



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

**Administrative Control Board Meeting
September 16, 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-absent

Summit County Attorney:

Dave Thomas

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in a Regular Meeting session on September 16th, 2021 at the Snyderville Basin Recreation District Office Board Room - Trailside 5715 Trailside Drive, Park City Utah, 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/89989198578>

Webinar ID: 899 8919 8578

To Dial in for Audio: 253-215-8782

- 1. Call to Order & Public Input: Mike Kobe called the meeting to order at 6:01 pm**
No public comment.
- 2. Executive Session – Security, Personnel, and Possible Litigation 6:02 pm**
Ian Schofield made the motion to move into the Executive Session.
Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.

Board entered into Executive Session.

Tim Dougherty made the motion to move out of the Executive Session.

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

Returned from Executive Session 6:18 pm

3. Consent Agenda:

- a. Approval of the August 19th, 2021 ACB Meeting Minutes: **no comments**
- b. Approval of the August 2021 Check Register: **see below**
- c. Consideration of Approval of Purchase Orders: **no purchase orders**

Ian Schofield asked about the Goliath Properties bond refund check. Scott Morrison explained that this was a cash bond escrow the developer chose to use instead of the traditional performance bond, so when his small project was complete the District refunded the cash bond minus the 10% for the warranty period. Ian Schofield inquired about the Pall (membrane) autopsy report. Scott Morrison replied that he did not review the report in detail but what he did read did not indicate any surprise findings. Scott Morrison will email a more detailed review to the board about the autopsy findings. Scott Morrison emailed the board the following:

As a follow-up to Ian's question last night regarding the membrane autopsy results, I've compiled a summary of the report findings below as well as attached the full report for review for those who are interested.

- Two membrane modules were sent for analysis.
- Significant fouling (primarily organic) led to reduced permeability.
- 61% and 79% of the permeability (compared to new modules) was recovered through a cleaning regimen.
- From the report: "It appears that the system experienced a fouling event that should be recoverable through periodic high intensity cleaning cycles with a similar protocol as noted above. Several cleaning cycles may be required to fully recover the modules. There is no other indication that the module would be performing differently."
 - This finding is a positive one and suggests that operational adjustments (cleaning processes) can be made to preserve membrane performance. I will coordinate with Sam and the water treatment plant staff to ensure these additional cleaning steps are being integrated into our standard processes.

Ian Schofield inquired about the check for a truck bed . Steve Anderson explained that the newest truck came without a bed installed, which we were credited for on the purchase price because the District was going to order a specialized flatbed with toolboxes. Ian Schofield inquired about the J Rock Construction multiple payments. Scott

Morrison replied that this was for Community Water improvements. The District made progress payments to J Rock Construction and this payment was the final payment.

Karin Wilson inquired about the Nickerson, Silver Springs well, and Gulch well.

Steve Anderson explained that the repairs were already in the budget for the Community Water project. Tim Dougherty had no questions. Joel Fine had no questions. Ian Schofield made a 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

- a. Discussion of Revenue Assumptions for the 2022 Budget
- b. Update regarding the August 2021 results
- c. Other

Steve Anderson reviewed the Revenue Assumptions for the 2022 Budget and explained what information was included in the models to develop the Revenue Assumptions for the 2022 Budget.

Karin Wilson did not have any questions. Mike Kobe did not have any questions.

Joel Fine inquired if we have taken into account all the potential new growth/construction for not only our existing district area but also including the annexation of Pine Meadows Mutual Water Company. Steve Anderson responded that yes, we have taken it into account for the projections as best we can for future growth. Tim Dougherty stated that there is a “supply and demand” table that was created by Steve Anderson. Do we adjust this table as well accordingly? Scott Morrison responded that yes we do by our participation in the Water Concurrency Program which is overseen by the Summit County Health Department. Tim Dougherty inquired who is the authority that decides how much water is needed not only for existing customers but for future growth. Scott Morrison responded that it is the Water Concurrency Program that manages it.

Lisa Hoffman commented that these revenue projections do not include Pine Meadows Mutual Water Company customers, so if the annexation goes through the District will have some adjustments to make not only on the revenue side but also on the expense side.

