



APPROVED MINUTES

Administrative Control Board Meeting MAY 18, 2023

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Cory Shorkey

Staff:

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

Summit County Attorney:

Dave Thomas

Guest: Andrew McKinnon w/
Bowen Collins & Associates, Inc

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on May 18, 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 6:02 pm. No public input. Guest/Public in attendance is presenter Andrew McKinnon with Bowen Collins & Associates, Inc.

2. **Supply and Demand Master Plan Draft and Update:** Andrew McKinnon (Bowen Collins and Associates,) Sam Grenlie introduced Andrew McKinnon from Bowen Collins and Associates. Andrew McKinnon presented the Supply and Demand Master Plan Draft.

The supply and demand master plan is the first in a series of three reports that comprise the planning documents for MRWSSD's water system. The three reports include:

1. Supply and Demand Master Plan – A summary of expected water demands and existing and future supplies available to meet demands.
2. Conveyance and Storage Master Plan – An evaluation of the system’s existing conveyance and distribution system and its ability to deliver water when and where it is needed.
3. Implementation and Capital Facilities Plan – A plan for completing the necessary improvements identified in the supply and conveyance master plans.

BACKGROUND:

In the past several years the MRWSSD service area has undergone significant development and population growth. As a result, the District requires a comprehensive evaluation of their existing and future water supply and demand. The objective of this report is to identify and evaluate the system’s water supply and demand while considering potential changes to the service area. Potential changes to the service area include:

- Land Use Changes - The service district has little control over land use changes but meets with county personnel and developers to evaluate proposed developments and redevelopments planned within the District. Growth projections within the District are based on the best information available to District personnel.

- Secondary Service - Secondary water service is provided to the Dye Canyon and Nicklaus Painted Valley Golf Course. A new par three golf course, The Hills, is currently under construction and began receiving water in 2022. Some other minor open spaces in the vicinity of these courses also received secondary water. No anticipated growth in demand is expected to occur at these facilities after the completion of The Hills Golf Course.

- Conservation Goals - MRWSSD adopted a water conservation plan in 2022 that includes a 10 percent reduction in water use per connection by the year 2050. As part of this master plan, additional landscape ordinance requirements of Summit County have been considered relative to potential effects on water use. The water master plan also considers the projection of growth through 2065 (the planning horizon of this master plan).

- Drought and Groundwater Depletion - Recent droughts throughout the American northwest have critically affected water supplies and emphasized the importance of planning for drought scenarios, especially in areas that rely on groundwater sources. Since completion of the District’s previous master plan, the State of Utah has experienced several extended periods of drought. This report considers how frequent drought periods and groundwater depletion may affect MRWSSD’s water sources.

- Climate Change - Climate change has the potential to affect both water demand and supply. Demand may increase as a result of longer irrigation seasons and higher rates of evapotranspiration during hot weather. Supply may decrease as a result of fewer precipitation events and changes to the amount and timing of

snowmelt. This report considers how climate change may affect MRWSSD's water demand and supply.

SCOPE OF SERVICES:

The scope of the work documented in this report consists of three major tasks:

TASK 1 - Water Demand Projections:

Available GIS mapping of the service area, billing data, and input from MRWSSD were used to estimate the geographic distribution of existing and future demands. Specific issues that were considered as part of the demand analysis include:

- Annual demands and peak day demands were evaluated and the effects of conservation on existing demand based on the District's water conservation goals was considered. Peaking factors were developed based on data available from the District.
- Conservation goals and their impact on projected demands were considered.
- The impact to demand from drought and climate change was estimated.

TASK 2 - Evaluated Available Water Supply

The report examines all identified potential water sources for MRWSSD including ground and surface water. This includes consideration of how the supplies will be impacted in drought scenarios and climate change.

TASK 3 - Evaluate the Adequacy of the Projected Supply of the District to Meet Projected Demands.

With updated system demands and an understanding of available supply, we evaluated the adequacy of existing supplies and master plan future supply development as follows:

- The adequacy of MRWSSD sources to meet projected demands on an annual volumetric basis was evaluated.
- The adequacy of MRWSSD sources to meet projected peak demands was evaluated.
- Both types of evaluations considered the effects of conservation and factored in MRWSSD's plans for source development.

Subsequent chapters of this report document the execution of these tasks along with the corresponding results.

REPORT ASSUMPTIONS:

As a long-term planning document, this report is based on a number of assumptions relative to future growth patterns, service area expansion, and source availability. Of special significance to MRWSSD are a number of assumptions relative to conservation throughout the service area and water demands associated with future growth areas and development densities. If any variables are significantly different than what has been assumed, the results of this report will need to be adjusted accordingly. Because of these uncertainties, this report and the associated recommendations should be updated every five to ten years or sooner if significant changes occur such as annexation or changes in development patterns.

