



**MOUNTAIN
REGIONAL
WATER**

APPROVED MINUTES

**Administrative Control Board Meeting
January 19, 2023**

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Tim Dougherty

Staff:

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

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 January 19, 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 6:03 pm.
There was no public in attendance.
- 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
Tim Dougherty moved to adjourn into executive session. Ian Schofield seconded the motion. All in favor and unanimously approved. Adjourned to executive session at 6: 04 PM.
Tim Dougherty moved to return to the regular session. Joel Fine seconded the motion. All in favor and unanimously approved. Adjourned to the public session at 6:14 PM.

3. Consideration of approval of merit increase for General Manager, Andy Garland

Tim Dougherty moved to approve for Andy Garland a 7% cola and a 6% merit increase over the 2023 year. Ian Schofield seconded the motion. All in favor and unanimously approved.

4. Consent Agenda:

- a. Approval of the December 8, 2022 ACB Meeting Minutes: no comments
- b. Approval of the December 2022 Check Register: see below
- c. Consideration of Approval of Purchase Order
 - i. Three Ram Trucks - PO amount \$146,940
 - ii. Promontory Sage Hills betterment - PO amount \$140,604
- d. Other:

Tim Dougherty inquired about the check to Summit County for \$40,000.00 and if it was based on a contract. Andy Garland replied that yes it is based on an interlocal-agreement for legal and human resources support from the County that still has a couple more years. Tim Dougherty inquired about the Weber Basin lease contracts and do we pay in arrears or the beginning of the year.

Steve Anderson responded that yes, the District does have separate contracts for each lease and we pay up front.

Joel fine inquired if the District has reviewed the contracts recently.

Andy Garland stated that the District will review the contracts and get back to the board because there are quite a few contracts.

Dave Thomas stated that a lot of these contracts are legacy contracts.

Karin Wilson inquired about the check to Nickerson and were these costs budgeted? Steve Anderson responded that was correct. These costs were part of last year's budget.

Karin Wilson inquired about the check to Elector Power for a membrane pump. Steve Anderson replied that this cost was for the new pumps for the treatment plant.

Karin Wilson asked Anna Peacock about the security deposits being refunded to the builders and why they are not always the full amount. Karin Wilson further inquired if the builders were behind on payment. Anna Peacock responded that if the account had a large balance owing, the security deposit would be applied to the balance and the remaining refunded. The same procedure is used for fire hydrant deposit refunds, any balances or repairs are applied and the balance refunded.

Ian Schofield inquired about the fire hydrant deposits and if there were more than normal. Steve Anderson replied that yes, there were a lot more because the District purchased more hydrant meters due to the building demand.

Ian Schofield inquired about EDM and what their role was in the Summit Park project. Sam Grenlie replied that yes they are a partner in the Summit Park project.

Ian Schofield inquired about the check to Park City Hospital for biometrics and if this a new terminology for drug testing. Steve Anderson replied no, the biometrics are used to determine the qualifications for health insurance and the biometrics are completed through the LiVe Well Center at the Park City Hospital. Ian Schofield inquired why some invoices are for 2021 and some are for 2022. Steve Anderson replied that the District did not get invoiced for 2021 biometrics testing and so the District was invoiced for both years and now the District is caught up.

Steve gave a brief explanation of the change in POs. The district trucks ordered are not going to be a v-8 but a v-6 according to state contract. Joel Fine inquired why we choose Ram over other models. Steve Anderson responded that Ford only had the order window opened for one day and Dodge's ordering window was still open for the District to place our order.

Ian Schofield moved to approve the consent agenda including the Promontory Sage Hills betterment purchase order in the amount \$140,604.00.

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

5. GIS Update: Kadin Baird

Kadin Baird gave a brief presentation of the District's move from Amazon cloud (web-server) to an updated server at the District office.

The GIS imagery for this year has cost savings due to our partnering with Summit County, Park City Municipal, the Snyderville Basin Water Reclamation District.

Tim Dougherty asked if the District was collaborating with anyone for underground imagery. Chris Braun responded no, not yet. Mike Kobe stated that there is a downside to that type of collaboration and that the District's infrastructure information would become more public and cause a potential security issues.

Chris Braun stated that the District does provide some GIS information regarding the District infrastructure. For example, HOAs have requested locations for fire hydrants to help in the snow removal, and the district has provided and is considering whether or not to post on our website.

Joel Fine inquired if the District has exposure if there is a fire and the hydrant is not cleared out. Whose responsibility is it to keep the hydrants clear?

Dave Thomas responded that residents or property owners closest to the hydrant are responsible.