Steve Anderson gave a brief review of the August 2021 financial results.

5. Consideration of Approval of the Snyderville Basin Water Reclamation District Mutual Aid Agreement: Scott Morrison 6:53 pm

Scott Morrison explained that Snyderville Basin Water Reclamation District put together this Mutual Aid Agreement. Dave Thomas has reviewed this document and is comfortable with it. Steve Anderson has reached out to the Trust for their comments

on the insurance portion. Steve Anderson responded that Darin from the Trust did not have any concerns so far about this but we are waiting for their official response.

Tim Dougherty inquired about the shared employee, standard of care and any possible liabilities.

Dave Thomas stated that employees would remain employees of their respective entities. The standard of care would remain the same as well.

Tim Dougherty inquired if this is just resolving issues of payment? Dave Thomas responded that was correct, as well as receiving possible help from State, Federal and FEMA agencies.

Ian Schofield made a motion to approve the Snyderville Basin Water Reclamation District Mutual Aid Agreement pending positive feedback from the Trust. Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.

6. General Manager Comments: Scott Morrison 6:58 pm

a. Other

Scott Morrison gave a brief review of the Pine Meadows Mutual Water Company annexation process. The annexation fee agreement has been signed. We have started to set up meetings along with information sharing with the Pine Meadows Mutual Water Company staff.

Scott Morrison gave a review of the ongoing process of acquiring a new office parcel and designing a new office facility.

7. Legal: Dave Thomas

a. Other

Dave Thomas commented that OSHA has not made a ruling on President Biden's COVID 19 action plan as of yet. There is still a lot unknown and we just have to wait and see what happens.

8. Questions on Department Updates:

Mike Kobe had no questions.

Ian Schofield asked Scott Morrison about the Promontory water alignment discussions.

Scott Morrison responded that he has asked Promontory to review their build-out and their water capacity in regards to the water peaking factor. Promontory has hired a consulting team for assistance. Ian Schofield asked Chris Braun if Rocky Mountain Power was aware of the issues that they caused us related to power shutdowns during the Summit Park area wildfire. Chris Braun responded that it was more of an inconvenience and time impact internally for us. Ian Schofield inquired about the Kilby road project and

if this is going to go all the way to Jeremy Ranch. Scott Morrison responded that it is about a half a mile in length from the Kilby pump station in the downhill direction. Ian Schofield asked Brian Davenport about the meter pits in Silver Springs. Scott Morrison responded that there are still several water meters located inside homes and that when there are remodeling projects taking place, the District coordinates to relocate the meters outside. This is a benefit for the District in 2 ways. One, we do not have to coordinate with the customer when our equipment is not working, during COVID it was problematic, and two, the lateral line in from the street is no longer un-metered. Joel Fine had no questions.

Tim Dougherty inquired about the power issue on the Tech Report resulting from the fire in Parleys Canyon. Chris Braun responded that while Rocky Mountain Power was de-energizing lines, the District was experiencing power surges at the treatment plant. Chris Braun would like to see a more open line of communication with our rep from Rocky Mountain Power to eliminate these types of issues in the future. Tim Dougherty inquired how the capital projects are being tracked regarding the budget on the Engineering Report. Lisa Hoffman responded that they are provided monthly in the budget report. Scott Morrison commented that we can make adjustments if the board would like something more detailed or different. Tim Dougherty inquired about change orders submitted by contractors, specifically related to the Hidden Creek project.

Scott Morrison responded that there were some concessions that needed to be made with regards to the HOA and water lines being reflected on maps inaccurately.

Karin Wilson inquired about Mike Bradley and is he the only person reviewing the impact fee requests? Chris Braun responded that yes, Mike Bradley is the main person reviewing all the impact fee requests with Chris Braun as back-up. Karin Wilson commented that the grants Lisa Hoffman has been submitting on the District's behalf is great.

9. Adjourn: Mike Kobe adjourned the meeting at 7:32 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on September 16th, 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 October 21st, 2021.