



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

Administrative Control Board

Agenda

July 9, 2020

Attendance:

Board:

Mike Kobe
Bob Neumeister
Karin Wilson
Tim Dougherty
Ian Schofield

Staff:

Scott Morrison
Lisa Hoffman
Steve Anderson
Chris Braun
Brian Davenport
Sam Grenlie
Marti Gee

Summit County Attorney:

Dave Thomas

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session on July 9, 2020 via Zoom with anchor location at the Mountain Regional Water District Office at 6421 N. Business Loop Rd., Suite A, Park City Utah, 84098 at 6:00 p.m. All participants and public wishing to attend did so via Zoom using the following information:

Join Zoom Meeting:

<https://us02web.zoom.us/j/88686752580?pwd=amtodEgzTytXM1AwMkErTW11NUlqQT09>

Meeting ID: 886 8675 2580

Password: 638635

Dial In: 253 215 8782

- 1. Call to Order and Public Input:** Mike Kobe called the meeting to order at 6:02 P.M.

- 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition:** (10 minutes) Karin Wilson made a motion to move into Executive Session – Personnel, Possible Litigation, and Property Acquisition. Seconded by Ian Schofield. All voted yes, motion carried.

Karin Wilson made a motion to move out of Executive Session, Seconded by Ian Schofield.

- 3. Consent Agenda:** (10 minutes)
- a. Approval of the June 11, 2020 ACB Meeting Minutes:
 - b. Approval of the June 2020 Check Register:
 - c. Consideration of Approval of P.O.: Energy Management Corp P.O. for a generator at the Treatment Plant - \$78,927.00
 - d. Other:

Karin Wilson asked about the MRW check register check for the window installation in Scott's office. Mike Kobe and Karin Wilson were glad the window was complete. Ian Schofield has some questions for Chris Braun on the Weed Control. Chris Braun explained that this process has been contracted out with the same contractor that performed the work last year and he does a good job. Ian Schofield was concerned about all of the safety precautions that were required and glad a contractor was performing the work. There were some questions about the P.O. for the Generator. Chris explained that the new generator will allow the plant to run close to capacity. It did not have competitive bids attached to the P.O. because it was purchased under the State of Utah purchasing contract. Motion made by Bob Neumeister to approve the Consent Agenda. Seconded by Tim Daugherty. All voted yes, motion carried.

- 4. Questions on Department Updates:** (10 minutes)

Mike Kobe went to each report and had the Board Members comment or ask questions about the reports.

Bob Neumeister requested that the Public Service Report include year to date numbers in the first group of stats. Bob Neumeister also had a question about the Certification of Liens and Scott Morrison explained that the liens were for accounts delinquent over 90 days as of the end of February 2020. It did not include any of the delinquencies from the COVID -19 period. Lisa Hoffman explained that the amount that was certified to the tax liens was about \$40,000 and was very similar to the past years certifications. There will be a new delinquent letter sent out to the current delinquent customers. There are about 30 customers that are 90 days delinquent.

Chris Braun explained to Ian Schofield that the flow meter at the treatment plant has been broken for quite a long time and the parts were difficult to come by. Chris is replacing the meter and the skid meters will back up that meter. It did not affect any of the modeling on the plant since we have meters in other locations which provide the necessary data.

Scott Morrison reported to the Board that there is a leadership meeting with the Summit County Council members on Monday July 13, 2020. There was a question about the Sustainability project. Scott Morrison had no updates on the Sustainability information and it can be discussed at the leadership meeting with the Council. Scott also discussed the Weber River Watershed protection and how MRW is a stakeholder in that process. No new updates currently on that. Mike Kobe and Bob Neumeister will attend the leadership meeting with Scott Morrison. The Wholesale Rate will be on the Summit County Council agenda serving as the Governing Board of MRW on Wednesday. Scott Morrison, Steve Anderson and Fred Phillipot from Lewis & Young will attend the Zoom meeting.

Lisa Hoffman reported to the Board that the finance team is working on getting June Financials closed and will be presented that next month. Bob Neumeister asked about the water leak adjustments. He asked if the water leak adjustments were something we account for in the budget or how do we account for that. Lisa Hoffman responded that it is a very small number and does not get accounted for separately. Lisa presented a few slides to show June's revenue. June water sales are very high this year. We are almost twice as high as 2019. It is very hot and dry. We seem to be about one month ahead of last year's monthly usage. So far this year MRW is 40% higher than the four year average in consumption. The impact fees are lower than projected this year. There are quite a few prepaids that are being used this year in the Silver Creek Village Center.

Sam Grenlie reported the Booster Pump Station at Glenwild will be upgraded this fall. It is designed and planned. Ian Schofield thanked Sam for the photos of the projects that are being worked on in the MRW system. Sam has been evaluating flows from Willow Draw in the Canyons, a source that was used for Community Water that was treated in the water treatment plant that has been decommissioned. MRW may want to build a replacement plant in the future, Sam is evaluating the source.

