



**MOUNTAIN REGIONAL WATER  
SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE CONTROL BOARD**

**MINUTES**

**DECEMBER 7, 2015**

**ATTENDANCE:**

**MRWSSD ADMINISTRATIVE CONTROL BOARD MEMBERS:**

Chris Eggleton, Chair  
Brett Mickelson, Vice-Chair  
Mike Kobe  
Matt Lindon

**Staff:**

Andy Armstrong  
Marti Gee  
Scott Green  
Lisa Hoffman

**Excused:**

Mike Todd

**Guests / Public Attendance:**

None Attended

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **December 7, 2015** 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 were general in nature and subject to change by the Board.

- 1. 6:30 p.m. Call to Order & Public Input:** (2 Minutes) Meeting called to order at 6:40. No public attended the meeting.

2. **Consideration of Approval of Meeting Minutes for Oct 22, 2015:** (5 Minutes) Motion made by Mike Kobe to approve the Meeting Minutes for October 22, 2015. The motion was seconded by Matt Lindon. All voted yes, motion carried.
3. **Motion to move into Executive Session for Personnel:** (5 Minutes) Motion made by Brett Mickelson to move into Executive Session for Personnel. Seconded by Matt Lindon.

**Those in Attendance for Personnel Executive Session:**

**MRWSSD Administrative Control Board Members:**

Chris Eggleton, Chair  
Brett Mickelson, Vice-Chair  
Mike Kobe  
Matt Lindon

**Staff:**

Andy Armstrong  
Marti Gee  
Scott Green  
Lisa Hoffman  
Scott Morrison

The Administrative Control Board of Mountain Regional Water Special Service District met in closed session for Personnel from 6:42 – 6:50 to discuss Personnel.

4. **Motion to move into Open Session:** Motion made by Brett Mickelson to move into Open Session. Motion seconded by Matt Lindon.
5. **Consideration of approval of Personnel Session Actions:** (2 Minutes) Scott Green stated he discovered that the county is giving a 4.1% merit and COLA. MRWSSD budgeted for 3.75%. The Board requested that MRWSSD and Summit County do exactly the same in Merit and or COLA increases. Motion to approve the Personnel Session Actions discussed in closed session made by Mike Kobe. The motion was seconded by Matt Lindon. All voted yes, motion carried.
6. **Motion to move into Executive Session for Contract Negotiations:** (5 Minutes) Motion made by Brett Mickelson to move into Executive Session for Contract Negotiation. The Motion was seconded by Matt Lindon. All voted yes, motion carried.

**Those in Attendance:**

**MRWSSD Administrative Control Board Members:**

Chris Eggleton, Chair  
Brett Mickelson, Vice-Chair  
Mike Kobe  
Matt Lindon

**Staff:**

Andy Armstrong  
Marti Gee  
Scott Green  
Lisa Hoffman  
Scott Morrison

The Administrative Control Board of Mountain Regional Water Special Service District met in closed session from 7:00 – 7:53 to discuss Contract Negotiations.

- 7. Motion to move into Open Session:** Motion made by Brett Mickelson to move into Open Session. Motion seconded by Matt Lindon. All voted yes, motion carried.
- 8. Work Session on Mountain Regional Water By-Law Policy, Administrative Policies, and Uniform Rules and Regulations:** (45 Minutes) Motion by Matt Lindon to recommend the approval of the By-Laws and Administrative Policies to the Governing Board with the changes discussed. Brett Mickelson seconded the motion. All voted yes, motion carried. Scott Green will make the changes on the By-Laws and Administrative Policies discussed for the Governing Board review. Mike Kobe suggested changes to titles to be consistent in all of the documents. Motion made by Mike Kobe to recommend the approval of the Uniform Rules and Regulations to the Governing Board. Seconded by Brett Mickelson. All voted yes, motion carried.
- 9. Financial:**

  - A.** October 2015 was better than projected. This included meter connection fees, impact fees, SID & SAA Assessments, a lot sale and engineering and inspection fees. Unbudgeted 2015 wholesale water sales of \$367,200. The estimated 175,000 cash benefit has been put into a regionalization reserve. Building activity remains strong.

Water Sales are under budget through October due to the cool wet weather. Operating Cash Expenditures are 2.7 % under budget. Total Cash increased 6.7%. (See Monthly Un-Audited Financial Summary Oct 2015 Report)

- B.** Consideration of Approval of October 2015 Check Register (10 Minutes): Motion made by Matt Lindon to approve the October 2015 Financials and Check Register. Seconded by Mike Kobe. All voted yes, motion carried.

**C.** Other: None.

**10. Public Service:**

- A.** Other: Discuss Date for the January 2015 Board Meeting: (5 Minutes) Marti Gee will email everyone the dates and we can make sure that there will be a quorum for the January 2015 meeting.

**11. Adjourn: 9:08**

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the January 14 , 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.