



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

**ADMINISTRATIVE CONTROL BOARD**

**Minutes**

**Administrative Control Board**

**July 13 2017**

**Attendance:**

**Board Members:**

Mike Kobe  
Brett Mickelson  
Ian Schofield  
Bob Neumeister  
Mike Todd

**Staff:**

Andy Armstrong  
Marti Gee  
Scott Green  
Lisa Hoffman

**Summit County:**

Dave Thomas Chief Civil Deputy Summit County Attorney

**Excused:**

Chris Eggleton

**Guests:**

Via Phone: Edie Bailly Partner, Ken Jeppesen

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **July 13, 2017** at the Mountain Regional Water Special Service District office located at 6421 N Business Park Loop Road, Suite A, Park City, Utah 84098 at 6:00 p.m. The following was the agenda for said session all times listed were general in nature and were subject to change by the Board.

**1. 6:00 p.m. Call to Order & Public Input:**

**2. Consideration of Approval of Motion June 8, 2017 Mountain Regional Water Special**

**Service District Meeting Minutes:** (5 Min.) Motion made by Ian Schofield to approve the June 8, 2017 Mountain Regional Water Special Service District Meeting Minutes.

Seconded by Brett Mickelson. All voted yes, motion carried.

**3. Energy Management Update Doug Evans:** (15 Min.) (Presentation Attached)

**4. Presentation of Financial Statements Dec 31, 2016 and 2015 Edie Bailly CPA & Business Advisors:** (15 Min.) (Report Attached)

**5. Motion to move into Executive Session for Personnel:** (5 Min.) None

**6. Motion to move into Open Session:** Not needed, Board remained in open session.

**7. Financial:**

**A.** Presentation of the May 2017 Financial Reports: (5 Min.) (Presentation Attached)

**B.** Consideration of Approval of May 2017 Check Register: (5 Min.) Lisa Hoffman informed the Board of the two payments made in May 2017. In the Check Register there was one check to Rocky Mountain Power for \$26,020.32. There was also a check to Salt Lake Valley Chrysler Dodge & Jeep for \$77,726.00. The check was for two new trucks that were approved in a P.O. earlier in the year. Motion to approve made by Mike Todd to approve the May 2017 Check Register. Second Brett Mickelson. All voted yes, motion carried.

**C.** Consideration of Procurement Policies Dave Thomas, Scott Green: (15 Min) (See Presentation) Motion made by Bob Neumeister to recommend to the Governing Board of Mountain Regional Water Special Service District to approve the Procurement Policies as presented by Dave Thomas. Seconded by Brett Mickelson. All voted yes, motion carried.

**D.** Consideration of Approval of P. O's.: (5 Min.) There was a potential Purchase Order discussed last month for the extra meters needed to replace all meters in Colony and

Glenwild. The Board requested that staff prepare a P.O. to purchase up to \$150,000.00 of Badger Meters that have gone through the Procurement process.

Motion made by Bob Neumeister to approve the P.O. for \$148,421.40 to purchase Badger Meters. Brett Mickelson seconded the motion. All voted yes, motion carried.

- E.** Consideration of Recommendation of Approval of the Certification of Past Due Fees and Charges for 2017 to the Summit County Treasurer for collection on a parity with and collectible at the same time and in the same manner as general property taxes that are a lien on the property. (5 Min.) Motion made by Bob Neumeister to approve the Recommendation of Approval of the Certification of Past Due Fees and Charges for 2017 to the Summit County Treasurer for collection on a parity with and collectible at the same time and in the same manner as general property taxes that are a lien on the property. Seconded by Brett Mickelson. All voted yes, motion carried.

- F.** Recommendation of a Capital Budget Amendment: (10 Min.) (See Presentation)  
Motion made by Brett Mickelson to the Governing Board of Mountain Regional Water Special Service District a Recommendation of a Capital Budget Amendment.  
Seconded by Bob Neumeister. All voted yes, motion carried.

**G.** Other:

**8. Legal:**

**A.** Other: None

**9. General Manager Update:** (10 Min.)

**A.** Community Water Update: Andy Armstrong reported that Community Water Company is not allowing any outside watering this summer. Fran Amendola whom is representing the HOA's discussed the situation with Andy Armstrong and Andy told him MRW made an offer in 2015 and it was not accepted by the HOA's and

Community Water Company. The HOA is exploring options for future water and management of the water company. .

- B. Project Update:** Andy Armstrong reported to the Board that the tank is coming along very well, the floor is complete and walls are going up on schedule and budget. He also reported that the pump station component is moving along well.
- C. South Point Update:** Promontory management is meeting with their personnel to determine how to handle the issues they have to split Promontory Bonding into 2 Bonding arrangements. The Promontory team would like to have the existing projects Bonding arrangement and the future South Point Bonding arrangement separated from the original Bonding Agreements. Bond Atty Randy Larson for MRW will investigate the proposals for risks for MRW and make some legal recommendation for the Board to protect MRW and consider in the future.
- D. Other:** None

**10. Adjourn:** Motion made by Ian Schofield to adjourn at 7:50 p.m. Seconded by Brett Mickelson. All voted yes, motion carried.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the August 17, 2017 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 6:00 p.m. please contact Marti Gee to make arrangements for assistance.