



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD

MINUTES

May 11, 2017

Mountain Regional Water Special Service District

Attendance:

Board Members:

Mike Kobe
Bob Neumeister
Brett Mickelson
Chris Eggleton
Ian Schofield
Mike Todd

Staff:

Andy Armstrong
Marti Gee
Scott Green
Lisa Hoffman

Guests:

Dave Thomas Summit County Attorney, Summit County UT
Jason Watterson Utah Local Government Trust

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **May 11, 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:** Mike Kobe called the meeting to order at 6:00.p.m. No Public attended the meeting and there were no public comments.
2. **Presentation of the TAP Award from Utah Local Government Trust:** Jason Watterson presented a tap award for MRW performance. The district got a rebate on our insurance premiums of \$1,700.00 for 2016. MRWSSD supplied all of the mandatory training for employees in 2016 recommended by ULGT.
3. **Special Service District Board Training:** Dave Thomas (30 min.) See Dave Thomas presentation.
4. **Motion to approve the April 9, 2017 Mountain Regional Water Special Service District Meeting Minutes:** (5 min.) Motion made by Bob Neumeister to approve the April 9, 2017 Mountain Regional Water Special Service District Meeting Minutes. Seconded by Ian Schofield. All voted yes, motion carried.
5. **Motion to move into Executive Session for Personnel:** Motion made by Brett Mickelson to move into Executive Session for Personnel. Seconded by Ian Schofield. All voted yes, motion carried.
6. **Motion to move into Open Session:** Motion made by Mike Todd to move into Open Session. Seconded by Chris Eggleton. All voted yes, motion carried.
7. **Financial:**
 - A. Presentation of the March 2017 Financial Reports: (10 min.) See Scott Green's Presentation.
 - B. Consideration of Approval of the March 2017 Check Register: (10 min.) There were two checks over the \$10,000.00 limit in the March 2017 report. Rocky Mountain Power

bill for \$43,805.68. Wells Fargo credit card charges for \$15,837.59. Motion made by Chris Eggleton to approve the March 2017 Check Register. Seconded by Bob Neumeister. All voted yes, motion carried.

C. Consideration of Surplus of the Transformer located at Lost Canyon discussion (10 mins.) Motion made by Bob Neumeister to approve the Surplus of the Transformer located at Lost Canyon and be sold by Codale Electric. The funds would be placed in the Lost Canyon Funds for future replacements and repairs. Seconded by Chris Eggleton. All voted yes, motion carried.

D. Other: None.

8. Legal:

A. Work Session on Bylaws, Administrative Policies & Safety Policies: (25 mins.) Jason Watterson from Utah Local Government Trust assisted the Staff and Board with the review of the Safety Policies.

B. Consideration of recommendation to MRW Governing Board the Petition for Annexation SS-33-B-3 to the MRW. (5 min.) Chris Eggleton made a motion to recommend to the MRW Governing Board the petition for Annexation to MRW. Seconded by Mike Todd. All voted yes, motion carried.

C. Consideration of recommendation to MRW Governing Board the approval of Bylaws: (5 min.) Motion made by Brett Mickelson to recommendation to the MRW Governing Board the approval of the Bylaws. Seconded Mike Todd all voted yes, motion carried.

D. Consideration of recommendation to MRW Governing Board the approval of Administrative Policies: (5 min.) Motion made by Brett Mickelson to recommend to

MRW Governing Board the Administrative Policies including the modified electronic meeting 8.1 portion to be consistent with MRW existing policies. Ian Schofield seconded the motion. All voted yes, motion carried.

E. Consideration of approval Safety Policy: (5 min.) Some additions were discussed by the Board and need to be added to the Safety Policies. A Training Matrix including Defensive Driving on an annual basis was considered very important for the employees. Ian Schofield discussed possibility of including strups for the body harness and the ability to initiate a Stop Work Authority if an employee considers the situation unsafe in any way. Chris Eggleton made a motion to recommend to the MRW Governing Board the approval of the Safety Policies with the above discussed additions. Seconded by Brett Mickelson. All voted yes, motion carried.

F. Timeline of Events for MRW 2017: (5 min.) Capital Facilities tour discussed and changed to July 2017 Board Meeting.

G. Other: None

9. General Manager Update: (10 mins)

A. Concurrency Update: (5 min) Tabled.

B. Other: Community Water and called a meeting and wanted to discuss MRW supplying water to them and run the system. Andy Armstrong reported that he stated in the meeting MRW did not have any intention at this time to run or supply water to Community Water. The Summit County Service Area #3 asked if MRW would like to get involved in fixing their well that had mechanical problems. Andy Armstrong suggested they contact a well supplier to fix their problems.

10. Adjourn: Motion made by Ian Schofield to Adjourn. Seconded by Brett Mickelson. All

voted yes, motion carried.

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