



APPROVED MINUTES

Administrative Control Board Meeting

March 16, 2023

Attendance:

Board:

Karin Wilson
Ian Schofield - absent
Mike Kobe
Joel Fine - remote
Cory Shorkey

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun
Sam Grenlie
Anna Peacock
Brian Davenport

Summit County Attorney:

Dave Thomas

Guest:

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on March 16, 2023, at the Mountain Regional Water SSD District Office, 6421 N Business Park Loop Rd, Park City, UT 84098, at 6:00 p.m. For those who are interested in attending the meeting remotely, a Zoom link has been provided below.

Join Zoom Meeting:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86352712470?pwd=M0xrcWV3UTFOQmpTWEU0NXd4MnZDZz09>

Passcode: 232882

Webinar ID: 863 5271 2470

To Dial in for Audio: 669-900-6833

1. **Call to Order & Public Input:** Karin Wilson called the meeting to order at 6:00 pm
There was no public in attendance.
2. **Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
no executive session
3. **Consent Agenda:**
 - a. Approval of the February 16, 2023, ACB Meeting Minutes: no comment
 - b. Approval of the February 2023 Check Register: see below
 - c. Approval of Purchase Order: no purchase orders
 - d. Other:

Karin Wilson inquired about Topcon Solutions Inc? Sam Grenlie responded that this is the Districts' new hydraulic modeling platform (software).

Karin Wilson inquired about Carahsoft Technology Corporation WaterGEMS? Sam Grenlie responded that this was the current subscription that the district is moving away from but would be running parallel until the Topcon Solutions Inc is fully implemented.

Karin Wilson inquired about the TOTAL POWER & CONTROLS LLC. Chris Braun responded that this was for a new electrical conduct and pump replacement for the Silver Creek Pump Station and the Treatment Plant.

Joel Fine had no questions.

Mike Kobe had no questions

Cory Shorkey had no questions.

Mike Kobe moved to approve the consent agenda.

Joel Fine seconded the motion. All were in favor and unanimously approved.

4. Consideration and approval to award Okland as the Construction Manager/General Contractor (CM/GC) of the Administrative Office and Maintenance Facility (Lot 5) of the Gillmore Parcel:

Andy Garland gave a brief summary for wanting a CM/GC and how the decision to award Okland as CM/GC was decided.

Joel Fine inquired about sharing the property (ie lease a portion to a third party) to decrease our costs. Andy Garland responded that we are not due to the fact that the property is not large enough but we are over building so if another County entity wanted to use an office there would be room available.

Cory Shorkey inquired if the District interviewed other management groups. Andy Garland responded that there were 7 groups and 4 groups were interviewed. The scoring sheets were in the packet. The District and the County would be using the same CM/GC on the hopes of reducing costs.

Mike Kobe moved to approve to award Okland as the Construction Manager/General Contractor (CM/GC) of the Administrative Office and Maintenance Facility (Lot 5) of the Gillmore Parcel.

Joel Fine seconded the motion. All were in favor and unanimously approved.

5. Consideration of recommendation to Summit County Council to approve 2023 Capital Budget amendment to retain Okland as CM/GC for the District's Administrative Office and Maintenance Facility:

Steve Anderson gave a brief summary of the 2023 Capital Budget amendment to retain Okland as CM/GC for the District's Administrative Office and Maintenance Facility.

Mike Kobe inquired where the money is coming from.

Steve Anderson explained that the money would come from the regionalization reserve.

Andy Garland stated that the District will be selling Suite A which is District owned to replace the money being used in the regionalization reserve.

Karin Wilson inquire if this depletes the regionalization reserve.

Steve Anderson stated that this does not. There will still be a balance remaining.

Cory Shorkey inquired what are the plans for the remaining balance.

Lisa Hoffman stated that it was the Boards discretion. That Regionalization Reserve is similar to a rainy day fund if you will.

Joel Fine inquired if the buildings were going to be designed with the ability for expansion if necessary. Andy Garland stated that yes, both buildings, the maintenance, and administration were being designed for future growth.

Mike Kobe moved to recommend to the Summit County Council to approve the 2023 Capital Budget amendment to retain Okland as CM/GC for the District's Administrative Office and Maintenance Facility.

Joel Fine seconded the motion. All were in favor and unanimously approved.

6. Financial Management: Steve Anderson

- a. February 2023 results
- b. Audit update
- c. Other

Steve Anderson went over the preliminary financial results and highlights from February 2023. Mike Kobe inquired about what PTIF was. Steve Anderson replied that it was basically a savings account.

