

Minutes of the Special meeting of the Syracuse City Council held on February 28, 2017 at 10:57 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Mike Gailey  
Dave Maughan  
Jordan Savage

Mayor Terry Palmer  
City Manager Brody Bovero  
City Recorder Cassie Z. Brown

City Employees Present:

City Attorney Paul Roberts  
Finance Director Steve Marshall  
Community and Economic Development Director Brigham Mellor  
Parks and Recreation Director Kresta Robinson

### 10:57:26 PM

#### 1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 10:57 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

### 10:57:49 PM

#### 2. Public comments

There were no public comments.

#### 3. Authorize Administration to execute Water Shares Audit Contract.

A staff memo from the City Manager provided the following outline of the tasks required in the contract to be entered into with a consultant to provide a Water Shares Audit for the City:

- A. The proposer will examine the current inventory of water shares owned by the City; and, in conjunction with City staff, gain an understanding of the history of the City's pressure irrigation system, along with current and historical ordinance requirements.
- B. The proposer will research water shares owned by the City whose source has not been identified, and identify the land developments/subdivisions that provided these shares to the City. This task may involve examination of the City's land development/subdivision files. This task also may involve contacting and coordinating with representatives of various water companies and purveyors from which the City's secondary water is obtained, and examining their files. Currently, the City owns shares from the following companies: a) Davis & Weber Canal Company (with shares from Clearfield Irrigation Company, and West Branch Irrigation, which convey water from Davis & Weber). b) Layton Canal Company. c) Hooper Irrigation Company. d) Weber Basin Water Conservancy District.
- C. Identify land developments/subdivisions from which insufficient shares were surrendered to the City, if any.
- D. Based on results of the Audit, provide general legal counsel to, and answer questions from representatives of the City regarding any issues derived from the audit.

As indicated in the RFP, each proposal would be evaluated on several factors including, but not limited to the following:

- A. Proposed Timeline and Implementation plan - The grasp of the issues and their solutions, responsiveness to terms and conditions, timeliness of completing the tasks.
- B. Price Proposal – Evaluation of hourly rates and expected overall cost.
- C. Demonstrated Applicable Experience
- D. Personnel Qualifications.
- E. Evidence of good organization and management practices.

The following firms responded to the RFP: Snow, Christensen, and Martineau; Smith Hartvigsen; Mabey Wright and James; and Jones Waldo. After reviewing all proposals, it was determined that all of the firms were well qualified and capable of performing the scope of work. Each firm had personnel with significant experience and knowledge in water law. Our internal review committee felt, however, that Smith Hartvigsen had the overall best proposal. This determination was, in part, based on their demonstrated experience in this specific type of project, and their competitive pricing. While the contract based on hourly rates, it was estimated that the total project would be between \$18,000 and \$20,000. The estimate timeframe for the work 3-4 months.

City Council Special Meeting  
February 28, 2017

[10:58:06 PM](#)

COUNCIL MEMBER MAUGHAN MOVED TO AUTHORIZE ADMINISTRATION TO EXECUTE WATER SHARES AUDIT CONTRACT. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

At [10:58:27 PM](#) COUNCILMEMBER GAILEY MADE A MOTION TO ADJOURN. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR.

-----  
Terry Palmer  
Mayor

-----  
Cassie Z. Brown, MMC  
City Recorder

Date approved: April 11, 2017