



**MOUNTAIN REGIONAL WATER  
SPECIAL SERVICE DISTRICT**

**MINUTES**

**ADMINISTRATIVE CONTROL BOARD**

**FEBRUARY 11, 2016**

**ATTENDANCE:**

Chris Eggleton Chairman  
Brett Mickelson Vice-Chairman  
Matt Lindon  
Mike Kobe

**ELECTRONIC MEETING PARTICIPANT:**

Mike Todd

**STAFF:**

Andy Armstrong  
Marti Gee  
Lisa Hoffman  
Scott Green

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session **February 11, 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 is the agenda for said session all times listed are general in nature are subject to change by the Board.

- 1. 6:30 p.m. Call to Order & Public Input: (2 Minutes)**
- 2. Consideration of Approve of Meeting Minutes for January 14, 2015: (5 Minutes)** Mike Kobe suggested the following changes to the January 14, 2016 meeting minutes: 4.C. remove the "seconded by" it was listed twice. 5.B. clarify that the amendment to the contract is due to actual costs. 6.B. refers to the letter sent from TCFC and the options that are available to the residents of Community Water Co. Need to change tense of options to clarify the tense that all options are available currently. Motion made by Mike

Todd to approve the meeting minutes with the discussed changes. Seconded by Matt Lindon. All voted yes, motion carried.

**3. Motion to move into Closed Session for Executive Session for Property Acquisition:**

(10 Minutes) Tabled

**4. Motion to move into Open Session: (1 Minute) Tabled**

**5. Financial:**

**A.** December 2015 Financial Reports (10 Minutes): Scott passed out 2015 Financial Highlights handout and went through with the Board. (See Handout)

**B.** Consideration of Approval of December 2015 Check Register (10 Minutes) Lisa Hoffman explained the large expenditures. On page 6 CH Spencer and Company, was for the purchase of the Pump for Black Hawk Station Pump house for \$20,991.75. On page 8 Rocky Mountain Power Costs of \$50,132.32 were the power costs for the District. On page 10 Weber Basin Water Conservancy District for \$1,212,0062.76 were for the Weber Basin Water leases for water in 2016. Motion made by Brett Mickelson to approve the December 2015 Check Register. Seconded by Mike Kobe. All voted yes, motion carried.

**C.** Consideration of approval of P. O. for Calgon Carbon Corp. for the Lost Canyon Treatment Plant for \$75,696.00. (10 Minutes) Scott Green and Lisa Hoffman explained that this was an expected expense for this year. Scott Green explained that we budget \$65,000 each year for the replacement of the carbon filters that need to be changed out every three years. By budgeting this way we have a constant budget item for the expected replacement every three years. This is a sole source bid due to the manufacture of the carbon filters. Motion made to approve the P. O. for Calgon Carbon Corp for the Lost Canyon Treatment Plant for \$75,696.00 by Mike Kobe. Seconded Mike Todd all voted yes, motion carried.

**D.** Other: None.

**6. Legal:**

**A.** Review proposed changes to the Uniform Rules and Regulations for MRWSSD and consideration of recommendation of approval of the Uniform Rules and Regulations for MRWSSD to the Governing Board for MRWSSD: (20 Minutes) Scott Green explained that the proposed changes were not substantive changes to the Uniform Rules and Regulations for MRWSSD. Most are just wording changes. The Summit County Council is now requiring the Summit County Attorney office to review all Rules and Regulations for all Special Service Districts. Scott Green reviewed all of the changes noted in the document that Dave Thomas made. (Please see attached copy of the document.) After all of the changes were reviewed by the Board, Mike Kobe made a motion to accept the changes recommended by the County Attorney Dave Thomas for the Uniform Rules and Regulations for MRWSSD and recommend approval of the Uniform Rules and Regulations to the Governing Board for MRWSSD. Seconded by Matt Lindon. All voted yes, motion carried.

