



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

**Administrative Control Board Meeting
June 17, 2021**

Attendance:

Board:

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

Staff:

Scott Morrison
Lisa Hoffman
Steve Anderson
Chris Braun
Brian Davenport-absent
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 a Regular Meeting session on June 17th, 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/85916007950?pwd=MzE3SHlXU2w3ZmxhNU1IM3V2V0NXdz09>

Webinar ID: 859 1600 7950

Passcode: 588592

To Dial in for Audio: 346-248-7799

- 1. Call to Order & Public Input:** **Karin Wilson** called the meeting to order at 6:05 pm
No public attending and no public comment.
- 2. Executive Session – Security, Personnel, and Possible Litigation:**
Tim Dougherty made the motion to move into the Executive Session.
Ian Schofield 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.

Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed.
Returned from Executive Session 6:27 pm

3. Consent Agenda: (10 minutes)

- a. Approval of the May 20th, 2021 ACB Meeting Minutes: **No comments**
- b. Approval of the May 2021 Check Register:
- c. Consideration of Approval of Purchase Orders:
 - i. PSI Technologies - Chlorine Generation System for Treatment Plant (\$119,300)

Ian Schofield made a motion to approve the consent agenda and the Consideration of Approval of Purchase Order for PSI Technologies - Chlorine Generation System for Treatment Plant (\$119,300). Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed.

d. Other:

Tim Dougherty inquired about the checks regarding the backhoe lease and the checks to Caterpillar. Steve Anderson responded that the original check mailed out to Caterpillar headquarters was never received, so a stop payment was placed, a new check was re-issued and mailed to a local office. The replacement check was received.

Tim Dougherty asked about the check regarding the Ford Escape repairs.

Steve Anderson and Chris Braun confirmed that these were minor repairs due to maintenance.

Tim Dougherty inquired if the flow meter regarding the Spring project was just for MRW use or also for Summit Water Distribution to use. Scott Morrison and Chris Braun confirmed this was for MRW use only, for the ongoing Spring project.

Tim Dougherty inquired about the check golf course main line break. Steve Anderson confirmed that this was the main line break on the Canyons golf course and Brian Davenport felt it was in MRW's best interests to hire a third party to repair the main line break.

Ian Schofield asked about the need to retire the silver 2011 Ford Escape. It has low miles and the repairs have been minor, staff recommends holding onto it. It is primarily being used as an extra office personnel vehicle and for seasonal employee use. If the repair costs grow, the District will retire the vehicle. Ian Schofield inquired what the total cost was for the shallow wells rehab down at Lost Canyon. Chris Braun replied that the last of the expenses were paid today and MRW does not anticipate any cost in the near future. Ian Schofield asked if we have more than 1 lease for a backhoe. Steve Anderson explained that last month was the approval and now the check is reflected on the register. MRW has 4 leases in total for large machinery, a mini, a skidsteer and 2 backhoes.

Joel Fine asked if we were able to anticipate any future expenses. Scott Morrison responded that our budget is approved and based on planned monthly expenses, expected repairs and maintenance are accounted for as well as contingency for unexpected repairs or maintenance.

Karin Wilson asked about the checks referencing the treatment plant. Scott Morrison responded that the Jacobs expense was for the optimization studies currently in process. The Nickerson expense was for filter feed pumps.

Karin Wilson inquired about the landscape repairs. Steve Anderson explained that this expense was an accumulation of a few repairs during the winter and spring.

Legal: Dave Thomas absent 6:43 pm

- a. Consideration for Recommendation of Approval of the Certified Tax Lien for Delinquent Fees and Charges for the Mountain Regional Water Special Service District to the District's Governing Board

- b. Other: Scott Morrison briefly explained the Certified Tax Lien exhibit process. Joel Fine asked about the process of how customers end up on the exhibit. Anna Peacock explained the procedures of our shut-off notices for those customers connected to water and that most of the customer accounts referenced on the lien exhibit are standby accounts for which we are not able to "shut off" due to non-payment.

Tim Dougherty asked who double-checks the figures on the exhibit.

Anna Peacock explained that Steve Anderson will double-check the accuracy of the amounts per customer to be liened and Steve Anderson confirmed. Anna Peacock explained that the amounts listed on the exhibit were from March 2020 to the current billing date and would show up in the customer's 2021 Summit County tax statements as an assessment from MRW.

Tim Dougherty inquired about the fee listed, if this was based on a formula. Anna Peacock responded that the fee was \$20.00 per lien. This is regulated by Utah State Code and is to help with our administrative costs, i.e. notices and mailing.

Ian Schofield made a motion to approve Consideration for Recommendation of Approval of the Certified Tax Lien for Delinquent Fees and Charges for the Mountain Regional Water Special Service District to the District's Governing Board. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

4. Consideration of Approval of the Pine Meadows Mutual Water Company Annexation Fee Agreement: Scott Morrison (6:53 pm)

Scott Morrison briefly explained the Pine Meadows Mutual Water Company Annexation Fee Agreement that he would like to present to PMMWC.

Ian Schofield made a motion for Consideration of Approval of the Pine Meadows Mutual Water Company Annexation Fee Agreement per discussion. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

5. General Manager Comments: Scott Morrison 7:04 pm

- a. Discussion Regarding Participation in Summit County's Pending Design & Construction Contract with GSBS Architects for the Summit County Services Development- Scott Morrison gave a brief summary of the status of the County's contract for master planning and facility design with GSBS Architects. Scott Morrison recommended to the Board the District participate in the GSBS contract through design of the District's new facility. Off-ramps were discussed including at the completion of the subdivision process and parcel purchase, and following conceptual design and cost estimate of the new District facility. The Board supported Scott Morrison's recommendation.
- b. Update Regarding Current Drought Conditions and Related District Actions
Scott Morrison gave a brief summary of the status of Drought Conditions. Scott Morrison explained that MRW is enforcing our policy of every other day watering in regards to our customers. Staff and Board briefly discussed the drought and solutions to help preserve water resources.
- c. Other:

6. Financial Management: Steve Anderson 7:29 pm

- a. Update on May 2021 results
- b. Other:
Steve Anderson gave a brief summary review of the May 2021 financial results.

7. Customer Service: Lisa Hoffman 7:39 pm

- a. Presentation of Customer Survey Results and Action Items
Lisa Hoffman gave a brief summary of the first MRW Customer Survey results. Overall the results were very positive and MRW customers seem pleased with the services being provided

8. Questions on Department Updates: 7:55 pm

Karin Wilson

Ian Schofield inquired about the Redhawk lot and antenna issue. Scott Morrison responded that the agreement and easement were signed today. All parties seem pleased with the outcome. Ian Schofield inquired about Pine Meadows water rights and the moratorium on moving water rights into the district. Scott Morrison responded that yes this is a concern and MRW needs to contact Utah's Division of Water Rights with respect to transferring water rights in the Snyderville Basin. Ian Schofield inquired about the leak protocol. Scott Morrison explained that the District wants to have something

in place officially that not only helps in the field and office personnel but the customer as well. Standard Operating Procedure or SOPs are being drafted.

Ian Schofield asked Chris Braun what Mike Bradley's new title/position is. Chris Braun responded that it was the GIS position approved last month.

Tim Dougherty no questions.

Joel Fine no questions.

9. Adjourn: Karin Wilson adjourned the meeting at 8:01 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on June 17, 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 July 15, 2021.