



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

**Administrative Control Board Meeting
February 25, 2021**

Attendance:

Board:

Mike Kobe
Joel Fine
Karin Wilson
Tim Dougherty
Ian Schofield

Staff:

Scott Morrison
Lisa Hoffman
Steve Anderson
Chris Braun
Brian Davenport
Anna Peacock
Sam Grenlie

Summit County Attorney:

Dave Thomas - absent

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Session on February 25, 2021, via Zoom at 6:00 p.m. Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §52-4-207(4), the Chair of the Administrative Control Board (the "Board") of Mountain Regional Water SSD, has issued a written determination supporting Mountain Regional Water SSD decision to convene electronic meetings of the Board without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend Board meetings in person. However, members of the public are invited and encouraged to view and participate in the Board's electronic meetings as described in the Memorandum entitled Determination Regarding Electronic Meetings Without an Anchor Location, dated October 30, 2020. All participants and the public wishing to attend should do so via Zoom using the following information:

Join Zoom Meeting:

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82879270462>

To Dial in for Audio: 669-900-6833
Webinar ID: 828 7927 0462

1. **Call to Order:** Mike Kobe called the meeting to order at 6:00 pm.
No public is attending and no public comment.
Scott Morrison mentioned that Leo Williams retired today. His last working day was today, and his last official day is February 28, 2021. He has been in the industry for 44 years.
2. **Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
No Executive Session
3. **Consent Agenda: (6:03pm)**
 - a. Approval of the January 21 2021 ACB Meeting Minutes: No comment
 - b. Approval of the January 2021 Check Register: Karin Wilson had a question about the Century Equipment check. Steve Anderson responded this was the annual lease payment of the 2021 backhoe lease. Karin Wilson asked what are we leasing through Zions bank? Steve Anderson replied that one is for the property purchased at Lost Canyon (office space) & the other is a lease for the three diesel generators. How much do we contribute to HSA per month per employee? Steve replied we do not contribute monthly but 1 time annually at the beginning of the year, depending on single, family, or couple. Joel Fine inquired about the one-time annual lease payment versus, quarterly or semi-annual.
Steve Anderson replied that he would look into it if there were any beneficial monetary differences.
Tim Dougherty asked about the refund for Lief Sieverson (colony.)
Steve Anderson replied that it was an overpayment due to title closing.
 - c. Consideration of Employee Auction to Surplus 2011 Ford Escape: No comment.
 - d. Consideration of Approval of Purchase Orders: No Purchase Orders.
 - e. Other: Ian Schofield made the motion to approve the Consent Agenda. Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.
4. **Financial Management: Steve Anderson (6:08 pm)**
 - a. Update on Year-End close and audit: Steve Anderson gave a timeline update on the annual audit.
 - b. Update on January 2021 results: Steve Anderson briefly reviewed the executive summary for January 2021. Karen Wilson inquired about the higher expenses as compared to last January 2020. Steve Anderson recalled the reason for this being the Regionalization items at the beginning and the budget would even out but he would look into it and let Karen Wilson know his findings.
 - c. Semi-annual Cash Report for the period ending December 31, 2020: Tim Dougherty asked how a Drought Fund would be presented in this summary.

Scott Morrison responded that he assumed the line item would look similar to the Regionalization Reserve line item. Steve Anderson agreed. Joel Fine inquired if MRW was happy and satisfied with our auditors. Steve Anderson responded that MRW was very pleased with current auditors. Scott Morrison responded that MRW does change auditors periodically just to be prudent. Karn Wilson inquired about why we have so many “rainy day” funds and what are we saving for? Scott Morrison replied MRW regionalization fees and drought reserves are not necessarily being created as new reserve funds but will allow MRW to redirect some funds into these reserves. Steve Anderson replied that MRW’s regionalization reserve will not be growing as rapidly going forward as this is the last year we are receiving a large portion of the Weber Basin Regionalization funds. Lisa Hoffman responded that if MRW needed to come up with a 20% decrease per a Weber Basin’s request, this would equate to \$1 million in lost revenue and the regionalization reserves would be cut in half. MRW wanted to be in a position to weather a potential drought situation and not have to ask our customers for immediate out-of-pocket expenses. Joel Fine inquired about MRW investments and if the District is being prudent. Steve Anderson responded that MRW is limited with the options and the restrictions as far as investments are concerned.

d. Other:

5. Human Resources: Lisa Hoffman (6:31 pm)

- a. Consideration of approval of the updates to the District’s COVID-19 Leave Policy
Lisa Hoffman briefly reviewed the updates to the District’s COVID-19 Leave Policy. Ian Schofield made the motion to approve the Updates to the District’s COVID-19 Leave Policy. Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.