3. Executive Session – Personnel, Possible Litigation, and Property Acquisition:

Mike Kobe made a motion to move into Executive Session.

Cory Shorkey seconded the motion. All were in favor.

Adjourned to Executive Session at 7:00 pm.

Mike Kobe made a motion to move out of Executive session.

Joel Fine seconded the motion. All were in favor.

Adjourned to regular session at 7:08 pm.

4. Consent Agenda:

a. Approval of the April 20, 2023 ACB Meeting Minutes: no comments

b. Approval of the April 2023 Check Register: No questions on the check register.

Karin Wilson had a question on the credit card purchases for what seems to be quite a number of hotels. Was there an event? Steve Anderson explained that yes, staff went to Rural water conference and the Administrative staff (Andy Garland, Lisa Hoffman and Steve Anderson) attended a water user conference.

Karin Wilson inquired about Brandon Withers credit card charge Voigt-Abernathy Store. Steve Anderson responded he did not remember exactly what this charge was for other than it was related to Lost Canyon. Steve Anderson replied that he would research it and get back to Karin Wilson and the Board with the findings.

MAY 23, 2023 FINDINGS:

Steve Anderson reviewed the picture of the receipt that we had a question about and then asked Brandon about it. The receipt was from a company "Voigt-Abernathy Store" which probably was the reason for the strange description.

It was for "2 - 1/16" Perforated Replacement Baskets for Eaton Model 72 Strainer, Size 2". Brandon explained it as, "They are seal water screens for Lost Canyon. The screens we had before were clogging up due to run off so I ordered a little bigger perforated screens to keep us from shutting down, they have been working great."

Karin Wilson inquired about the credit with Codale? Steve Anderson responded that the District does a lot of purchases with Codale so having a credit wasn't a concern knowing that the District would purchase fairly soon. Chris Braun responded that the District actually has already used the credit.

Ian Schofield made a motion to approve the consent agenda as discussed.

Cory Shorkey seconded the motion. All were in favor and unanimously approved.

5. Financial Management: Steve Anderson

- c. April 2023 results: Steve Anderson went over the preliminary financial results and highlights from April 2023.
- d. Audit update: Steve Andersonm stated that the audit is complete. The auditor will present the report at the next board meeting. She (auditor) is currently out of town.

6. Consideration of approval of the Interlocal Agreement between Mountain Regional Water Special Service District and Weber Basin Water Conservancy District for cooperation in the "Landscape Lawn Exchange" program: Lisa Hoffman

Lisa Hoffman gave a brief overview of the Interlocal Agreement between Mountain Regional Water Special Service District and Weber Basin Water Conservancy District for cooperation in the "Landscape Lawn Exchange" program".

Karin Wilson inquired about the exhibit measurements. Exhibit A had 250 square feet minimum and Exhibit B had 200 square feet minimum. There seemed to be a discrepancy.

Lisa Hoffman will find the correct exhibits and Karin Wilson will sign the correct version.

Ian Schofield made a motion to recommend for approval the Interlocal Agreement between Mountain Regional Water Special Service District and Weber Basin Water Conservancy District for cooperation in the "Landscape Lawn Exchange" program as discussed with the adjustments Lisa Hoffman will make to the exhibit.

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

7. 2023 Engineering Projects Quarterly Update: Sam Grenlie

Sam Grenlie gave a brief overview of the 2023 Capital Projects for the District.

Tier 1 Projects: Quarterly Board updates. Contract 5% of District annual operating budget, or greater. Large bid construction projects with external management support.

1. Summit Park Tank 1 Replacement

a. Project Summary:

i. The project has begun with demolition currently under way at the site. The tank has been isolated from the greater distribution system. Summit Park Well 2 has been bought online to increase supply in the area, while an additional well is being prepared for peak season. Additionally, SCADA controls have been identified and put in place to continue supply from the Kilby Booster Pump Station as needed to supplement these groundwater sources.

b. Budget figure: \$2,895,000

i. No changes to the budget figure.

c. Schedule:

i. Contracted Final Completion date of October 15th, 2023 remains unchanged.

2. Summit Park Water and Sewer Project Phase 7A: (Woodland Water Line Replacement):

a. Project Summary:

i. The mobilization of this project continues to be on hold due to snow conditions. The most critical deadline for project completion is the paving moratorium in October of this year, which has not changed.

b. Budget figure: \$1,160,000

i. No changes to the budget figure.

c. Schedule:

i. Contracted Final Completion date of no later than October 15th, 2023 remains unchanged.

