



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

**Administrative Control Board Meeting
December 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

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 Meeting session on December 16th, 2021 at the Snyderville Basin Water Reclamation District Office, 2800 Homestead 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/82189448418>

Webinar ID: **821 8944 8418**

To Dial in for Audio: **253-215-8782**

- 1. Call to Order & Public Input: Mike Kobe called the meeting to order at 6:10 pm**
No public attending and no public comment.
- 2. Executive Session – Security, Personnel, and Possible Litigation : no executive session**
- 3. Consent Agenda:**

- a. Approval of the November 18th, 2021 ACB Meeting Minutes: no questions
- b. Approval of the November 2021 Check Register: see below
- c. Consideration of Approval of Purchase Orders: no purchase orders

Ian Schofield inquired about the EDM Partners check. Steve Anderson responded this was for water lines to be repaired and installed in 2022 in the Summit Park area. Ian Schofield inquired about the Whitney Advertising Triple Swag. Lisa Hoffman replied that this was for the purchase of Christmas gifts for our employees and future promotion events.

Tim Dougherty inquired about the LB on the check register regarding the Utah State check and the mini ex check. Steve Anderson responded that LB stands for lockbox and where the vendor would like the check mailed to. The consensus was it is an error in the address field in the software and Steve Anderson will clear it up with Caselle.

Tim Dougherty made the motion to approve the Consent Agenda.

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

4. Assistant General Manager Comments: Lisa Hoffman

- a. Consideration of Approval of the District's 2022 Annual Notice of Scheduled Meetings for the Administrative Control Board

Lisa Hoffman presented the District's 2022 Annual Notice of Scheduled Meetings for the Administrative Control Board.

Karin Wilson made the motion to approve the District's 2022 Annual Notice of Scheduled Meetings for the Administrative Control Board.

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

- b. Presentation of Updated District Job Descriptions

Lisa Hoffman presented the updated District job descriptions for operations job descriptions organized into three departments; Transmission, Treatment, Distribution and then further into the roles of Manager, Lead Technician, and Technician. Previously, Manager job descriptions were the only roles broken out by department. Water Operators had one job description that covered all levels and all departments. These updated job descriptions will now allow for defined roles and responsibilities by department, as well as possible future advancement.

Tim Dougherty inquired if the District job descriptions match up to those with the County. Lisa Hoffman responded that the quick answer is no we do not have any job descriptions that line up with the County, which the County recognizes as well. The District uses Park City Municipal, Snyderville Basin Water Reclamation District and other similar agencies, such as Central Utah Water Conservancy District for similarities to base our descriptions on.

Joel Fine inquired how the progression from Technician to Lead Technician to Manager would be and did the employees know how to accomplish the progression. Lisa Hoffman responded that this was the goal for 2022, to develop the Lead Technician program and we would be bringing this to the board for final approval. Scott Morrison responded that the staff was bringing the job descriptions to the board early, so as not to overload the Board in the future with all the potential changes.

Karin Wilson commented that this seemed appropriate to be competitive in today's job market.

5. Staff Engineer Comments: Sam Grenlie

a. Recap of the District's 2021 Capital Projects

Sam Grenlie commented that his reports regarding engineering, construction and improvement projects, going forward would be broken into three 'tiers' along with photos and an annual schedule.

The three tiers are:

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

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

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

Sam Grenlie gave a brief review of the District's 2021 Capital Projects which included the Hidden Creek (Community Water Upgrades), Cove and Willow Creek Water Lines, Kilby Water Line, Tank Well #16 Equipping, Middle Valley Booster Pump Station Metering, and the Spring Creek Spring Chlorination.

b. Summary of Findings - Signal Hill Water Treatment Plant Optimization Studies Performed by Jacobs Engineering Group

Sam Grenlie explained the summary of findings regarding the Signal Hill Water Treatment Plant Optimization Study Performed by Jacobs Engineering Group. There were four different technical memorandums (TMs) provided to the District which Sam Grenlie and Scott Morrison briefly explained in more detail. This optimization study was needed for improvements and to prepare for the treatment plant expansion.

Joel Fine questioned if there was a moratorium on building in Summit County would this moratorium affect the District's plans with going forward with

improvements and the expansion of the treatment plant. Scott Morrison responded that the short answer is no. It would be more than likely just a change to the timeline of the treatment plant expansion.

6. General Manager Comments: Scott Morrison

- a. Presentation of the District's Memorandum of Agreement for Regional Water Supply Contract 2022-2026

Scott Morrison reviewed the District's Memorandum of Agreement for Regional Water Supply Contract 2022-2026 with Weber Basin Water Conservancy District. This contract is similar to previous years and includes the price per acre foot of water delivered per year to Weber Basin. This is a conservative approach, given the number of variables the District is navigating and the dynamics of current growth.

- b. Consideration for Recommendation of Approval for the Annexation of Parcel PP-33-F by the Summit County Council

Scott Morrison gave a description and explanation of the parcel location to be annexed.

Karin Wilson made the motion to recommend for Approval for the Annexation of Parcel PP-33-F by the Summit County Council.

Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed.

- c. Consideration for Recommendation of Approval for the Annexation of Parcel PP-2 by the Summit County Council

Scott Morrison gave a description and explanation of the parcel location to be annexed.

Karin Wilson made the motion to recommend for Approval for the Annexation of Parcel PP-2 by the Summit County Council.

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

- d. Update Regarding Recent Regionalization Meeting

Scott Morrison gave a brief update regarding the most recent Regionalization meeting. These meetings are held quarterly with Weber Basin, Park City, Summit Water, MRW (Scott Morrison, Lisa Hoffman, & Mike Kobe) and Snyderville Basin Water Reclamation District.

- e. Update Regarding Service to Promontory's The Hills Golf Short Course

Scott Morrison gave a brief update regarding water service to Promontory's new golf course The Hills, which is a short course. The planning department asked service providers if there were any negative comments regarding this project. All District concerns have been addressed via internal document review (ie.source protection plans, water service agreements) and a compliance letter which memorialized the understanding of the project between the parties.. The District's response was that we did not have any negative comments regarding this project.

- f. Other

7. Financial Management: Steve Anderson

- a. Update Regarding Council Adoption of District Budgets
Steve Anderson stated that the Summit County Council adopted the District's 2022 budget and 2021 Amended Budget without many questions or comments.
- b. Update Regarding the November 2021 Financial Results
Steve Anderson gave an update on the November 2021 financial results.

8. Legal: Dave Thomas - absent

- a. Other

9. Questions on Department Updates:

Ian Schofield inquired about the metrics for the vehicle tracking. Chris Braun responded that we are tracking mileage, ability to minimize trips and maintenance scheduling.

Scott Morrison asked the group if they wanted the admin staff to be present or still have the hybrid approach, with minimal staff going forward.

The consensus from the group was that the current method of a hybrid approach was preferred in order to keep all staff and board members alike safe.

10. Adjourn: Mike Kobe adjourned the meeting at 7:55 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on December 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 January 20th, 2022.