



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

**Administrative Control Board Meeting
February 17, 2022**

Attendance:

Board:

Mike Kobe
Joel Fine
Karin Wilson
Tim Dougherty
Ian Schofield-absent

Staff:

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

Summit County Attorney:

Dave Thomas-absent

Guest:

David Warnock - Summit County
Human Resources Director

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Session on February 17, 2022, 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's 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, 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 February 10, 2022. 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/81230747750?pwd=YWh1M1BiR2o1UjlmTk5ybWVxWjNzZz09>

Webinar ID: 812 3074 7750

To Dial in for Audio: 669-900-6833

1. Call to Order and Public Input: Mike Kobe called the meeting to order at 6:01 pm. No public attending and no public comment. David Warnock, Summit County Human Resources Director attended.

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

Joel Fine made a motion to move into Executive Session. Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed. 6:04 pm adjourned to Executive Session. 6:56 pm returned from Executive Session.

3. Consent Agenda:

- a. Approval of January 20, 2022, and January 26, 2022 ACB Meeting Minutes:
no comments
- b. Approval of the January 2022 Check Register: See below
- c. Consideration of Approval of Purchase Orders:
 - i. Nickerson - Submersible Pumps \$89,768
 - ii. CalgonCarbon - GAC for Treatment plant \$112,492
- d. Other:

Karin Wilson inquired about the lease with Century Equipment. Steve Anderson responded that this was for our backhoe lease. Karin Wilson inquired about the check to Aqua Engineering for BPS design. Steve Anderson responded this was for the booster pump station design work to increase capacity at Lost Canyon. Karin Wilson inquired about Azteca Systems LLC. Chris Braun replied this was for Cityworks Asset Management software annual subscription. Karin Wilson inquired about Carahsoft Technology Corporation. Chris Braun replied this was for surge modeling and related software annual subscription. Karin Wilson inquired about the Siemens Industry Inc check for "Well 5/Spares". Brian Davenport replied this was for meters for the pump houses and a few spares.

Tim Dougherty inquired what SCCCOA for HOA dues was for. Steve Anderson responded this was our office HOA quarterly dues. Tim Dougherty asked what the acronym SCCCOA stood for and Steve Anderson responded that it was for Silver Creek Center Condominium Owners' Association. Tim Dougherty inquired about the Interlocal Agreement and how many county agencies are included in this. Steve Anderson and Lisa Hoffman responded that this agreement is for MRW only legal and human resource services from Dave Thomas and David Warnock. They were not sure how many other special service districts also have an interlocal agreement with the County. Tim Dougherty inquired about the Verizon Vehicle tracking invoice and if tracking is installed in all District vehicles? Chris Braun replied yes, with the exception of the backhoe and other types of heavy machinery. Tim Dougherty inquired about the drug test and if these were routine. Brian Davenport responded yes, just part of the random tests.

Joel Fine inquired if we think the costs will continue to go up? Lisa Hoffman responded that yes, the costs will continue to rise with the current inflationary pressures being seen.

Tim Dougherty made a motion to approve the consent agenda including the approval of purchase orders to Nickerson in the amount of \$89,768 and the CalgonCarbon in the amount of \$112,492. Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.

4. Financial Management: Steve Anderson

- a. Update on January 2022 results: Steve Anderson gave an update on the January 2022 financial results
- b. Semi-annual Cash Report for the period ending December 31, 2021, Steve Anderson gave an update on the Semi-annual Cash Report for the period ending December 2021.
- c. Other:

5. Consideration of Approval of the Public Treasurers' Investment Fund (PTIF) Resolution Designating Authorized Administrators on the Mountain Regional Water SSD Accounts:

Steve Anderson gave a brief explanation of the approval needed.

Karin Wilson made a motion to approve Steve Anderson and Lisa Hoffman to be the Designated Authorized Administrators on the Mountain Regional Water SSD Accounts Public Treasurers' Investment Fund (PTIF).

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

6. Consideration for Recommendation of Approval of the Annexation of Parcel PP-38-C-2 into the Service Area of the District by the Summit County Council:

Chris Braun gave a brief review of the parcel to be annexed.

Tim Dougherty made a motion to recommend for approval of the annexation of Parcel PP-38-C-2. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

7. Interim General Manager Comments: Lisa Hoffman

- a. Pine Meadows Mutual Water Company annexation update: Lisa Hoffman gave a brief review of the meeting PMMWC (Eric Cylvick and Brody Blonquist) had with the District (Scott Morrison, Lisa Hoffman, Karin Wilson, Mike Kobe) regarding the District taking a step back from the annexation and providing them with a wholesale water contract.
- b. ACB monthly meeting location: Sewer District location will begin being used again for in person board meetings and hybrid is fine for staff that do not have a large role on the agenda.

- c. Drought discussion: Mike Kobe asked Lisa Hoffman to add this topic to the agenda. Lisa Hoffman presented a couple of slides showing the snowpack levels and moisture levels. Lisa Hoffman briefly reviewed the District's Drought Response Plan. Weber Basin Water Conservancy District will announce the level of restrictions at the end of March 2022. Based on preliminary discussions Lisa Hoffman has had with Darren Hess from the Weber Basin Water Conservancy District, the District is expecting restrictions to trigger a District Level 4 or Level 5 drought response as described in the District's Drought Response Plan. Steve Anderson briefly reviewed the revenue recovery sources based on the Drought Response Level triggered and the Drought Surcharge rates.
- d. Other:

8. Legal: Dave Thomas

- a. Other: no updates

9. Questions on Department Updates:

Karin Wilson had no questions.

Tim Dougherty had a question for Chris Braun regarding TCFC annexing some parcels into our District. Chris Braun responded that yes, TCFC is pursuing trying to annex certain irrigation parcels into the District, but we are not at the point of any details for discussion, but will have more accurate updates for the board next month.

Joel Fine had no questions but would like a drought update at next month's meeting.

Lisa Hoffman responded that she would continue to sit in on the drought webinars and would give the board an update at the next meeting.

Mike Kobe had no questions.

10. Adjourn: Mike Kobe adjourned the meeting at 8:21 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on February 17, 2022, 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 17, 2022.