



**MOUNTAIN
REGIONAL
WATER**

UNAPPROVED MINUTES

Administrative Control Board Meeting September 14, 2023

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Cory Shorkey

Staff:

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

Summit County Attorney:

Dave Thomas

Guest: Andrew McKinnon &

Jon Oldaml with
Bowen Collins & Associates, Inc
Brian Baker with Zions

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in a Special Meeting session on September 14, 2023 at the Zions Bank Park City Office, 1100 Snow Creek Drive, Park City, UT 84060, from 9:00 am - 4:15 pm.

1. Call to Order & Public Input:

Karin Wilson called the meeting to order at 9:07 am. No public in attendance. No public input.

2. Consent Agenda:

a.) Approval of the August 17, 2023 ACB Meeting Minutes:

Karin Wilson asked if anyone had any questions. There were no questions.

b.) Approval of the August 2023 Check Register:

Karin Wilson inquired about an accident that required the drug screen. Steve Anderson responded that the employee was Jace Hilton. All parties involved were ok, no injuries, all claims paid. Karin Wilson inquired about the Karl Malone credit card purchase. Steve Anderson responded that the charge was for Kasey Wilde's truck and it was for a variety of repairs. Karin Wilson inquired about the garage doors. Steve Anderson responded that this was for the treatment plant garage door repairs.

Ian Schofield inquired about Trakstar. Steve Anderson responded this was for the employee reviews and this was the annual fee. Ian Schofield inquired if it was also used for E-learning.

Lisa Hoffman responded that it was not. It is just for employee tracking.

Mike Kobe made a motion to approve the consent agenda as discussed. Ian Schofield seconded the motion. All were in favor and unanimously approved.

3. Discussion of planning process, documents and interplay between each.

- Master Plan
- Capital Facilities Plan
- Impact Fee Facilities Plan
- Impact Fee Analysis
- Asset Management Plan

Andrew McKinnon with Bowen Collins & Associates, Inc gave a review of the Master Plan Draft. The following conclusions and recommendations have been identified based on the supply and demand evaluation presented in the draft.

1. Conservation

a. District Goals - The District's conservation goals will help mitigate source supply deficiencies but will not be adequate by themselves to avoid new supply development.

b. Newly adopted county landscape ordinances if only applied to new growth will not fully meet the District's source reliability requirements or District conservation goals.

2. Wholesale Supply Savings

a. When supply requirements to SWDC expire in 2025, some supply capacity will be made available to District users to support future growth. The expiration of that historic demand will have the effect of allowing the District to postpone some supply development needs.

3. Annual Supply

a. Based on the 2020 demand projection the existing annual supply can meet projected annual demands well into the future. However, this assumes the District won't experience any unusual or unforeseen conditions (mechanical failure, drought conditions).

4. Peak Supply

a. The District will be unable to meet total (retail, wholesale and secondary) peak day demand projection by 2049.

b. The District will be unable to meet culinary (retail and wholesale) peak day demands projections by 2027. The construction of Phase 1 of the Signal Hill treatment facility would add sufficient supply to meet source requirements until 2031; water supplied through the Trailside connection would add sufficient supply to meet source requirements until 2032; and water supplied by Phase 2 of the Signal Hill treatment facility would add sufficient supply to meet source requirements through build out.

Recommended Supply Improvements

1. Signal Hill Projects

a. We recommend that the District move forward with phased plans to increase capacity at the Signal Hill Treatment Plant. Estimated costs of Signal Hill treatment are summarized in Table 4-2.

b. Phase 1 will expand capacity by 0.8 MGD (560 gpm). Phase 1 will address existing plant deficiencies, including redundancy, safety, and water quality goals, and will allow the District to meet future culinary peak day demand projections until 2033 (assuming conservations goals are met and variability is applied to the culinary demand projection).

c. Phase 2 will expand capacity up to 5.5 MGD (1,528 gpm) of reliable capacity. This could be sufficient to meet buildout culinary demand projections. The District should move forward with planning for this source and should discuss

this plan as part of regionalization needs for culinary water with Park City and SWDC.

2. New Well Development – A new well could provide additional capacity and redundancy for the District. A well siting study should be conducted to identify the best location for a new well within the District.

4. MRW Master Plan (Sam Grenlie/Andy Garland/Bowen Collins)

Andrew McKinnon with Bowen Collins & Associates, Inc presented with Sam Grenlie and

Lisa Hoffman presented a calendar for IFFP, IFA, and would email the board once it's finalized. The tentative timelines for Summit County Council and MRW Administration Control Board:

Oct 5th @ 6 pm ACB special meeting

October 18, 2023 Work session & consideration of approval with the County Council.

October 19, 2028 ACB budget meeting rescheduled to October 26, 2023.

Nov 1, 2023 budget with County Council

Andy Garland stated that this was an aggressive dateline but we feel that's doable.

Lisa Hoffman emailed staff and the ACB on September 15, 2023 the updated timeline:

Summit County Council

9/27/2023 Wednesday 2 pm Possible adoption of Parameters Resolution for Debt Issuance Related to the MRW Office and Shop Complex

10/18/2023 Wednesday 3 pm Work Session for Presentation of the MRW's Impact Fee Facility Plan (IFFP)

10/18/2023 Wednesday 6 pm Public Hearing to approve MRW IFFP and Public Hearing for Office and Shop Complex Debt Issuance

11/01/2023 Wednesday 4-5 pm Presentation and Tentative Approval of the District's 2024 Tentative Budget and 2023 Proposed Amended Budget

12/6/2023 Wednesday 6 pm Public Hearing for Adoption of the District's 2024 Budget and 2023 Amended Budget

MRW Administrative Control Board

10/05/2023 Thursday 6 pm Special Meeting - Presentation of Proposed Water Rates and 2024 Preliminary Budget

10/26/2023 Thursday 6 pm Regular Board Meeting - 2024 Budget

11/16/2023 Thursday 6 pm Regular Board Meeting and Public Hearing for - 2024 Impact Fees, Water Rates and Pumping Surcharge

12/14/2023 Thursday 6 pm Regular Board Meeting

5. Treatment Plant Expansion/Treatment of MRW Water by Park City Municipal

Sam Grenlie gave a brief review of how the Treatment Plant process is completed currently along with the Project Goals and Objectives for the Treatment Plant.