Mike Kobe commented that Brian's Operation Report was very concise.

5. Human Resources: Lisa Hoffman (15 minutes)

District management recommends the Administrative Control Board approve the two new job descriptions found behind this memo. A full-time Customer Service Specialist position and a full-time Accountant position. Both have been approved by our Personnel Director, Brian Bellamy.

Both of these positions are not newly created positions, but rather a re-work of current positions, due to the retirement of Marti Gee in September/October 2020 and the retirement of the part-time Accountant, Kathy Gratteau in June 2020. Due to Marti's retirement, Anna Peacock, the Customer Service Manager, will need another full-time position to help her with the Customer Service duties. Lisa Hoffman will also be taking over some of Marti's duties and with the retirement of Kathy, the Finance department is in need of a full-time Accountant to handle day to day accounting tasks such as accounts payable, cash receipting, general ledger support and procurement documentation. The District expects to begin recruitment for both of these positions in August 2020.

Discussion about the Steps and Grades for both positions were discussed.

- a. Approval of the Customer Service Specialist job description Motion made by Karin Wilson to approve the Customer Service Specialist position. Seconded by Ian Schofield. All voted yes, motion carried.
- b. Approval of the Accountant job description Motion made by Karin Wilson to approve the Customer Service Specialist position. Seconded by Ian Schofield. All voted yes, motion carried.
- c. Other None.

6. Staff Engineering Update - Sam Grenlie (10 minutes)

- a. Introduction and Project Update
Scott Morrison introduced Sam Grenlie to the Board. Sam described his work experience in the private sector for about 10 years and at DDW for the past 4 years. Projects for MRW:
Glenwild Booster Pump Station will begin this fall.
Generator at the water treatment plant.
Pipelines at Willow Creek and Cove are bid out and are to begin shortly.
The Summit Park pipeline project is almost complete.
The Hidden Creek project has started which includes upgrades to the water system for Community Water.
Silver Creek Well, working through the equipping process and the regulatory approvals for the well. Safe yield is 60 gallons per minute.

Pigging project shows improved transmission flow rates for the lost Canyon pipeline. Sam explained that the district will be pigging this line annually. No water quality issues have been observed as a result of the pigging process. Signal Hill improvements, replaced modules and membranes and had the manufacturer's staff to assist the District with troubleshooting and process optimization. The manufacturer's staff diagnosed an issue that MRW was having trouble with which led to a significant increase in plant capacity. The flows ramped up from 600 gallons per minute to 700-800 gallons per minute with the optimization of the plant. This is a remarkable increase of 20% in just a few days. The operations staff of the water treatment plant worked very hard on these improvements with the manufacturer.

Bob Neumeister asked about the organics that were removed from the pipeline as part of the pigging process and where those got deposited? Sam replied that the WTP was turned off during this process and the pond acts like a settling basin before treatment. No organic impacts in the treatment process have been observed. The pond was drained and dredged this spring, additional dredging will be evaluated as needed.

7. Legal: Dave Thomas (5 minutes)

- a. Other: Dave reported that there is nothing on the legal front. Dave talked about the Governor's mask order for the schools. Summit County has a face covering order in Summit County. Cache and Washington County are considered the hot spots here in Utah. Getting good data in the State is difficult. Incomplete data is a concern for Summit County case counts.

8. General Manager Comments: Scott Morrison (5 minutes)

- a. Other: Brief updates from Scott Morrison There is a get together with the County Manager and Council and Scott Morrison and Mike Kobe and Bob Neumeister on Monday. The Board asked them to also discuss the sustainability projects with the County. The Board has concerns that the rate payers of MRW are being unfairly burdened with the costs of renewable energy.

There is a Work session with Council next Wednesday to talk about the wholesale rate with Fred Phillot with Steve Anderson and Scott Morrison. Scott Morrison would like to have a stakeholder meeting with Park City and Weber Basin, and Summit Water to discuss the wholesale rates after it is discussed by the Council.

The District's Conservation Plan is being updated, Doug Evans is taking the lead on the drafting process. The State has established regional water conservation goals, MRW is far ahead of the established regional goals for 2030 for Weber River users. Once this report is finalized Scott discussed putting more resources on the website to assist customers in conservation and list the tools and resources that the State of Utah offers. Bob Neumeister cautioned that MRW needs to guard against being pushed into unrealistic goals since we are doing so much better in our water usage per person than anyone else. MRW needs to have realistic goals.

9. Adjourn: Mike Kobe adjourned the meeting at 7:45 pm.

Pursuant to the American with Disabilities Act, Individuals needing assistance attending the meeting July 9, 2020 should contact Marti Gee at 435-640-5725 to make arrangements. The next MRW Administrative Control Board Meeting will be held on August 13, 2020.