



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

Administrative Control Board Meeting
January 20, 2022

Attendance:

Board:

Mike Kobe
Joel Fine
Karin Wilson
Tim Dougherty
Ian Schofield

Staff:

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

Summit County Attorney:

Dave Thomas

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 January 20, 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 January 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/86913780019>

Webinar ID: 869 1378 0019
To Dial in for Audio: 669-900-6833

1. **Call to Order and Public Input:** Mike Kobe called the meeting to order at 6:00 pm.
No public attending and no public comment. David Warnock, Summit County Human Resources Director, joined during the operation report given by Brian Davenport (agenda item number 4).

2. **Consent Agenda:**

- a. Approval of the December 16, 2021 ACB Meeting Minutes: Ian Schofield commented that his name was spelled incorrectly. Scott Morrison acknowledged the mistake and noted it would be corrected before the final posting of minutes.
- b. Approval of the December 2021 Check Register: Tim Dougherty inquired about the checks for \$1,000 and \$600 for electric supplies purchased and asked if there are District staff qualified to do electrical work. Chris Braun responded yes, District staff is knowledgeable to install the cabling and wiring and a licensed electrician performs the remaining work. Tim Dougherty inquired about the Thorcon security deposit refund. Steve Anderson responded this deposit was for a fire hydrant meter rental. When the fire hydrant meter is returned, any damages and water usage charges are deducted and the balance is then refunded. Tim Dougherty inquired about the drug test. Steve Anderson responded that this was a random routine test.
Joel Fine inquired if costs are going higher for electricians. Chris Braun responded yes, costs for electricians and contractors have increased over the past year and the District expects the costs to continue increasing.
Karin Wilson inquired about the mechanical sound boost check. Scott Morrison responded this was for the old ranch road pump station. Several homes are anticipated to be built in the area and the District is trying to soundproof to prevent a future noise complaint. Karin Wilson inquired about the two Preferred Paving charges. Steve Anderson replied this was for patchwork due to leak repairs. Karin Wilson inquired about the \$20,000 check with the description, painted valley water service. Scott Morrison replied that there were three lateral service lines missing and the District paid to install them, instead of Promontory, due to an error the District had regarding a large water tap. Karin Wilson inquired about the impact fee refund to the Case family. Steve Anderson replied that typically the District does not refund impact fees and would prefer the impact fees paid to stay with the property and be a credit towards the future building. However, in this case, the customer pulled their permit with Summit County and fulfilled the District requirements to receive the refund.
Ian Schofield inquired about the December check to Jacobs Engineering for Signal Hill Treatment Plant work and if it was complete. Steve Anderson responded that yes the District is caught up on billing with Jacobs Engineering,

but we will be getting invoices throughout the year totaling \$300,000.00 for the study to expand the treatment plant. Ian Schofield inquired about Lost River Works. Steve Anderson replied that this was for Doug Evans's consulting work. Ian Schofield inquired about the number of Whitney Advertising invoices. Steve Anderson replied this was for the employee gifts for Christmas, stock for trade shows, and new employees. Ian Schofield thanked the District for planning and providing the employees with a holiday lunch.

c. Consideration of Approval of Purchase Orders:

- i. Hydro Specialties Co.: \$108,936.72 - The District would like to order a large number of meters, based on how many were purchased in 2021 and will be needed for installation in 2022. Due to potential supply chain issues, this will allow Hydro Specialties to fulfill the District's order as the meters become available. Mike Kobe inquired if this purchase was within the budget. Steve Anderson replied that it was.
- ii. Larry H. Miller Auto/Ford: \$182,636.40 - Steve Anderson commented this purchase is for five trucks and the District budgeted \$200,000.00 for new trucks in 2022. Tim Dougherty inquired why the District does not use a local dealership and if the same discount can be received from any dealer. Steve Anderson replied that since the District purchases trucks on a state contract it is assumed all dealerships would have to honor the state contract pricing, but Steve Anderson would double-check with Casey Wilde the District's Fleet Manager. Brian Davenport commented that the local dealerships do not have the state contract, but Larry H Miller does and while the other local dealerships may be able to match the pricing, it is easiest to go with the state contract holder and it stays within our procurement policies

d. Other:

Ian Schofield made the motion to approve the Consent Agenda as discussed including the purchase order for Hydro Specialties Co in the amount of \$108,936.72 and Larry H. Miller Auto/Ford in the amount of \$182,636.40. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

3. Financial Management: Steve Anderson

- a. Update on December 2021 results
- b. Other:

Steve Anderson gave an update on the December 2021 Financial Results

4. 2021 Operations Report: Brian Davenport

- a. Presentation of the District's Leak Dashboard and 2021 Leak Repairs
- b. 2021 Maintenance Report

Brian Davenport along with Chris Braun presented the District's Leak and Repairs dashboard along with the maintenance report for 2021.

