



**MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD
MINUTES
NOVEMBER 10, 2016**

ATTENDANCE:

BOARD MEMBERS:

CHRIS EGGLETON
MIKE KOBE
BRETT MICKELSON
MIKE TODD.

STAFF MEMBERS:

ANDY ARMSTRONG
SCOTT GREEN
LISA HOFFMAN
SCOTT MORRISON

EXCUSED:

MATT LINDON

GUESTS:

BRIAN BELLAMY SUMMIT COUNTY HUMAN RESOURCE DIRECTOR

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **November 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 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 6:33 p.m. No public comments, no public in attendance.
- 2. Motion to approve the October 20, 2016 Mountain Regional Water Special Service District Meeting Minutes.** Motion made by Brett Mickelson to approve the October 20, 2016 Mountain Regional Water Special Service District Meeting Minutes. Seconded by Mike Kobe. All voted yes, motion carried.

3. Human Resources:

A. Work Session on Personnel Policies for Mountain Regional Water Special Service

District: Brian Bellamy: Lisa Hoffman explained to the Board that over the past several months, MRW has been working with Jami Brackin and Brian Bellamy to modify and update the District's Personnel Policies in order to more closely align with the County's Personnel Policies. Synderville Basin Recreation District and the Park City Fire District have also been through the same process. There was a goal made by Tom Fisher Summit County Manger to get this done by the end of 2016.

Lisa Hoffman went through the presentation attached. She focused on the areas of change. Discussed items are below:

- a. Highlighted Differences From County Personnel Policies:
- b. Section 3 – Personnel Committee of two (2) instead of three (3) due to Board size
- c. Section 3 – All performance evaluations are done in December of each year not on an employee's anniversary date
- d. Section 3/5 – New employee evaluations during Orientation Period are done on a "regular" basis not a monthly basis
- e. Section 5 – At the end of the Orientation Period (six months) we would like to recommend up to a 6% increase the County uses up to 3%
- f. Section 8 – Comp time may accumulate up to 40 hours and is paid out on or before March 31st. The County allows an accumulation of up to 24 hours and no pay-out.
- g. Section 8 – Bonus Program
- h. Instant Bonus – up to \$500, County uses \$50
- i. Meritorious Bonus – up to \$1,000, County uses \$100
- j. Safety Bonus – up to \$500, does not exist at the County
- k. Test Bonus – up to \$200, does not exist at the County
- l. Annual Bonus Program – up to \$1,000, does not exist at the County

- m. Section 9 – Grandfathered employees three (3) receive benefits on a pro-rated basis
- n. Section 9 – 403(b) Program
- o. Section 9 – Housing/Transportation allowance
- p. Section 9 – Vacation – may carryover one year of unused vacation, County policy is 200 hours of carryover
- q. Section 9 – Sick Leave - 96 hours/year and can accrue up to 360 hours. County policy is 52 hours/year and can accrue up to 400 hours. MRW also pays 100% sick upon separation, County pays 50%.

This is the conclusion of the differences between the Summit County and MRWSSD proposed Personnel Policies. Brian Bellamy will inform the Districts when Summit County Personnel Policies are changed; the Districts may review the changes and possibly change the District policies.

Changes in MRW policies it is in line with Summit County policies:

1. Brian Bellamy will be more involved with the human resources with MRW hiring and Personnel issues.
2. There will be a Hot Line for grievance for employees.
3. There will be a Career Service Council formed to handle grievances of employees, salary survey's.

The MRW Board Members discussed a motion momentary, then some questions about why the policies for MRW currently did not track with Summit County. Brian Bellamy told the Board members that all of the districts had different policies, but MRW was most like the Summit County policies and was the easiest to revise to be like the Summit County policies.

Brian Bellamy discussed the differences are not a bad thing and there are all inherent differences in each District.

Mike Todd began asking questions why MRW was different than Summit County policies. He asked Brian Bellamy about the policies as presented and Brian stated that he thought that there may be questions about paying for bonuses and also pay out of all of the sick leave when an employee leaves the District. There are some policies that have been historically done. Scott Green explained that when the Salary Survey was done a few years ago with other Districts and Park City, MRW tried to be more in line with their policies. That was when changes were made in Personnel Policies from the original with Summit County.

Scott Green discussed the fact that MRWSSD has given the same pay raises that Summit County has given each year. Jami Brackin is comfortable with the proposed changes in the Personnel Policies. Discussion about the Bonus occurred and not formalized to what changes would be proposed. Sick leave was also discussed. To keep in line with the Summit County policies it would be 96 hours per year, but payout is 50% if the employee leaves from this time forward, was Andy Armstrong's recommendation to the Board on the Sick Leave. Mike Todd stated that he just received this information two days ago and he is not prepared to vote on this. Andy Armstrong stated that he has been meeting the County to get this prepared for the Board. Andy Armstrong suggested waiting until January to address this if the board wants additional time. Brian Bellamy discussed the timelines on the Personnel Policies and this was as fast as they could get this information to the Board. Mike Todd wanted to have more time to review the Policies. Mike Todd wants to function as a Board and not have to make decisions with no notice. Chris Eggleton suggested that we knew that this was coming but it contained volumes of information to discuss in a tight time window. Chris Eggleton suggested that the Board may need have more time to review the Policies before the Board can make a recommendation by 12/31/2016. Chris Eggleton would like to take the time to review the policies and notify the County of the

time needed. Mike Todd would like to see the changes to the policies in a redline version. Lisa and Scott will talk to Jamie that prepared the document.

Consideration of Recommendation to the Governing Board for the Adoption of the Personnel Policies for Mountain Regional Water Special Service District: Not addressed.

C. Other

4. Financial:

A. Presentation of the September Financial Report: Scott Green discussed the Financial Reports. The Board members Brett Mickelson and Mike Todd needed to leave due to prior commitments so there was no motion made on the Capital Improvement projects.

Meeting adjourned after 4.A.

B. Consideration of Approval of September 2016 Check Register:

C. Discussion about the 2017 Budget for MRW:

D. Other:

5. Legal:

A. LV4 Update:

B. Other:

6. Adjourn:

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the December 8, 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.