- b. Consideration of approval of the Backflow Administrator job description
Lisa Hoffman briefly explained the Backflow Administrator job description. This is mainly regarding Stacy Blonquist, who the board met last time. Stacy is currently classified as an Operator III, although performing the Backflow Administrator duties and this will better define and update her current position more accurately. This will allow Stacy Blonquist to transition from a part-time position to a full-time position in the future as the job grows along with the District. MRW is not looking to change the position to full-time this year but for next year.
Joel Fine inquired if this position allows for MRW management to ask the employee in this position to perform other duties not specified or could the employee say it is not in their job description. Scott Morrison responded that he

as the GM has the authority to redirect or ask employees to perform other duties.

Tim Dougherty inquired about the job description being too descriptive. Could we fill this position if Stacy Blonquist decided to quit? Scott Morrison replied that yes, MRW could fill this position. It was not created specifically for her, it is just a formality to define the position from a part-time to a full-time position. The County HR has also reviewed the job description and has no comments or adjustments.

Ian Schofield made the motion to approve the Backflow Administrator job description.

Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

6. Consideration of Recommendation to the Summit County Council for approval of Updates to the District's Administrative Policies: Lisa Hoffman (6:42 pm)

Lisa Hoffman reviewed the Updates to the District's Administrative Policy. Dave Thomas and Jamie Bracken have both reviewed this and they have no comment or changes. This policy is tailored after the State Auditor's Office and Summit County's abuse or fraud reporting policies.

The Drought Reserve Fund was briefly discussed.

Ian Schofield made the motion to recommend to Summit County Council to approve the updates to the District's Administrative Policy.

Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

7. General Manager Comments: Scott Morrison (7:07 pm)

- a. Spring Creek Spring Update
- b. Update Regarding the Future Annexation of PMMWC
- c. District Goals and Key Activities for 2021
- d. Other:

Scott Morrison gave a brief update on the Spring Creek Spring and the water advisory letter that was sent out to our customers. Scott Morrison also gave a brief timeline summary for short-term and long-term solutions of the Spring Creek Spring use.

There was a brief discussion about whether this influence was just due to growth, development, what are typical spring source influences and what is the most cost-effective use of the water whether treated or untreated.

Scott Morrison gave a brief update regarding the Future Annexation of PMMWC. The PMMWC HOA president stated that the residents seem to be receptive to the annexation. MRW is working with both Dave Thomas and PMMWC.

Scott Morrison spoke briefly about the Districts' goals and Key Activities for the year 2021. These are what the board should expect to see as a presentation for future board meetings.

Scott Morrison asked Chris Braun to briefly discuss the incident in Florida and what MRW is going to do about Cyber Attacks for MRW. Chris Braun explained MRW's protocol, safety measures for signing onto our SKADA system, as well as also enabling 2 Factor Authentication for those that use LogMeIn (remote) as well.

Scott Morrison talked briefly about what a Texas situation would look like for MRW.

Scott Morrison reminded the board about the Open and Public Meetings Act training can be accessed through the link that was emailed to them earlier.

Please complete no later than this Sunday, 2/28/21.

Mike Kobe spoke briefly about the roles on the board and a succession plan. All board members are comfortable with Mike remaining as chair.

8. Legal: Dave Thomas (absent)

a. Other:

9. Questions on Department Updates: (7:43 pm)

Karin Wilson mentioned that Lisa Hoffman's reports about the house bills were very interesting. How much was the hardware going to cost down at Lost Canyon?

Chris Braun responded that there was a previous PO signed for the replacement.

Ian Schofield inquired about Lisa Hoffman's meeting with Jana and is there anything MRW can do to help with the COVID vaccines. Lisa Hoffman reported that we have sent Jana our information and we have not heard anything back as of yet.

Joel Fine had no questions.

Tim Dougherty had no questions.

Mike Kobe had no questions.

10. Adjourn: Mike Kobe adjourned the meeting at 7:44 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on February 25, 2021, should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on March 18, 2021.