Tier 2 Projects Annual Board summary, updates as necessary. Moderate sized, bid construction projects with partial external management support:

1. Sage Hills Estates Betterment

a. Project Summary:

i. This project is a 'betterment' (District requested addition) to a Promontory Subdivision named Sage Hills Estates. This additional work adds an additional transmission line, 970 feet in length, which has recently started construction. Mechanical design and construction of the control valves is also currently underway. The building housing these control valves is currently under permitting review with Summit County.

b. Budget figure: \$168,381

i. No changes to the budget figure.

c. Schedule:

i. Water infrastructure anticipated to be completed in 2023. District has limited control over schedule due to not carrying the contract.

2. Browns Canyon Road Betterment

a. Project Summary:

i. This project is also a 'betterment' tied to Promontory's extension of their roadway, Painted Valley Pass, to the southeast terminating at Browns Canyon Road. This project is currently being bid by Promontory during May. This construction cost from the awarded construction contract will replace the budget figure in the future.

b. Budget figure: \$303,000

i. No changes, waiting on bidding results from Promontory.

c. Schedule:

- i. Water infrastructure anticipated to be completed by 2024. District has limited control over schedule due to not carrying the contract.

Tier 3 Projects Annual Board summary. Mountain Regional managed system upgrades and construction:

1. Spine Booster Pump Station Upgrades

a. Project Summary:

- i. New electrical and control panels are installed and functional following structural retrofits. Building exterior (stone work) is currently being completed. This project is substantially complete.

b. Budget figure: \$190,000

- i. No changes to the budget figure.

c. Schedule:

- i. No critical schedule deadlines, working with a third party contractor on exterior stone work.

2. Silver Springs Booster Pump Station to White Pine Tank Connection

a. Project Summary:

- i. The Silver Springs transfer pump, which allows utilization of groundwater sources in the Silver Springs area, is nearing completion. The pump is placed, fabricated piping is being powder coated, and electrical/controls are being finalized.

b. Budget figure: \$50,000

- i. No changes to the budget figure at this time. Utilizing a new fabrication contractor is introducing some uncertainty with District estimates.

c. Schedule:

- i. No change, targeting end of June 2023, prior to peak season.

3. Colony Airbreak Tank Upgrade

a. Project Summary:

- i. This project is to retrofit the 'Airbreak Tank' located in the Colony. This tank was designed to break pressure in the distribution system, much like a pressure reducing valve (PRV) station functions. Due to its remote nature and complicated control valves, the District plans to replace this existing station with a traditional PRV configuration to improve reliability.

b. Budget figure: \$25,000

- i. No changes to the budget figure.

c. Schedule:

- i. Targeting construction following peak season in September when Operations has resources to tackle the project.

4. Sun Peak Well 2

a. Project Summary:

i. Sun Peak Well 2 has been inactive and unused by the District for years. The well pump has been pulled and the well column is currently being inspected and cleaned – this is part of our new standard operating procedures following our Groundwater Study and related work in 2022.

b. Budget figure: \$200,000

i. No changes to the budget figure.

c. Schedule:

i. No changes, we are planning on bringing the well online by the end of 2023.

8. General Manager Comments: Andy Garland

Andy Garland gave a brief update on the district taking over management of the Weber Basin Water Conservancy building at the Lost Canyon intake at Rockport reservoir. This will allow for a much better response time, along with conducting maintenance and repairs.

Andy Garland will be presenting at the the Wasatch Back Economic Forum along with other water providers May 22, 2023

Andy Garland gave a brief update on the design for the new office and maintenance building for the District over on the Gilmore Lot 5.

9. Legal: Dave Thomas - Dave Thomas had no updates.

10. Questions on Department Updates:

Karin Wilson had no questions.

Mike Kobe had no questions.

Cory Shorkey had no questions.

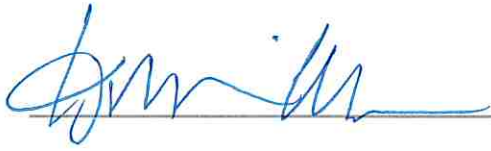
Joel Fine had no questions.

Ian Schofield had no questions.

Joel Fine stated that we should all still be quite concerned with the drought even though this has been a record breaking snowfall this past winter. The growth in the District is still moving upwards, with a lot of development on the horizon, so we should all still be mindful.

11. Adjourn: Karin Wilson adjourned the meeting at 7:51 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on May 18, 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 June 15, 2023.



Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date