



**MOUNTAIN REGIONAL WATER  
SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD**

**MINUTES**

**DECEMBER 15, 2016**

**ATTENDANCE:**

**BOARD MEMBERS:  
CHRIS EGGLETON  
MIKE KOBE  
MIKE TODD  
BRETT MICKELSON**

**STAFF  
ANDY ARMSTRONG  
MARTI GEE  
LISA HOFFMAN  
SCOTT GREEN  
SCOTT MORRISON**

**GUESTS:  
JAMI BRACKIN DEPUTY COUNTY ATTORNEY  
BRIAN BELLAMY DIRECTOR SUMMIT COUNTY PERSONNEL MANAGEMENT OFFICE  
KELSEY MAY UTAH LUXARY GROUP**

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **December 15, 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 were general in nature are subject to change by the Board.

- 1. 6:30 p.m. Call to Order & Public Input:** Chris Eggleton called the meeting to order at 6:35 pm.
- 2. Motion to approve the November 10, 2016 Mountain Regional Water Special Service District Meeting Minutes.** Mike Todd wanted to the change the minutes to reflect he was

present and not be excused in the attendance portion of the Minutes. He also didn't recall stating that he needed the information on the Personnel Policies in July. That sentence will be removed from the Nov. meeting minutes. Notation needs to be made that after 4. A. the meeting was adjourned. Motion made to make the above changes to the Meeting Minutes for November 2016 and approve the November 10, 2016 Mountain Regional Water Special Service District Meeting Minutes by Mike Todd. Seconded by Mike Kobe. All voted yes, motion carried.

**3. Human Resources: (Continuing discussion from November 10, 2016 Board Meeting)**

**A.** Work Session on Personnel Policies for Mountain Regional Water Special Service District: Jamie Brackin, Brian Bellamy: Jami Brackin discussed the request by Mike Todd for the red line comparison. She stated that could not be done. No red line could be provided. The marching orders from the governing board were to make MRW Personnel Policies consistent with the county and to format them the same. As the process began, there were some differences in the districts and some changes from the Summit County Personnel Policies that would need to be made. Brian Bellamy and Jami Brackin were to work with the staff and put the polices in the County format and the Council will either agree to the changes or not. Once all of the differences that can be agreed upon we placed in the Personnel Policies, the Council will adopt the policies for the Districts. Jami and Brian stated that any changes need to be made before tomorrow morning since the County is meeting on Friday morning to adopt the policies for MRWSSD.

The Board discussed there were some changes to the Sick leave. MRWSSD currently pays out at the time of separation 100% of the sick leave up to 350 hours. The change proposed was to pay up to 50 % of 400 hours of sick leave. Also the bonus program and housing and transportation allowance was discussed.

Lisa Hoffman passed out the bonus information that Chris Eggleton requested. The bonus are the gross numbers not the net numbers. The language needed to be changed about the bonuses to meet the MRW Boards concerns. Discussion occurred on the meritorious Bonus and the annual bonus. Jami Brackin will make the changes to incorporate the language in the policies of the discussed changes. Chris Eggleton thanked Lisa Hoffman for the explanations on the bonuses. Mike Todd stated he was not comfortable with bonuses that are 10 times higher than the Summit County Bonus Programs. One area of Mike Todd's concerns was the cost savings bonus. His thoughts are that the employee should be granted that bonus if they are saving money. Chris Eggleton suggested that we may be doing that already, but Mike Todd thinks that the limits should not be \$1000.00 for Cost Savings. Mike Todd stated fundamentally he agrees to conform to what the county has in place but not 10 times the bonus values. Jami Brackin stated that all Districts give bonus differently. Chris Eggleton stated that he has confidence with his time on the MRW Board to approve or deny the bonus and caps the exposure of the bonus program and make

This message has been sent to inform you that the owner of account #5002841, Philip Tisovec (Email: [philafel@gmail.com](mailto:philafel@gmail.com)), has requested to stop receiving paper bills. recommendations to the County if changes are needed to the program. Brian Bellamy stated that there is an opportunity to go to the council to get a larger bonus for an extraordinary job. Andy Armstrong explained that he told the Council each year the intent of the annual bonus in the budget. There will be a Career Service Council giving protection in employee's jobs. This provides for a grievance and appeal process. PTO pay off for Sick Leave is the only change proposed. Chris Eggleton suggested that as of January 2017 an employee can be paid out 50% up to

400 hours of Sick Leave. It will remain that Sick Leave on will be paid out 360 hours 100% prior to January 2017 at separation from the District.

- B.** Consideration of Recommendation to the Governing Board for the Adoption of the Personnel Policies for Mountain Regional Water Special Service District: Motion made by Mike Kobe to make the changes in section 8 on the sick leave and recommend to the County Council the Personnel Policies per discussion tonight at the MRW Board Meeting. Seconded Brett Mickelson.

All in favor vote 3, one vote no.

- C.** Other: None.

#### **4. Financial:**

- A.** Presentation of the September & October Financial Reports: (See September and October Monthly UN-Audited Financial Summary's)
- B.** Consideration of Approval of September 2016 and October 2016 Check Registers: Lisa Hoffman explained that there were two checks that were for City Works and Monitoring the Weber River Split Cost with Snyderville Basin Water Reclamation District. There was a check for emergency pump repair to CH Spencer and Delco Western for the upgrade for Well 10. There was a payment to Summit County for the repayment of a loan from many years ago. Rocky Mountain Power bill and Quarterly Impact Fee reimbursements for Promontory were large checks. Motion made by Brett Mickelson to approve the September & October Check Registers. Seconded by Mike Kobe. All voted yes, motion carried.
- C.** Discussion about the 2017 Budget for MRW: Tabled.
- D.** Other: None.

#### **5. Legal:**

- A.** Consideration of approval of recommendation to annex LV6 into Mountain Regional Water Special Service District: Kelsey May, Utah Luxury Group attended the meeting. Andy Armstrong discussed the approval of LV6, the lower Canyons area to the MRW District a single parcel large hotel and other uses. It is located in the Canyons IHC property is on the road going to White Pine Canyon. The impact fee will be sizable at least 75 ERC's. Multi story hotel in the Canyons area. Mike Todd made a motion to approve recommendation to annexation of LV6 into Mountain Regional Water Special Service District. Seconded Brett Mickelson. All voted yes.
- B.** Consideration of approval of a Water Service Agreement for LV6 for water service from Mountain Regional Water Special Service District: Brett Mickelson made a motion to approve the Water Service Agreement for LV6 for water service from Mountain Regional Water Special Service District and approve Andy Armstrong sign the agreement on behalf of the Board after the approval of the annexation into MRW. Seconded by Mike Todd. All voted yes, motion carried.
- C.** Consideration of approval of changing Workers Compensation of Utah Insurance to Utah Local Governments Trust for 2017: There was a 1.5 % increase next year see Lisa Hoffman's memo. Motion to approve the change from Workers Compensation of Utah Insurance to Utah Local Governments Trust made by Mike Kobe. Seconded by Mike Todd. All voted yes.
- D.** Other: Dave T. will meet with the board in the future to discuss.

## **6. Adjourn: 8:06**

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the January 12, 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.