2016. The Board is invited to come to the run through and also the work session on May 25, 2016.
- C. Other:**
- F. Adjourn:** Motion made by Mike Todd to Adjourn the meeting. Seconded by Brett Mickelson. Mike Kobe vacated the chair and all voted yes, motion carried.

9.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the June 9 , 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.