



## APPROVED MINUTES

### Administrative Control Board Meeting September 15, 2022

#### Attendance:

##### Board:

Karin Wilson  
Ian Schofield - absent  
Mike Kobe - absent  
Joel Fine  
Tim Dougherty

##### Staff:

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

##### Summit County Attorney:

Dave Thomas

##### Guest:

none

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on September 15, 2022 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/81230747750?pwd=YWh1M1BiR2o1UjlmTk5ybWVxWjNzZz09>

Webinar ID: **812 3074 7750**

To Dial in for Audio: **669-900-6833**

1. **Call to Order and Public Input:** Karin Wilson called the meeting to order at 6:01 pm. There was no public input.
2. **Presentation on the Weber Basin Watershed Coalition: Jessica Kirby:** Presentation was canceled.
3. **Consent Agenda:** Tim Dougherty moved to approve the consent agenda. Joel Fine seconded. All in favor and unanimously approved.
  - a. Approval of the August 18, 2022 ACB Meeting Minutes: no comment
  - b. Approval of the August 2022 Check Register: Tim Dougherty inquired about check for \$56,000 regarding the electric relocation in Summit Park and was this

for an over run? Chris Braun responded this was for an entire new pole, conductor, and transformer. Tim Dougherty inquired about the \$5,000 check for landscaping and was this as a result from a main line break? Steve Anderson responded that yes, but that we combine a number of repairs to save money. Tim Dougherty inquired about the \$5,600 check paid for legal fees and was this for the update to the District procurement policy? Does Dave Thomas then approve the changes? Dave Thomas responded yes, and he also approves the fee that was charged. Tim Dougherty inquired about the Drug test? The description appeared to be cut off but said 1 accident and 1 random? Steve Anderson responded that it was correct. The drug test was for 1 minor accident where a trailer hitch came unhitched and dented the bumper and 1 random. So 2 drug tests in total.

Joel Fine inquired if the District budgeted for unexpected emergency expenditures. Steve Anderson responded that yes we do.

Karin Wilson inquired about ETS? Is this our technical support? What is ESRI? Chris Braun responded yes about ETS and ESRI is GIS and this was an annual payment.

- c. Consideration of Approval of Purchase Order
  - i. Rocky Mountain Valves, PO# MRW2002-08-29, \$78,016.68, discharge valves for pumps at Lost Canyon
    - Steve Anderson explained that this purchase order is already in the budget but due to the amount being over \$50,000, we need the board's approval.
- d. Other:

#### **4. Financial Management: Steve Anderson**

- a. Update on August 2022 results: - Steve went over the financial results and highlights from August. Revenue was 5.5% above budget. Expenses are still running below budget at about 5.9%. Impact Fee revenue has dropped below budget by \$14,764 with \$1.15 million received, compared to a budget of \$1.16 million.
- b. Fitch rating review: - Steve reviewed that the Rating Outlook has been revised to Positive AA from Stable AA rating of Mountain Regional Water Special Service District.
- c. Other:

#### **5. Worksession to discuss revenue assumptions for the 2023 Budget and the District's 2022 Rate Study: Steve Anderson-** Steve presented a powerpoint presentation reviewing the key points regarding 2 rate increase scenarios.

- A tiered rate increase that will increase the rates for the higher tiers of water usage to a larger degree than the base charge and lower usage tiers.
- A “flat” 12% increase to base and all usage tiers.

Both rate increase scenarios are projected to generate the same amount of revenue and be sufficient for 2023 budgetary needs.

Steve Anderson presented the analysis comparing usage and the revenue generated by Customer Type (Residential, Large Residential, Commercial etc.). The analysis shows that we have an equitable split that would most likely be enhanced by a more tier-based rate increase.

Steve Anderson also presented an analysis of MRW rates with other local entities. MRW rates are not the least expensive in the area, nor are they the highest. The analysis includes bill amounts based on different levels of usage.

Steve Anderson also presented an analysis of what a tier-based rate increase would mean to different level of users over a full year. It is estimated that 63% of Residential customers would see a 9% increase, 23% a 12% increase, 9% a 19% increase, and 5% a 33% increase.

Tim Dougherty moved to approve the tiered rate structure as presented tonight. Joel Fine seconded the motion. All in favor and unanimously approved.

**6. Discussion regarding contract negotiations with Ameresco for the District’s Floating Solar Array project: Andy Garland and Chris Braun**

Andy Garland explained that the District is intending to award the bid to Ameresco. They have met all the requirements. The District has started discussions with Ameresco, stating that the contract will be contingent on their help with finding grant money to fund the project.

**7. General Manager Comments: Andy Garland**

- a. Landscape Ordinance - Andy Garland stated that the Summit County Council has passed a landscape ordinance for the western side of Summit County. This means that homeowners are able to participate in the “flip the strip” program offered by Weber Basin Water Conservancy. Tim Dougherty asked how this was going to affect golf courses? Andy Garland responded that golf courses and cemeteries were not discussed in this ordinance at this time.

**8. Recommendation and approval of board member(s) to assist on the District’s Building Committee: Andy Garland** The District's Building Committee currently has 4 staff members, and 1 board member, Tim Dougherty.

**9. Questions on Department Updates:**

A video of a District tank cleaning was presented. There were no questions on the department updates.

**10. Executive Session – Personnel, Possible Litigation, and Property Acquisition :** No executive session is necessary.

**11. Adjourn:** Motion to adjourn was made by Tim Dougherty and seconded by Joel Fine. Vote was unanimous and the meeting was adjourned at 7:11 p.m.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on September 15, 2022 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on October 20, 2022.

*Ken Ah* 10/20/2022  
*Alquand* 10/21/22