Phase 1: Confirm approach for achieving near-term resiliency and redundancy upgrades to bring SHWTP firm capacity to 3.4 MGD

A. Resiliency and Redundancy

- Rated Capacity will be increased from 2.6 MGD to 3.4 MGD

- SHWTP Treatment Process Upgrades Identified:

1. Pretreatment modifications to improve turbidity removal performance and reduce load on membranes

2. Membrane filtration (MF) expansion to increase reliability and redundancy of entire plant

3. GAC Filtration improvements and expansion to increase operational flexibility for GAC replacement
4. New Chemical Facility to provide current industry standard approach for chemical storage and containment
5. New Backwash Equalization Basin to increase operational flexibility and improve MFand GAC performance
6. New Residuals Handling for concentrating solids onsite prior to discharge
7. New Sewer Connection to Snyderville Basin Water Reclamation District (SBWRD)

Phase 2: Evaluate long-term source development to meet growth via:

- A. Expanding SHWTP to match Lost Canyon Capacity
- B. Purchase wholesale Park City and the 224 Interconnect Project

6. Travel to and tour of the Three King s Treatment Plant

Karin Wilson adjourned for travel to the tour of the 3 Kings Treatment Plant 12:45.

7. Lunch

Karin Wilson called the meeting to order at 1:45 pm

8. Finance - Updated Rate Model/Prelim 2024 Budget/Revenue Discussion (High elevation and IFA)

Steve Anderson reviewed the financial summary for August 2023.

Steve Anderson along with Brian Baker with Zions discussed a couple of rate increase scenarios and borrowing options.

Steve Anderson presented usage by customer type for August 2021 vs August 2023 (2022 have been excluded to the drought rates and mandatory reduction in water usage).

Steve Anderson presented the residential customer tiers for the years 2020-2023 regarding the summer months only. Steve Anderson reviewed the District's current debt schedule.

Steve Anderson presented for discussion the 5 year finance projections for Office and Shop and what the potential debt schedule would look like. Steve Anderson presented for discussion the 5 year finance projections for Office, Shop and Treatment Plant and what the potential debt schedule would look like. Steve Anderson presented the potential debt schedule for 2027 adding the office, shop and treatment plant, including a rate comparison with current 2023 through potential rates 2028. Steve Anderson showed a rate comparison between a flat rate, tiered rate and Park City's rates.

Karin Wilson called for a five minute recess at 3:45 pm

The ACB would like Steve Anderson to research and present to them on October 5, 2023 at a special meeting some rates, percentage increase in a variety of different scenarios including but not limited to: treatment plant only, treatment plant/office/shop ,office only.

9. Consideration for adoption of a resolution of the Administrative Control Board of the Mountain Regional Water Special Service District, Summit County, Utah, Recommending to the County Council of Summit County, Utah, acting as the governing body of the District all necessary action to issue certain water revenue bonds, Series 2023; and related matters.

Ian Schofield made a motion for consideration for adoption of A RESOLUTION OF THE ADMINISTRATIVE CONTROL BOARD OF THE MOUNTAIN REGIONAL WATER SPECIAL SERVICE DISTRICT, SUMMIT COUNTY, UTAH (THE "DISTRICT"); RECOMMENDING TO THE COUNTY COUNCIL OF SUMMIT COUNTY, UTAH, ACTING AS THE GOVERNING BODY OF THE DISTRICT AUTHORIZING ALL NECESSARY ACTION TO ISSUE CERTAIN WATER REVENUE BONDS, SERIES 2023; AUTHORIZING OFFICERS TO SIGN ON BEHALF OF THE DISTRICT; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTION CONTEMPLATED BY THIS RESOLUTION; AND RELATED MATTERS.

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

10. Customer Service - Backflow/Communication Strategies/Paperless Bills

Anna Peacock gave a brief power point presentation regarding the District's ongoing Cross Connection Control Program (backflow) and how to enforce existing properties that do not currently comply with the program, having the District move to paperless billing, and what our Communication Strategies should be to achieve these goals.

11. Next Steps/Department Updates/October Board Meeting Date

Andy Garland reviewed the tentative calendar and restated that the staff would send out an email with all the dates moving forward.

12. Executive Session - Personnel/Property Acquisition/Possible Litigation

Mike Kobe made a motion to move into Executive Session.

Ian Scofield seconded the motion.

All were in favor and unanimously approved.

Moved into Executive session at 3:21 pm

Ian Schofield made a motion to move out of Executive Session.

Mike Kobe seconded the motion.

All were in favor and unanimously approved.

Moved out of Executive session at 3:30 pm

Karin Wilson adjourned the meeting at 4:37 PM

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on September 14, 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 October 19, 2023.

[Handwritten signature]

10/26/2023

Mountain Regional Water SSD ACB Chairperson

Date

[Handwritten signature]

10/26/23

Mountain Regional Water SSD General Manager

Date