



UNAPPROVED MINUTES

Administrative Control Board Meeting December 12, 2024

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Cory Shorkey

Staff:

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

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 a regular session on December 12, 2024, at the District's office at 6421 N Business Park Loop Rd, Suite A, 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/81116114190?pwd=a1VCYmUweUlRXTY2xZMTNjZk9Kdz09>

Passcode: 481241

Webinar ID: 811 1611 4190

To Dial in for Audio: 669-900-6833

1. Call to Order and Public Input:

Karin Wilson called the meeting to order at 6:00 PM

There was no public in attendance or online and there was no public input.

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

Ian Schofield made a motion to move into executive session to discuss personnel.

Joel Fine seconded the motion.

All were in favor and unanimously approved.

The meeting moved into the executive session at 6:01 pm.

Cory Shorkey made a motion to move out of the executive session after discussing personnel.

Ian Schofield seconded the motion.

All were in favor and unanimously approved.

The meeting moved out of the executive session at 6:21 pm.

3. Consent Agenda: (10 minutes)

- a. Approval of the November 21, 2024, ACB Meeting Minutes **no comments**
- b. Approval of the November 2024 Check Register **(see below)**
- c. Purchase Orders:

Ian Schofield asked if the EDM Partners check was for a warranty claim. Sam Grenlie replied that EDM Partners has been a valuable resource for resolving issues not covered by the warranty on the Woodland project.

Ian Schofield commended the staff for their safety record, noting that they were eligible to receive their safety bonus as a result.

Ian Schofield asked if the \$250,000 check to Ameresco was the last payment.

Steve Anderson replied that yes, this is the last bill, the solar is all paid for.

Chris Braun stated that Mountain Regional has received approval for the \$400,000 grant from Blue Sky and that the funds are on their way.

Ian Schofield asked how the fraudulent charge was detected. Steve Anderson explained that the charge was unrecognized, and there was no receipt for it. The charge was disputed, and we received a refund.

Karin Wilson inquired about Woodland Place charges and if these are part of the Woodland project. Steve Anderson and Sam Grenlie confirmed that Woodland Place was included in the project. Although not an official change order, the District chose to extend and enhance Woodland Place.

Ian Schofield 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. November 2024 preliminary financial update - **Steve Anderson reviewed the November 2024 financial results.**
- b. 2025 Tentative Budget and 2024 Proposed Amendments update - **The budget was presented to the Summit County Council on 12/4/2024 and was approved.**

5. District Engineer Comments: Sam Grenlie

- a. 2024 Capital Project End-of-Year Summary

Tier 1 Projects No significant bid projects this year.

Tier 2 Projects:

- 1.) **The Sage Hills Estates Betterment project has been finished within budget and has received conditional acceptance from the District.**

- 2.) Brown's Canyon Connection Betterment Project water line upgrade, budgeted at \$255,000, continues into 2025 under Promontory's management.

Tier 3 Projects:

- 1.) The Old Ranch Booster Pump Station Upgrades project has a revised budget of \$1,100,000. Mechanical and site improvements will be finished in 2024, with electrical equipment installation continuing into 2025.
 - 2.) The Sun Peak Well 2 project, including rehabilitation and electrical upgrades, was completed within budget. The well is now operational with new drainage, electrical and SCADA panels, and enhanced ventilation.
 - 3.) Summit Park Wells Rehabilitation and SCADA:
Two Summit Park wells were upgraded. Well #2 was brushed, bailed, videoed, and received a new pump and motor. Well #5 was brushed and bailed, and received a new pump, motor, and discharge column, and will remain for emergency use only. Electrical and SCADA upgrades for Well #2 are planned for 2025. The \$130,000 project was completed with \$64,770 savings due to deferring electrical and SCADA improvements.
 - 4.) Lost Canyon Transmission Line Gate Valve:
The Lost Canyon Transmission Line project, which involved installing a new isolation valve, is complete. The project cost \$33,244, saving \$54,000, with \$31,798 remaining in the budget.
 - 5.) Silver Creek Paving:
The Silver Creek Tank and Booster Pump Station project, which included paving and drainage improvements, cost \$90,798.25, exceeding its \$80,000 budget. The overage was due to a long-term solution that offset costs on other projects. The project is now complete.
- 6. Consideration and approval of the Second Amendment to Infrastructure Agreement Mountain Regional Water Special Service District (Lot 5):**
Karin Wilson met with Andy Garland, Steve Anderson, and Lisa Hoffman to review the costs. Following the in-depth review, Karin Wilson stated she was comfortable moving forward with the agreement.
Lisa Hoffman provided a brief overview of the FJ Gillmor Lot 5 Cost Spreadsheet Reconciliation.
- Ian Schofield made a motion to approve the Second Amendment to the Infrastructure Agreement Mountain Regional Water Special Service District (Lot 5)

Joel Fine seconded the motion.

Mike Kobe, Ian Schofield, Karin Wilson, and Joel Fine were in favor, and Cory Schorkey abstained.

The motion passed with a majority.

7. **Consideration and Approval of Merit Increase for the General Manager, Andy Garland**
Mike Kobe made a motion to approve the 4% Merit Increase for the General Manager, Andy Garland.

Joel Fine seconded the motion.

All were in favor and unanimously approved.

8. **General Manager Comments: Andy Garland**

- a. New Office and Shop Update

Andy Garland provided an update regarding the ongoing construction of the new office and shop building.

Andy Garland commented that the District has decided to put water on the table for 2029-2034 under the Western Summit County Regionalization Agreement.

Andy Garland commented that the District can put water on the table in 2026 if the Highway 224 project gets delayed.

Andy Garland commented that the Sanitary Survey was completed and all deductions or violations have been fixed and completed.

9. **Questions on Department Updates:**

Karin Wilson commented on the positive effect of the District's Lead Tech Program.

Karin Wilson commented that it is great to see the first savings for the District thanks to the solar array.

Mike Kobe had no questions.

Cory Schorkey had no questions.

Ian Schofield had a question for Brian about the contractor who hit a line and we billed. Did we have a meeting prior? Brian Davenport stated that there was supposed to be a blue stake meeting before the contractor began work. The contractor, however, started working before the meeting.

Joel Fine had no questions.

10. **Adjourn:**

Cory Shorkey made a motion to adjourn the meeting.

Joel Fine seconded the motion. All were in favor and unanimously approved.

Karin Wilson adjourned the meeting at 7:05 p.m.

Mountain Regional Water SSD ACB Chairperson

Date

Mountain Regional Water SSD General Manager

Date

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on December 12, 2024, 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 16, 2025 .