



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD

MINUTES

MARCH 10, 2016

Attendance:

Board Members:

Chris Eggleton
Brett Mickelson
Matt Lindon
Mike Kobe

Staff:

Andy Armstrong
Marti Gee
Scott Green
Lisa Hoffman

Excused:

Mike Todd

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **March 10, 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 and were subject to change by the Board.

- 1. 6:30 p.m. Call to Order & Public Input:** Chris Eggleton called the meeting to order at 6:31 pm. No public attended, there was no public input.
- 2. Consideration of Approve of Meeting Minutes for February 11, 2016:** Motion made by Matt Lindon to Approve of Meeting Minutes for February 11, 2016. Seconded by Brett Mickelson. All voted yes, motion carried.

- 3. Motion to move into Executive Session for Personnel:** Brett Mickelson made a Motion to move into Executive Session for Personnel. Seconded by Matt Lindon. All voted yes, motion carried.
- 4. Motion to move into Open Session:** Brett Mickelson made a Motion to move into Open Session. Seconded by Matt Lindon. All voted yes, motion carried. Motion made by Matt Lindon to approve the personnel issue discussed in executive Session. Seconded by Brett Mickelson. All voted yes, motion carried. In the Personnel Actions taken in Executive Session a Job Description was discussed and changes were necessary to approve the Job Description. Please see attached changes to the Job Description. Motion to approve the Job Description with the proposed changes made by Matt Lindon. Seconded by Mike Kobe. All voted yes, motion carried.
- 5. Legal:**
 - A. Memorandum of Understanding between Mountain Regional Water Special Service District and Snyderville Basin Water Reclamation District:** Andy Armstrong explained that this is a very good location for the water tank needed for MRWSSD. The MOU has been approved by SBWRD Board. Matt Lindon asked about the one ERC that will be used for SBWRD in exchange for the easement for the water tank. Andy Armstrong explained that SBWRD has a very low demand for water, and they should not use very much water through the connection. SBWRD needs fire protection at the sewer plant so a water connection and fire protection through fire hydrants is very important to SBWRD. Andy Armstrong will meet with the Summit County Planning Department after the grading plan is completed to get further information on the necessary approvals for construction. A Motion to approve the Memorandum of Understanding between Mountain Regional Water Special Service District and Snyderville Basin Water Reclamation District made by Matt Lindon. Seconded by Brett Mickelson. All voted yes, motion carried.

6. Election of Officer of MRWSSD

The Board discussed the positions and decided that the following were the appointments for 2016 assignments. A Motion was made by Brett Mickelson that the following appointments for 2016 assignments for the Board Members are as follows and that the entire Board serve as the Audit Committee. Seconded by Matt Lindon. All voted yes, motion carried.

A. Chairman of the Board:

Chris Eggleton

B. Vice Chairman of the Board:

Mike Kobe

C. Audit Committee Members:

All Board Members

D. Finance Committee Chair:

Mike Todd

E. Conservation Committee Chair:

Matt Lindon

F. Personnel Liaison:

Brett Mickelson

7. Financial:

A. Consideration of Approval of January 2016 Financial Statements: Scott Green discussed the January 2016 Unaudited Financial Summary. He explained that the Impact Fee Revenue has been declining the last few months. In addition a fewer new connections most of the new connections the past few months have come from Promontory which has a much lower impact fee than other service areas in the District. This is because much of the Promontory infrastructure was funded with special assessments. MRWSSD will need 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 requirements. Total Revenue is 3.9% ahead of Projections year-to-date. Operating Cash Expenditures are 2.1% Under Budget. Total Cash Decreased 2.4 % in January 2016. It is typical for cash to decline in January each year as water sales and development related collections tend to be lower than in the summer.

- B. Consideration Approval of January 2016 Check Register:** Lisa Hoffman presented the January 2016 Check Register. She explained the large expenses were Rocky Mountain Power for power costs for the District. She also explained that the Mountainland Supply is for water parts and equipment. There was a \$13,000 expense for a breaker for the Lost Canyon Booster, costs are continuing to rise as the facility ages. Motion to approve the January 2016 Check Register made by Brett Mickelson. Seconded by Matt Lindon. All voted yes, motion carried.
- C. MRWSSD Semi-Annual Cash Report Presentation:** Lisa Hoffman presented the MRW Semi-Annual Cash Report. See Semi Annual Cash Report Presentation attached.
- D. Considerations of P. O.'s:** There is no P.O.'s this month.
- E. Other:** None.

8. General Manager Updates:

- A. Weber Basin Billing:** Andy Armstrong discussed a meeting with WBWRD and the terms of regionalization of Davis and Weber Canal leases costs. There is a known and expected cost of \$200,000.00 per year for 20 years for MRWSSD Regionalization's costs. Weber Basin is making a new claim that all entities need to pay for the Davis and Weber Canal leases costs beginning from the time of the Regionalization agreement until 2019 with the cumulative fees for MRWSSD of \$400,000 with a accumulative total with all agencies that have subscribed to the leases amounting to a total of \$1.6 Million in fees due in 2019. Andy Armstrong requested Dave Thomas review the agreement and he determined that the agreement

it could be read either way, depending on the intent. The agreement could be interpreted that the leases begin in 2019, and if MRWSSD doesn't want to take down the Davis and Weber Canal water leases from East Canyon, they need to notify Weber Basin of that decision. The other interpretation was that the leases begin in 2019 and no costs until that time would be charged and only charged from that point forward. There is also an opt out clause in the agreement for the leases that will be discussed in a meeting with the Agencies in May that Weber Basin is hosting. Andy Armstrong would like to explore options on paying for the leases to present to the Board and possibly discuss a longer period of time to pay for the leases. Andy Armstrong would also like to discuss what it takes to opt out of the leases. Andy Armstrong talked to the county manager about the situation. Andy Armstrong discussed a work session on this topic with the council may be necessary. Andy Armstrong stated that he does not think that MRWSSD needs the leases. Andy Armstrong discussed alternative ways to get additional water rights for future customers. Andy Armstrong will present to the board options in a work session and keep the Board updated on the facts. Work session is scheduled June 2016 with MRWSSD Board.

B. LV-3&4: Andy Armstrong reported to the Board that the second phase for the Lower Village at the Canyons Resort had a meeting with MRWSSD and they are exploring options to annex and receive water service from MRWSSD. This is ongoing and will report the progress of this development in future Board Meetings.

C. Tank: There is a construction easement needed from SBWRD for a staging area that would be cleaned up when the water tank is completed. It is needed to store dirt during construction. Gerber Construction got the bid for the work at SBWRD upgrade on the sewer treatment plant. It may be possible to get a good bid from them on the

MRWSSD water tank work when it is bid out. The project should be ready to bid by June 2016.

D. Community Water: Marti Gee received consumption records for the metered usage on one of the Condo developments. Scott Green did an analysis on the usage information and Capital Improvements and their average cost for water bills for the water and the improvements would be \$ 82.00 per month. Scott Green will submit information to the HOA at their request.

E. Concurrency: The new draft ordinance will include Commissioner Robinson's additions in reference to future commitments for water service. Drafts are being passed back and forth between agencies. MRWSSD staff supports the new ideas for the ordinance.

9. Public Services:

A. Other: April 14, 2016 Meeting Agenda Items to be discussed: Transition planning for senior staff members at MRWSSD.

10. Other:

11. Adjourn:

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