



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

**ADMINISTRATIVE CONTROL BOARD**

**MINUTES**

**MAY 1, 2014**

ATTNEDANCE:

BOARD MEMBERS:  
B. TODD HOPKINSON  
MATT LINDON  
CHRIS EGGLETON  
BRETT MICKELSON

STAFF:  
ANDY ARMSTRONG  
MARTI GEE  
SCOTT GREEN  
LAURA MEANS

EXCUSED:

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Special Annual Meeting session **May 1, 2014** 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 general in nature and were subject to change by the Board.

- 1. 6:30 p.m. Call to Order & Public Input:** Matt Lindon called the meeting to order at 6:40 p.m.
- 2. Consideration of Approve of Meeting Minutes for March 19, 2014:** Motion made by Brett Mickelson to approve the minutes. Seconded by B. Todd Hopkinson. All voted yes, motion carried.

**3. Motion to move into Executive Session for Property Acquisition:** Motion made by B. Todd Hopkinson to move into Executive Session for Property Acquisition. Seconded by Brett Mickelson. All voted yes, motion carried.

**4. Motion to return to Open Session:** Motion made by Brett Mickelson to move into Open Session. Seconded by B. Todd Hopkinson. All voted yes, motion carried.

**5. Election of Officer of MRWSSD**

**A.** Chairman of the Board: Matt Lindon

**B.** Vice Chairman of the Board: Chris Eggleton

**C.** Finance Committee Chair: B. Todd Hopkinson

**D.** Conservation Committee Chair: Rick Krebs

**E.** Personnel Liaison: Brett Mickelson

Motion made by Chris Eggleton to have Matt Lindon serve as the Chairman of the Board, Chris Eggleton as Vice Chairman, B. Todd Hopkinson as Finance Committee Chair, Conservation Committee Rick Krebs and Personnel Liaison Brett Mickelson. Seconded by B. Todd Hopkinson. All voted yes, motion carried.

**6. Financial:**

**A.** Review March 2014 Financials: We may need to include inflation in our projections.

**B.** Approval of February & March 2014 Check Register: Motion made by B. Todd Hopkinson to approve the February & March Check Register. Seconded by Chris Eggleton. All voted yes, motion carried.

**C.** Other:

**7. General Manager's Updates:**

**A.** New Development Update: Promontory has 30 lots that are going to be platted without adequate infrastructure needed for pressure issues. Some improvements to the Promontory system are necessary. Andy Armstrong discussed will ability to assist

Promontory with a bonding options they may like to assist with the financing of additional infrastructure that MRWSSD can also use.

Woodside Homes Plat I in Silver Creek Estates will be putting up 5 homes.

Pine Meadows, or Tollgate Canyon negotiation continues, they gave us an appraisal of their water system for review. Andy Armstrong and Scott Green will review the information provided and report on the findings.

- B.** Discussion about the map detailing the various interconnects between Park City Municipal, Summit Water Distribution and Mountain Regional Water Special Service District in Western Summit County: This map was prepared by Weber Basin Water Conservancy District and they detailed the interconnections needed for the various water companies. These will begin when the parties request the interconnects. Weber Basin is designing the improvements. These improvements are not estimated to be needed by MRWSSD until 2016.
- C.** Update on Impact Fee Hearing: No date set yet. Hopefully in the next few weeks MRWSSD would like to set up the hearing date for the Impact Fee to go to MRWSSD Governing Board hopefully to be adopted.
- D.** Schedule for update on Rules and Regulations: Target date for the Administrative Control Board to review and consider for adoption of the updated Rules and Regulations for water service in the July 2014 MRWSSD Board Meeting.
- E.** Pre-Paid Impact Fees Update: Projections of prepaid are hard to determine in planning due to timing and point of use. Scott Green will be available for questions on this matter.
- F.** Energy Management Update: MRWSSD is starting the third round with Rocky Mountain Power to assist MRWSSD with some power savings, and decrease expenses for MRWSSD. MRWSSD has been the flagship for the Division of Drinking Water on the energy savings. MRWSSD needs to do more modeling of our water system to implement the power savings solutions. Andy Armstrong indicated that the new office site could

have a co-gen facility off of the PRV that is located close to the new office site for power.

Siemens is the State of Utah contractor.

**G. Other:** None

**8. Legal:**

- A.** Review and consideration of adoption of Personnel Policies and Job Descriptions for MRWSSD: In 2007 the Personnel Policies and Job Descriptions for MRWSSD was updated. The latest updates on the Policy were taken from a sample personnel policy from Utah Local Government Trust our insurance carrier and our Legal Counsel Smith Hartvigsen PLLC. Laura Means and Scott Green presented the changes for the Board to review. Some of the changes noting are the Bonus Structure 1715 the General Manager can approve bonus up to \$500. The General Manager and the Administrative Control Board needs to approve anything over \$500. General Manager can approve hires up to mid-point of pay grade and subject to funds available. The updated Personnel Policy is more specific in hiring and firing people. Appendix is used to make changes as needed and can updated easily. Motion made by B. Todd Hopkinson to approve the updated Personnel Polices for MRWSSD. Seconded by Chris Eggleton. All voted yes, motion carried. MRWSSD has not had official Job Descriptions and they have been presented to the Administrative Control Board. Motion made by B. Todd Hopkinson to approve the Job Descriptions. Seconded by Brett Mickelson. All vote yes, motion carried.
- B.** Review and consideration of approval of Water Main Extension Agreement between Mountain Regional Water Special Service District and Woodside Homes of Utah LLC: The agreement is in place for seven years to repay Woodside for the Line Extension Agreement to get some of the installation costs for others that may hook on the system in the first seven years. Motion made by B Todd Hopkinson the Water Main Extension Agreement Between MRWSSD and Woodside Homes of Utah LLC

Seconded by Chris Eggleton. All vote yes, motion carried. \$80,560 is MRWSSD contribution for upsizing the water lines for MRWSSD.

- C.** Consideration of Declaration of Surplus Property Disposal of SU-H-36-X: Chris Eggleton stated that MRWSSD should get a appraisal and get it sold. Chris Eggleton made a motion to approve the declaration of surplus property disposal of SU-H-36-X
- Seconded by B. Todd Hopkinson. All voted yes, motion approved.

**D.** Other:

**9. Public Services:**

**A.** Billing and Water Usage Report:

**B.** Other:

**10. Other:**

**11. Adjourn:**

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the June 5, 2014 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.