



APPROVED MINUTES

**Administrative Control Board Meeting
July 20, 2023**

Attendance:

Board:

Karin Wilson
Ian Schofield - *remote*
Mike Kobe - *remote*
Joel Fine
Cory Shorkey

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun - *absent*
Sam Grenlie
Anna Peacock
Brian Davenport
Erik Malling

Summit County Attorney:

Dave Thomas

Guest:

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on July 20, 2023 at the Mountain Regional Water SSD District Office, 6421 N Business Park Loop 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/86352712470?pwd=M0xrcWV3UTFOQmpTWEU0NXd4MnZDZz09>

Passcode: **232882**

Webinar ID: **863 5271 2470**

To Dial in for Audio: **669-900-6833**

- 1. Call to Order & Public Input:** Karin Wilson called the meeting to order at 6:00 pm.
No public in attendance and there was no public input. Andy Garland introduced Erik Malling as one of the District's staff in the Lead Technician Training Program.
- 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
no executive session
- 3. Consent Agenda:**
 - a. Approval of the June 15, 2023 ACB Meeting Minutes: no comments
 - b. Approval of the June 2023 Check Register:

Karin Wilson inquired about the driveway repair check on Crestview in Summit Park. Steve Anderson responded that yes, when the District has to repair a mainline break, sometimes this requires removing a portion of the customer's driveway. The District has found it is more effective regarding both staff time and cost if the customer pays for the repair and the District reimburses them. The customer must also sign a waiver and release that Dave Thomas has helped the District draft.

Karin Wilson inquired about the new keypads for the doors. Steve Anderson responded yes, PC Lock and Key installed the new keypads.

Karin Wilson inquired if the codes were the same for all employees and all locations. Brian Davenport responded that was correct and that any contractors that are engaged with District work have separate codes that do expire.

Karin Wilson inquired about the insurance check and if this is a new premium or an annual premium. Steve Anderson responded that this was an annual premium charge.

Ian Schofield inquired about the work that Flare did and if it was pipe work.

Sam Grenlie responded that the work was for the Silver Springs pump station and a new transfer pump.

Ian Schofield inquired if the District typically purchases fire hydrants and if the cost of the fire hydrant is solely that of the District or is the cost shared with PC Fire? Brian Davenport responded that the District purchases new fire hydrants occasionally and there is not any cost sharing as the fire hydrants belong to the District.

Ian Schofield inquired about the check to Eminent Technical Solutions LLC with a description of "Sophos Phish Threat Campaign". Andy Garland responded that the phishing test was for our employees to see how well the cyber security training went.

Joel Fine made a motion to approve the consent agenda as discussed.

Cory Shorkey seconded the motion. All were in favor and unanimously approved.

4. Financial Management: Steve Anderson

- a. June 2023 results: Steve Anderson went over the preliminary financial results and highlights from June 2023.

Joel Fine inquired if the District has enough money for the new building.

Steve Anderson responded that yes, the District is ok. It was always planned that the District would borrow for the new building. Steve noted there would be a further update later in the meeting.

Cory Shorkey inquired about the low-income housing for Promontory employees and if this falls under the Promontory special impact fees. Dave Thomas responded that yes. Karin Wilson asked if there is a different way to process this

since they are not single-family homes. Sam Grenlie responded yes, the District does have a method for determining this.

5. General Manager Comments: Andy Garland

- a. Consideration of approval of changes to the Staff Engineer job description
Andy Garland gave a brief review of the Staff Engineer job description.
Karin Wilson asked Sam Grenlie if he liked and approved the job description. Sam Grenlie responded that yes, he approves the Staff Engineer job description and that he also assisted in the updates to the job description.

Joel Fine made a motion to approve the Staff Engineer job description. Cory Shorkey seconded the motion. All were in favor and unanimously approved.

Andy Garland wanted to thank Sam Grenlie for all his hard work with the Summit Park Woodland line replacement project. This project has been very challenging.

- b. Update on MRW CUP application for new office and shop complex
Andy Garland gave a brief update on the CUP application for the future office and shop complex on the Gilmore parcels.

Andy Garland stated that the ACB Board retreat is scheduled for the Zions building in town. This retreat will also take the place of the evening board meeting for that month.

Andy Garland stated that the solar array with Rocky Mountain Power is moving forward but we need to NOT have any press without RMP permission. Lisa Hoffman and Ameresco are working together on this.

6. Legal: Dave Thomas none

7. Questions on Department Updates:

Karin Wilson did not have any questions.

Mike Kobe did not have any questions.

Corey Shorkey did not have any questions.

Ian Schofield inquired of Sam Grenlie if there were any updates on the Master plan.

Sam Grenlie responded that yes. He is working on a draft to present to the board for the next meeting. There were not any big surprises regarding what he has reviewed so far.

Joel Fine did not have any questions.

8. Adjourn:

Joel Fine made a motion to adjourn the meeting.

Cory Shorkey seconded the motion to adjourn the meeting.

Karin Wilson adjourned the meeting at 6:30 pm.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on July 20, 2023 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on August 17, 2023.



8-17-2023

Mountain Regional Water SSD ACB Chairperson

Date

IAN SCHOFFELD



8/17/23

Mountain Regional Water SSD General Manager

Date