Steve Anderson gave a brief overview of the annual audit that was starting.

Cory Shorkey inquired about Park City wheeling and what that was exactly?

Steve Anderson explained that MRW and Park City Municipal shared the costs in regard to Lost Canyon.

7. Assistant General Manager Comments: Lisa Hoffman

- a. Drought update
- b. Discussion of the District's preliminary outline of the turf removal program

Lisa Hoffman gave an update on the drought conditions currently. Lisa Hoffman explained the Turf Removal Program as it is being discussed with Weber Basin. The State of Utah's requirement is a minimum of 200 square feet to remove and this is basically the size of a park strip.

There was a discussion about what requirements the District might require.

Andy Garland mentioned that the Rain Barrel campaign kicked off Tuesday.

8. General Manager Comments: Andy Garland

- a. Rural Water Conference & Water Users conference

Andy Garland mentioned that staff attended the conference with different people going to different classes offered. Jackie Judd one of the customer service representatives attended the operator's class and passed her Operators I test.

- b. Board Retreat

Andy Garland

9. Legal: Dave Thomas (45 minutes)

- a. Administrative Control Board Elections

- i. Chairman of the Board - Karin Wilson
- ii. Vice Chairman of the Board - Ian Schofield
- iii. Audit/Finance Committee Chair - Karin Wilson
- iv. Audit Finance Committee: All Board Members
- v. Conservation Committee Chair - Ian Schofield
- vi. Two Board Members for Personnel Committee
 - 1. Board Member: Joel Fine
 - 2. Board Member: Mike Kobe
- vii. District Clerk for 2023-2024: General Manager - Andy Garland
- viii. Treasurer for 2023-2024: Chief Financial Officer - Steve Anderson

Cory Shorkey moved to leave the Board positions the same as last year but add Mike Kobe to the Personnel Committee. Mike Kobe seconded the motion. All were in favor and unanimously approved.

- b. Approve the Overall Credit Limit for Zions Credit Cards for Employees

Steve Anderson gave a brief explanation of the changes to the "check" register and that there will be less on the "check" register and more on the credit card purchases register or spreadsheet. Steve Anderson presented a credit card register/spreadsheet with all credit card charges by district staff if the board would like to see this every month included in the packet. The District has a overall limit of \$100,000.00 that can not be exceeded but the General Manager can allocate individual credit card holder limits to exceed the overall credit limit, but card charges will not and can not exceed the \$100,000.00 overall limit in actual charges.

Joel Fine inquired if there has ever been any credit card abuse by an employee yet?

Steve Anderson responded no. Joel Fine stated that he would like to see the credit card breakdown as presented.

Karin Wilson also would like to see the register/ spreadsheet breakdown of credit card charges and have it sorted by the card holder.

Mike Kobe moved to approve the overall \$100,000.00 Credit Limit of Zions Credit Cards for Employees. Joel Fine seconded the motion. All were in favor and unanimously approved.

c. Annual Administrative Control Board Training:

Dave Thomas presented the powerpoint presentation regarding the Annual Administrative Control Board Training for Mountain Regional Water Special Service District.

d. Other:

10. Questions on Department Updates:

Karin Wilson, do we need to change the notice for meetings due to the change in Legislature? Lisa Hoffman responded that no we do not.

Karing Wilson asked Anna Peacock could go back to adding the previous year's info comparisons on her report instead of the year-to-date. Anna Peacock responded that was completely fine to go back to that information.

Mike Kobe had no questions regarding the department updates. But had a question on the timeline in regards to the audit presentation.. Mike Kobe thought we just had the audit presentation. Admin staff responded that it was almost a year ago.

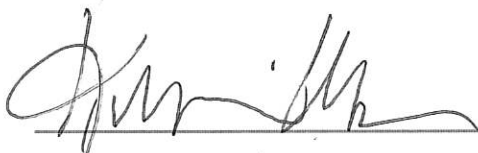
There was a brief discussion regarding the timeline for upcoming board meetings.

Cory Shorkey had no questions about the department updates.

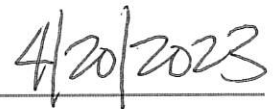
Joel Fine had no questions about the department updates.

11. Adjourn: Karin Wilson adjourned the meeting at 8:12 pm.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on March 16, 2023 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on April 20, 2023.



Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date