



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

**MINUTES**  
**ADMINISTRATIVE CONTROL BOARD**  
**June 8, 2017**

**Attendance:**

**Board Members:**

Chris Eggleton  
Mike Kobe  
Brett Mickelson  
Ian Schofield  
Bob Neumeister

**Staff:**

Andy Armstrong  
Marti Gee  
Scott Green  
Scott Morrison

**Guests:**

Dave Thomas Chief Civil Deputy Summit County Attorney

**Excused:**

Mike Todd  
Lisa Hoffman

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **June 8, 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 and 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 6:00 p.m. There was no public that attended the meeting therefore there were no public comments.
- 2. Motion to approve the May 11, 2017 Mountain Regional Water Special Service**

**District Meeting Minutes:** (5 Min) Motion made by Chris Eggleton to approve the May 11, 2017 Mountain Regional Water Special Service District Meeting Minutes. Seconded by Brett Mickelson. All voted yes, motion carried.

3. **Badger Meter Presentation:** (10 Min) Marti Gee discussed the meter change out program from Sensus Meters to Badger Meters. She showed the Board the web site for Badger Meters. The Board reviewed the data from the individual meter activity for customers in the MRW system that had the new water meters installed. They also reviewed the various pages of the web site that can assist MRW District review and analyze water usage data. Marti Gee told the Board she would give them the web address to set up their account for their homes to review their water usage next week.
4. **Motion to move into Executive Session for Personnel:** (15 Min.) Motion made by Brett Mickelson to move into Executive Session for Personnel. Seconded by Chris Eggleton. All voted yes, motion carried.
5. **Motion to move into Open Session:** Motion made by Chris Eggleton to move into Open Session. Seconded by Brett Mickelson. All voted yes, motion carried.
6. **Financial:**
  - A. **Presentation of the April 2017 Financial Reports:** (10 Min) See Scott Green's report attached.
  - B. **Consideration of Approval of April 2017 Check Register:** (5 Min) Scott Green discussed the three big checks over \$10,000 are for Rocky Mountain Power for amount \$32,142.38 There was another check for \$40,008.00 to reimbursement Iron Mountain Associates or Colony for Impact Fees. There was also a check to Promontory for reimbursement for assessment fees for \$144,240.00. Brett Mickelson made a motion to approve the April 2017 Check Register. Seconded by Chris Eggleton. All voted yes,

motion carried.

- C.** Consideration of Approval of P. O's.: (5 Min) No purchase orders for this month.
- D.** Consideration of Approval of new MRW Position Engineering and GIS Technician: (10 Min) The Board reviewed the Job Description for Engineering and GIS Technician. The need for this position to assist Chris Braun and Scott Morrison in all of the duties they perform. Motion made by Chris Eggleton to approve the Engineering and GIS Technician position and advertise for that position internally to see if any current employees apply. Seconded by Ian Schofield. All voted yes, motion carried.
- E.** Other: Andy Armstrong explained to the Board that the MRW Board could approve a budget amendment and install the rest of the Colony Badger water meters by purchasing \$200,000 worth of water meters for installation this summer. That would complete the Colony Development with all Badger Meters. The Board discussed the issue and asked staff to prepare a P. O. to be considered next month on the purchase of \$200,000 worth of Badger water meters.

**F. Legal:**

- A.** Consideration of approval of Lost Canyon Rental Agreement and Housing Allowance: (15 Min.) Motion made by Chris Eggleton to approve the Lost Canyon Rental Agreement and Housing Allowance. Seconded by Brett Mickelson. All voted yes, motion carried.
- B.** Other: None.

**7. General Manager Update:**

- A.** Concurrency Update: (10 Min) Andy Armstrong went over the Concurrency information. See attached Concurrency reports.
- B.** Other: None.

- 8. Adjourn:** Motion made by Ian Schofield to adjourn the meeting. Seconded by Chris

Eggleton. All voted yes, motion carried.

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