Joel Fine inquired if the leaks were getting worse in Summit Park. Brian Davenport responded that it is not necessarily worse but a result of aging water lines deteriorating.

Tim Dougherty inquired if any of the information was a surprise to the operations staff. Brian Davenport responded no, the amount of work was not a surprise because he has been keeping a record, but that it is helpful to see it visually.

Ian Schofield commented that he wanted to thank the operations staff for all the work that was completed.

5. 2022 Capital Project Preview:

Sam Grenile presented a preview of 2022 Capital Projects.

Tier 1 Projects (Quarterly Board updates, contracts are 5% of District annual operating budget, or greater and generally include large construction projects with external management support) Projects currently included in this category are Summit Park Tank #1 Replacement, and Summit Park Woodland Water Line Replacement.

Tier 2 Projects (Board is updated annually or as necessary. Moderate sized, bid construction projects with external management support) None currently scheduled.

Tier 3 Projects (Board is updated annually or as necessary. District managed system upgrades and construction) Projects currently included in this category are Kilby Booster Pump Station Upgrades, Spine Booster Pump Station Upgrades, Silver Springs Booster Pump Station to White Pine Tank Connection, 2022 Lost Canyon Piggig Project, and Colony Air break Tank Upgrade.

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 description and explanation of the parcel location to be annexed.

Ian Schofield inquired as to how the lot was previously receiving water. Scott Morrison responded that they have an existing well.

Ian Schofield inquired about the well water rights being transferred to the District. Scott Morrison explained that the District has already received impact fees for this parcel and he is not comfortable with asking for the rights to the well retroactively, but he is willing to ask the owner what the plans are for the well's water rights.

Ian Schofield made the motion to TABLE the recommendation for approval of the Annexation of Parcel PP-38-C-2 into the Service Area of the District by the Summit County Council.

Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.

The recommendation of Approval of the Annexation of Parcel PP-38-C-2 into the Service Area of the District is tabled for another meeting until the well water rights are further investigated.

7. Consideration of Approval of the Engineering Evaluation for Pine Meadows Mutual Water Company Annexation Scope of Services performed by Bowen Collins & Associates in the Amount of \$72,429:

Scott Morrison gave a brief review of the Pine Meadows Mutual Water Company annexation and discussed several District staff concerns as follows; 1) possibility of separate policies and rates due to no outdoor watering, 2) challenges of operating a very remote system, 3) record growth in the District's current service area and 4) District staffing resources due to Scott Morrison's departure. As a result of these concerns, District staff is evaluating the potential of pausing the annexation process and reconsidering a wholesale contract. Due to this evaluation, Scott Morrison recommended holding off on approval of the engineering evaluation.

Ian Schofield made the motion to TABLE the Consideration of Approval of the Engineering Evaluation for Pine Meadows Mutual Water Company Annexation Scope of Services performed by Bowen Collins & Associates in the amount of \$72,429.

Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.

The Consideration of Approval of the Engineering Evaluation for Pine Meadows Mutual Water Company Annexation Scope of Services performed by Bowen Collins & Associates in the amount of \$72,429 is tabled.

8. General Manager Comments:

- a. Preview of the District's 2022 Goals and Key Activities
- b. Other:

Scott Morrison gave a preview of the District's 2022 Goals and Key activities within each department.

9. Legal: Dave Thomas

- a. Other: nothing

10. Questions on Department Updates:

Karin Wilson asked Steve Anderson if his report regarding water consumption having increased is due more to customers (growth) or actual consumption. Steve Anderson responded that the increase was due to growth. Karin Wilson asked what insurance renewal is due in February. Steve Anderson responded that the insurance renewal is for Liability, Property, Auto and we are working with our agent on the renewals.

Tim Dougherty had no questions.

Ian Schofield asked Anna Peacock if the Eye on Water customer signup percentage is increasing, noting it is close to 50%. He inquired if the District is doing anything to

increase the numbers. Chris Braun responded that the sign-ups are increasing slowly but steadily. Lisa Hoffman commented that the customer service staff are talking to our customers, signing them up automatically when we are able.

Joel Fine had no questions.

Mike Kobe had no questions.

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

Tim Dougherty wanted to thank Scott Morrison for all his hard work District.

Ian Schofield made a motion to move into the executive session. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed. 7:46 pm adjourned to executive session.

Ian Schofield made a motion to move out of the executive session. Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed.

8:29 pm returned from executive session.

12. Adjourn:

Karin Wilson made a motion to adjourn the meeting. Ian Schofield seconded the motion to adjourn. All voted in favor of the motion. Motion passed.

Mike Kobe adjourned the meeting at 8:30 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on January 20, 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 February 17, 2022.