



**MOUNTAIN REGIONAL WATER**  
**SPECIAL SERVICE DISTRICT**

**Administrative Control Board**  
**Agenda**

**Administrative Control Board Minutes: Approved 2-20-2020**

**January 16, 2020**

**Attendance:**

**Board Members:**

Mike Kobe  
Bob Neumeister  
Karin Wilson  
Tim Dougherty (By Phone)  
Ian Schofield (Excused)

**Staff:**

Scott Morrison  
Lisa Hoffman  
Chris Braun  
Steve Anderson  
Brian Davenport

**Summit County Attorneys:**

Dave Thomas  
Blaine Thomas

Notice was given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah met in Regular Meeting session on January 16, 2020 at the Snyderville Basin Recreation District Office Board Room - Trailside 5715 Trailside Drive, Park City Utah, 84098 at 6:00 p.m.

1. **Call to Order and Public Input:** Mike Kobe called the meeting to order at 6:02 pm.
2. **Executive Session – Personnel, Possible Litigation:** None.
3. **Consent Agenda:** (5 minutes)
  - a. Approval of the December 16, 2019 ACB Meeting Minutes: No comments
  - b. Approval of the December 2019 Check Register: Tim commented that we had a few checks this month that were larger than what is typical. Lisa Hoffman explained that in December we often see large checks due to Weber Basin lease

fees and other reimbursements being due. She stated all of the large payments were budgeted.

- c. Consideration of Approval of P.O.: None this month.
- d. Other: None.

Motion to approve the Consent Agenda made by Bob Neumeister. Seconded by Tim Dougherty. All voted yes, motion carried.

4. **Questions on Department Updates:** (10 minutes) Tim Dougherty questioned whether the SCADA improvements and related costs were ongoing maintenance projects or one time upgrades. Chris Braun explained they were for a SCADA upgrade at the treatment plant and it was a planned improvement. Chris further explained that this was the first major upgrade to the SCADA system at the water treatment plant since the current SCADA system came on line several years ago. Chris Braun explained that a similar, budgeted, upgrade will be performed at Lost Canyon in 2020. Mike Kobe asked about the amount of water main line breaks that occurred in 2019 and how that compared to previous years. Brian Davenport explained that it was higher than previous years. Scott Morrison explained that he had heard that all of the water companies in the area suffered from a large number of leaks this year. Karin Wilson asked for clarification regarding ongoing billing system issues that were mentioned in the staff reports. Steve Anderson explained that it concerned meters which have multiple billing accounts tied to them and that there have been some lessons learned with the Community Water customer accounts. The issues are being resolved with Caselle. Bob Neumeister asked about the water right transfer that Doug Evans had been working on prior to his retirement; Scott Morrison explained that the approval for the ongoing water rights was given in the third quarter of 2019. There were no further questions.

5. **Financial Management: Lisa Hoffman** (5 minutes)

- a. Administrative Control Board Timeline: Lisa Hoffman explained that the December financial data will be presented with the end of year information in February. She then discussed the Board Timeline and the key activities that the Board can expect over the next few months.
- b. Other:

6. **Master Agreement Discussion: Scott Morrison** (45 minutes)

- a. Change in Nomenclature - Master Agreement Surplus Water: Scott Morrison led a discussion in response to the Board's request and position that there is no such thing as surplus water and referring to water as such diminished its perceived value. The reference Surplus Water is a naming convention from the Western Summit County Project Master Agreement. The Board requested this discussion

topic in the January meeting. Scott forwarded the staff recommendations for the new reference for the Master Agreement water the District makes available. The recommendations included: Regional Supply, Regional Contract Supply, Master Agreement Supply, and Contract Water. The Board discussed the name reference and decided on Regional Water Supply as the term used here forward regarding water made available through the Master Agreement.

- b. Master Agreement Exhibit D - Water Projections for 2024: Scott Morrison explained that Exhibit D defined in the Master Agreement includes the 5-year projection for Regional Water Supply in the Master Agreement. There are two categories that the District focuses on in our water delivery projections: the annual acre-feet, supported by our water rights, and the peak summer delivery rate, supported by our system source capacity. Beginning in 2022, the peak summer delivery rate reduces to 500 gallons per minute (GPM), the minimum rate required by the Settlement Agreement, and remains at this level through the conclusion of the Settlement Agreement term in 2025. Since we are providing the minimum peak summer delivery rate allowed per the terms of the Settlement Agreement in 2024, our focus for completion of Exhibit D turns to our annual volume of delivery in acre-feet. Scott presented the District's water right projections through and beyond 2024 and recommended making 650 acre-feet of water available in 2024, with a peak summer delivery rate not to exceed 500 GPM, on Exhibit D. There was further discussion regarding a development project being contemplated near Home Depot. Scott promised to follow up with Summit County's Community Development Director and adjust the volume of water available in 2024 based on the updated development projections.
- c. Master Agreement Water Rate Study - Proposed Timeline: Scott Morrison explained that the staff has prepared a projected timeline for the Master Agreement Water rate study that has been contemplated for 2020. The details are below:

**January 1st – Mid March:** meet with potential consultants, obtain quotes, make a selection

**Mid March – June 1st:** perform rate study

**June 11th:** present rate study findings to the Administrative Control Board, consider a recommendation to the County Council

**June 24th:** present rate study findings and Administrative Control Board recommendations to the County Council in a Work Session

**June 24th – August 6th:** work sessions between the Administrative Control Board and County Council to reach consensus

**August 13th:** Administrative Control Board to consider final approval of the Master Agreement Water Rate

**September 10th:** Administrative Control Board meeting, 2021 budget presentations begin

d. Other:

**7. Legal: Dave Thomas (5 minutes)**

- a. Other: Dave Thomas updated the board on the proposed development in the vicinity of Home Depot as it relates to the District's Master Agreement Exhibit D numbers. The stakeholders are currently working to determine details regarding project density.

**8. General Manager Comments: Scott Morrison (15 minutes)**

- a. District Update: Scott Morrison updated the Board on the new well drilling project in lower Silver Creek. Scott also informed the Board that the Glenwild water line improvement project was expected to be completed in late January or early February.
- b. Board Member Terms and March Elections: Scott Morrison reminded the Board of the elections that are planned annually in March. Mike Kobe discussed interest in remaining as the Chair but also his willingness to let another Board member take the lead role if they so desired.
- c. Other:

**9. Adjourn:**

Pursuant to the American with Disabilities Act, Individuals needing assistance attending the meeting January 16, 2020 should contact Marti Gee at 435-940-1916 ext. 302 to make arrangements. The next MRW Administrative Control Board Meeting will be held on February 20, 2020.