



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

**ADMINISTRATIVE CONTROL BOARD**

**Minutes**

**August 16, 2018**

**Attendance:**

**BOARD MEMBERS:**

Mike Kobe  
Bob Neumeister  
Karin Wilson  
Tim Dougherty electronic attended  
Ian Schofield

**STAFF:**

Scott Morrison  
Marti Gee  
Lisa Hoffman  
Doug Evans  
Chris Braun  
Brian Davenport  
Steve Anderson

**GUESTS:**

Mike Howe Hidden Creek HOA

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session on August 16, 2018 at the Silver Summit Academy located at 6407 N. Business Park Loop, Park City Utah, 84098 at 6:00pm.

- 1. Call to Order and Public Input:** Mike Kobe called the meeting to order at 6:00 pm. There were no public comments.
- 2. Public Hearing and possible adoption of Resolution 2018-01 a Rate Resolution of the Mountain Regional Water Special Service District 2018:** Mike Kobe opened the Public Hearing. One person attended the hearing, Mike Howe from Hidden Creek HOA, a homeowners association in Community Water area. He had no comments, he stated he attended just to report on what happens. Mike Kobe closed the Public Hearing. Motion made by Bob Neumeister to approve Resolution 2018-01 a rate resolution of MRW 2018 to adopt the infrastructure assessment rate for Community Water. Seconded by Karin Wilson. All voted yes, motion carried.
- 3. Executive Session - Personnel and Legal:** Motion to move into Executive Session for Personnel and Legal made by Karin Wilson. Seconded by Ian Schofield. All voted yes, motion carried.
- 4. Move to Open Session:** Motion made by Bob Neumeister to move out of Executive

Session for Personnel and Legal. Seconded by Ian Schofield. All voted yes, motion carried.

- 5. Work Session 2018 Rate Study:** Discussion about the water rates for MRW. There were discussions about the base rate and inflation. Bob Neumeister suggested increasing the base rate to improve revenue stability even in wet years. The Staff will take a look at the base rate theories, but it appears that this approach tends to be a higher percentage increase to the smaller user. The Staff will come to the September Board Meeting with recommendations about the base options and also the usage options. This will provide information for the MRW Board to discuss and decide the best option for MRW. The Board commended the staff for such a great model to work with to look at various options. Bob Neumeister had questions about the High Elevation charges. Doug stated that he could send him his spreadsheets on how those numbers were created through pumping stations.
- 6. Consent Agenda:**

  - a. Approval of the July 20, 2018 Retreat Meeting Minutes
  - b. Approval of the June 2018 Check Register
  - c. Board Meeting Schedule through 2018

Motion made by Karin Wilson to approve the Consent Agenda items and move the MRW Board Meeting for October 25, 2018 and November 15, 2018. Seconded by Bob Neumeister. All voted yes, motion carried.
- 7. Consideration to Annex and Serve 18 Townhome Units, Located in Lower Canyons Village on Parcel LV-10:** Scott Morrison discussed with the MRW Board the projects that are approaching MRW for water due to the water storage problems Summit Water Distribution is having in the Canyons area. This is one of those projects that have approached MRW. (See Scott handout). Dave Thomas will provide maps for the Board to see the Lower Village area of the Canyons to understand the areas that are being discussed. The pros of annexing them are revenue and cons politics. Scott suggested that they do not need an answer right away, but in the spring of 2019. Tim Dougherty suggested not saying no but not saying yes until next spring when they need an answer. If MRW signs a plat, that is when the commitment to serve water is made.
- 8. Questions on Department Updates:** No questions from Board Members.
- 9. Financial Management:** Lisa Hoffman

  - a. June 2018 Financial Report highlights
  - b. Semi Annual Cash Report annual report for the board review.
- 10. Strategic and Capital Facilities Plan Update:** Doug Evans requested that the Board redline the Strategic Plan and self assessment by Sept 13 Board meeting and send him the drafts. He is hoping to have a final draft in the next few months. Once it is in final form he will deliver it to the Board and begin working on the Capital Facilities Plan.
- 11. Forward Look - Staffing of the Engineering and Technology Departments:** Scott Morrison discussed with the Board Doug Evans plans to retire one year from now and Chris Braun is expected to take over his position in 2019. Doug is planning to wait the

amount of time necessary with the URS (Utah Retirement System) and then consult for MRW. There will be a need for a technician for GIS and Asset Management in 2019.

**12. Legal:** Dave Thomas

a. Dave gave an update on Community Water: The closing is still on track to close Sept. 1, 2018.

1. One of the ongoing issues is Hidden Creek, the location of a required PRV station. There is a need for a small utility building to place a PRV and necessary system valves on the Hidden Creek Property. This facility needs an easement to be constructed.
2. There is a easement that will be needed for the interconnect building on the golf course.
3. There are also two lodges that TCFC wants MRW to serve. They will be served via a meter vault that will be located in the District boundaries and carry the water to the lodges that are not in MRW District boundaries. The lodges will be responsible for getting water to their location. Dave stated that a surplus water contract will be needed to be signed at closing for the lodges to receive water from MRW.
4. Community Water needs to supply MRW with an itemized list of costs that they want to be reimbursed with the Drinking Water Loan. It is estimated to be approximately \$300,000.00. CW will remain in place until the loan proceeds pay the reimbursables. CW will then dissolve.
5. The waterline under the Canyons Fire Station has been relocated so it is not under the Station.
6. There have been operating permits issued for CW equipment that is grandfathered by DDW.
7. Scheduled closing on August 30 and take possession at closing including wells, pumps, water lines and all other equipment that is getting transferred to MRW.
8. MRW has as-builts and water quality reports that exist on a thumb drive delivered by CW.
9. MRW will begin to bill customers for base water billing and infrastructure costs beginning in September.
10. The bond will not close until mid to late October 2018.
11. MRW will pay reimbursable costs out of the loan proceeds and then CW will dissolve.

b. Other: None.

**13. General Manager Comments:** Scott Morrison next meeting is Sept 13, 2018.

**14. Adjourn 8:25**

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the August 16, 2018 meeting, should contact Marti Gee to make arrangements. The next MRW Board Meeting will be held on September 13, 2018.