Kadin Baird presented the City Works software that the District is going to use in the near future.

Tim Dougherty inquired as to what short term benefits has the District seen so far. Chris Braun responded that so far the ability to view all our assets on an iPad in the field.

Kadin Baird stated that the field operator can also input data while in the field. This will be very instrumental in gathering information for EPAs Lead and Copper rule as well as identifying leaks.

Mike Kobe inquired about cyber security and how this would integrate with SCADA.

Kadin Baird responded that the GIS and SCADA are currently separate. Chris Braun stated that he has discussed this with ETS.

Tim Dougherty inquired if there is ever a cybersecurity audit. Andy Garland replied that the State of Utah did contact the District about a cybersecurity audit and Chris Braun gave them ETS' contact information.

6. Loughlin Well Assessment: Sam Grenlie

Sam Grenlie gave a brief overview of the assessment completed by Loughlin Water Associates regarding the well assessments.

7. 2022 Operations Report: Brian Davenport

- a. Review of the District's Leak Dashboard and 2022 Leak Repairs
- b. 2022 Maintenance Report

Brian Davenport gave a brief presentation of the District's leak dashboard and the 2022 leak repairs.

Brian Davenport gave a summary of the maintenance completed throughout the District for 2022.

8. Financial Management: Steve Anderson

- a. Preliminary December 2022 results
- b. 2022 Audit Update

Steve Anderson went over the preliminary financial results and highlights from December 2022.

Steve Anderson reviewed the engagement letter for the 2022 Audit. This will be the sixth year with OSBORNE, ROBBINS & BUHLER, PLLC and the District will go out for bid next year.

9. Assistant General Manager Comments: Lisa Hoffman

- a. Consideration of a recommendation to the Governing Board for changes to District By-Laws and Personnel Policies for board compensation and health insurance.

Lisa Hoffman stated that per District By-Laws, Administrative Control Board Members ("Members") are compensated \$100 per meeting attended. Per state statute 17B-1-307, Members may be compensated up to \$5,000 per year. District staff is recommending compensation for Members increases to \$300 per meeting, with the Chair receiving an additional \$50 per meeting. This compensation structure is more aligned with other Special Service Districts in the area. Additionally, during the 2022 Legislative session, this same statute was

amended to allow Members to participate in the District's group health insurance plan. The High Valley Transit District is the only other District in Summit County that we know of that has adopted this policy.

These redlines have been reviewed and approved by both David Warnock and Dave Thomas.

Ian Schofield moved to recommend to the Summit County Council the Governing Board of Mountain Regional Water SSD for approval and to incorporate changes to District By-Laws and Personnel Policies for board compensation and health insurance. Joel Fine seconded the motion. All in favor and unanimously approved.

- b. Consideration of approval of pay grade change to the Customer Service Manager job description and the creation of the Customer Service Water Technician job description

Lisa Hoffman gave a brief summary of the Customer Service Water Technician job description and pay grade change to the Customer Service Manager job description.

Ian Schofield moved to recommend for approval of pay grade change to the Customer Service Manager job description and the creation of the Customer Service Water Technician job description. Joel Fine seconded the motion. All in favor and unanimously approved.

- c. Water supply update

Lisa Hoffman presented a couple of slides regarding the SNOW WATER EQUIVALENT PROJECTIONS IN WEBER-OGDEN, the reservoir storage, and Utah's drought monitoring as of January 17, 2023.

10. General Manager Comments: Andy Garland (10 minutes)

- a. Preview of the District's 2023 Goals and Key Activities

Andy Garland gave a brief overview of email sent out regarding the District's 2023 Goals and Key Activities. Tim Dougherty and Ian Schofield recommended that the District consider hiring a 3rd party to facilitate a risk assessment for the District.

- b. Update on new administrative offices and shop complex

Andy Garland stated that things are moving forward with the process.

- c. Other

Andy Garland stated that there are three candidates for the two vacancies on the ACB for MRW.

11. Legal: Dave Thomas

- a. Other

Dave Thomas has no comment.

12. Questions on Department Updates: (10 minutes)

Karin Wilson had no question

Mike Kobe had no questions.

Tim Dougherty asked Chris Braun if the solar array would sink if there was a snow load similar to this year. Chris Braun responded that no. The pond would more than likely be frozen.

Joel Fine had no questions.

Ian Schofield had no questions.

13. Adjourn: Karin Wilson adjourned the meeting at 8:23 PM.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on January 19, 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 February 16, 2023.



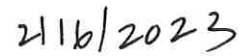
Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date