



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD

Minutes

January 11 2018

Attendance:

Board Members:

Mike Kobe
Bob Neumeister
Karin Wilson
Tim Dougherty
Ian Schofield (via phone)

Staff:

Andy Armstrong
Marti Gee
Lisa Hoffman
Scott Green

Dave Thomas Chief Civil Deputy Summit County Attorney

The Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session **January 11, 2018** 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 6:05 p.m. No public attended the meeting
- 2. Motion to approve the November 7, 2017 Mountain Regional Water Special Service District Meeting Minutes:** Motion made by Bob Neumeister to approve the Minutes for November 7, 2017 Mountain Regional Water Special Service District Meeting. Seconded by Ian schofield. All voted yes, motion carried.

- 3. Motion to move into Executive Session for Personnel & Legal discussion:** Motion made by Karin Wilson to move into executive session. Seconded by Bob Neumeister. All voted yes, motion carried.
- 4. Motion to move into Open Session:** Motion to move into Open Session made by Karen Wilson seconded by Tim Dougherty. All voted yes, motion carried. Motion made by Bob Neumeister to approve the Personnel Actions discussed in Closed Session. Seconded by Tim Dougherty. All voted yes, motion carried.
- 5. Financial:**
 - A.** Presentation of the October / November 2017 Financial Reports: (See Scott Green Presentation November 2017 Financial Update Unaudited attached)
 - B.** Consideration of Approval of October / November 2017 Check Registers: Lisa Hoffman presented the Check Register for October and November 2017. The checks over \$10,000 were discussed. The Codale Electric Supply Inc for \$61,722.50, Rocky Mountain Power for \$72,518.96, Payroll, Hydro Specialties Company \$110,389.50, Iron Mountain Associates Impact Fee Reimbursements \$26,672.00, Promontory Development Impact Fee Reimbursements \$265,238.00, Delco Western \$29,189.51, Payroll, WellsOne Commercial Card \$18,732.19, Hydro Specialties Company \$28,876.72, Rocky Mountain Power \$52,144.68, Codale Electric Supply \$570,076.50, Codale Electric Supply Inc. \$37,742.00, WellsOne Commercial Card \$14,361.16, Payroll Services. Motion made by Bob Neumeister to approve the October / November 2017 Check Registers. Seconded by Karin Wilson. All voted yes, motion carried.
 - C.** Discussion and potential selection of Auditors for 2017 MRW Audit: Scott Green Discussed the Auditors that submitted quotes for Auditing and Accounting Services for

MRW. The Board discussed the firms. Scott Green, Lisa Hoffman and Bob Neumeister interviewed the firms that submitted quotes and recommended Osborne, Robbins & Buhler, P.L.L.C. Certified Public Accounts. Motion made by Bob Neumeister to approve Osborne, Robbins & Buhler, P.L.L.C. Certified Public Accounts. Seconded by Karin Wilson. All voted yes, motion carried.

D. Consideration of Approval of P. O.: No P.O.'s were presented to the board.

E. Other: None.

6. Legal:

A. Consideration of Approval of an Agreement Between Mountain Regional Water Special Service District, Park City Water Service District and Weber Basin Water Conservancy District Regarding Rocky Mountain Power - Coalville-Silver Creek 138 kV Upgrade Transmission Line - Lost Canyon Substation: Motion made by Bob Neumeister to approve the Agreement Between Mountain Regional Water Special Service District, Park City Water Service District and Weber Basin Water Conservancy District Regarding Rocky Mountain Power - Coalville-Silver Creek 138 KV UPgrade Transmission Line - Lost Canyon Substation. Seconded by Karin Wilson. All voted yes, motion carried.

B. Discussion of Community Water potential Annexation and potential events schedule and potential recommendation to the Governing Board of MRW to annex Community Water Agreement Draft: Andy Armstrong discussed with the Board the potential Community Water Annexation. He discussed the two ways that the Annexation could take place with the Utah Code. Dave Thomas discussed the previous annexations and the methods that were used to begin the process. A petition usually is produced

with residents or land owners or registered voters in favor of beginning the process of annexation. Community Water Company that is a private company regulated by the Utah Public Service Commission would like to initiate the process without a petition. There is a work session with the Summit County Council on this later this month to discuss the process and answer any questions that the Council has. The Community Water Company and Mountain Regional Staff will be there to answer questions and take direction from on the Council how to proceed. The water rates will nearly triple with the assessment and the normal water rates. Scott Green and Andy Armstrong and MRW Staff have reviewed the improvements needed and have a tentative proposal for the owners of Community Water and the residents. It was discussed with the Board (see Community Water Presentation attached). Motion made by Bob Neumeister to have a favorable concept and framework for an Annexation of Community Water with further details to come in the future. Seconded by Karin Wilson. All vote yes, motion carried.

- C.** Consideration of Letter Agreement, Joint Construction Project Saint Moritz, Matterhorn Drive Reconstruction Project Phase 1 Proposed Cost is \$350,000. Andy Armstrong explained to the Board that Summit County wanted to pre bill the project and it would be estimated at \$350,000 for MRW portion of the upgrades on the Summit Park Water System. Motion made by Bob Neumeister to approve the \$350,000 proposed costs to Summit County with accounting done on the project to get actual costs. Seconded by Tim Dougherty. All voted yes, motion carried.

D. Other: None.

7. General Manager Update: Andy Armstrong wanted to go over the 2018 Goals and the

timeline for the goals with the Board.

A. MRWSSD 2018 Goals:

- i. Update Capital Facility Plan
- ii. New Impact Fee Study
- iii. Strategic Plan for MR: This will involve a work session with Summit County Council. This will be later this year on the above subjects when they are complete and ready to review.

B. Glenwild Water Breaks Discussion: Andy Armstrong discussed with the Board the leaks that have occurred on the Glenwild water system area of MRW. It was a system installed by the developer and MRW began operating 2000-2001. It has had some issues water line breaks. It appears that the breaks are in areas that there is a higher water table in the ground. He discussed the replacement of some of the water line consisting of 800 - 900 feet of line. The water line replacement may require a budget amendment. Scott Green will check and report to the Board next month on a potential budget amendment for the water line replacement. Andy Armstrong discussed with the Board the schedule. The project would begin in the spring, a meeting with the HOA representatives will be scheduled in the next couple of weeks to discuss this project. Andy Armstrong will update the Board on the progress of this project in future Board meetings.

C. New Board Member Information on Water System Meeting Schedule: The Board discussed the need to move the April meeting to April 5, 2018.

D. Discussion and consideration of submission of a proposal for WTP parts from WY: Andy Armstrong also discussed with the Board some Water Treatment Plant parts that

were for sale at a plant in WY that were new and unused. The parts are from the same company we use at the Lost Canyon WTP. He wanted to place a bid on some of the parts that the company was going to dispose of. Andy thought that the parts were worth much more and he proposed to bid \$50,000. The parts consisted of treatment cartridges and a skid for the treatment plant.

- E. Other:** Andy Armstrong discussed the permit issue with a pipeline to complete an existing pipeline that will be between the new water tank and Well 15 B and Bison Bluffs Well. It goes under the creek and in some wetlands in a area the EPA has concerns about because of the overlay zone of mine tailings in the Silver Creek Drainage. It is approximately 2500 feet of pipe. Summit County will not issue a permit on this until permission from Utah DEQ and EPA issue permission to place the water line in this area. Andy Armstrong and Staff are working on this and will report on the progress of the permits and hopefully have a timeline to install the pipeline for the Board at the next Board meeting.

F. Public Services Update:

8. Adjourn: Meeting adjourned at 8:45

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the February 8 , 2018 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.