**B.** Other

**7. General Manager Update:**

**A.** Future Water Tank Update: (10 Minutes): Andy Armstrong submitted a Memorandum of Understanding (MOU) with Snyderville Basin Water Reclamation District (SBWRD) for the future tank and pump station site for the Board's review. Andy Armstrong explained to the Board that the Summit County Attorney and SBWRD Attorney need to review the MOU. In the MOU MRWSSD desires to acquire two easements from SBWRD. The first is for the construction of a water tank and pump station, and the second is for an access road and construction of a pipeline. SBWRD is willing to provide MRWSSD with two easements. SBWRD will provide MRWSSD with a grant of easement for the tank property and a grant of easement for the access road and pipeline by May 30, 2016. In exchange, MRWSSD shall construct, at its own cost, a

pipeline to SBWRD structure located on the property where the two easements are being provided by Dec. 31, 2016. In addition, MRWSSD shall waive the impact fee for SBWRD for one Equivalent Residential Connection (ERC). The location of the easements is west of existing SBWRD water treatment plant. One boundary for the west side of the easement will be shared with the Silver Creek Village Center. Andy Armstrong explained to the MRWSD Board that he would be back with the signed agreement when SBWRD Board had a chance to review and hopefully approve the Memorandum of Understanding.

- B. Future Projects Update: (5 Minutes)** Andy Armstrong reported that the Bison Bluffs Well Pump House is almost ready to bid out in April or May. SBWRD is bidding their Water Treatment Project also and the contractor that gets that job may be interested in providing MRWSSD with a good bid for work needed for the tank and pump station. Having both projects close and share equipment to increase efficiencies for the contractor may be a good thing for both Districts. There will be a water line that goes directly from Bison Bluffs Well and to the new MRWSSD proposed water tank. The new water tank will be a virtual tank that will track the Atkinson Water Tank levels. Andy Armstrong also updated the Board on the meeting with the potential buyers of the Silver Creek Village Center representative and they are 90% there on their due diligence for the purchase of the Silver Creek Village Center. Andy Armstrong also explained that the developer would try to work on the construction of the infrastructure to complete as quickly as possible to develop the projects on the property. They have grading plans submitted to Summit County for review but there have been no submissions of plans for the projects to the utility providers. Matt Lindon asked about the reuse plan for water on the project. Andy Armstrong replied that they have discussed a reuse plan for the project and have some locations for a concrete tank that could be used for the reuse project. Andy Armstrong also explained that the

Developer would be responsible for the Weber Basin Leases to use the water for the reuse project, and that they could not use MRWSSD water leases for the project. Concurrency Ordinance Draft was given to all of the water companies for their response and comments for the new Concurrency Ordinance. Summit County Council member Chris Robinson was at the latest meeting and commented that if a water provider signed a plat for a development, the water provider needs to show that on the Concurrency commitments for water service. The discussion at the meeting involved the Impact Fees also. The discussion by Councilperson Chris Robinson was that the timing of collection of Impact fees are business decisions, and the collection of the fees are at the discretion of the water provider, but the commitment for service is at the plat signing and should be on their Concurrency Report. This would include also the Stand By Fee customers from all of the water providers in the Concurrency Report. The rumor that not all of the water providers are in agreement of this new proposal. Stand By Fee customers that are paying a monthly Stand By Fee should be counted in concurrency.

**C. Other:** Chris Eggleton discussed with the other Board members and staff that he would like to look at the next five years and support the current leadership and support the Transition planning for the future leadership of MRWSSD. Chris Eggleton suggested that the District spend one meeting a year for strategic planning of MRWSSD. He would like the Board to support the organization for the next 20 years in planning for the future of MRWSSD. He discussed setting up a meeting this fall possibility with a Facilitator to host a meeting to assist the Board on strategic planning for the future of MRWSSD.

**8. Public Service:** March 10 Agenda: (2 Minutes) the next MRWSSD Board meeting will be held on March 10, 2016.

**9. Adjourn:**

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the March 11 , 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.