



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

**Administrative Control Board
November 12, 2020**

Attendance:

Board:

Mike Kobe
Bob Neumeister
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

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Session on November 12, 2020 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 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 and considering public health orders limiting in-person gatherings, 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 October 30, 2020. All participants and 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/83262672122>

To Dial in for Audio: 346-248-7799
Webinar ID: 832 6267 2122

- 1. Call to Order and Public Input:** Mike Kobe called the meeting to order at 6:02 PM. There was no public attending, no public comments.

Mike Kobe read into the record written determination supporting Mountain Regional WaterSSD 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 and considering public health orders limiting in-person gatherings, 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 October 30, 2020.

- 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition:** (6:05pm)

Mike Kobe inquired if the board should move to the Executive Session.

Karin Wilson made the motion to move into the Executive Session.

Bob Neumeister seconded the motion. All voted in favor of the motion. Motion passed. Moved to Executive Session.

Karin Wilson made the motion to move out of the Executive Session.

Bob Neumeister seconded the motion. Board meeting moved out of Executive Session.

- 3. Consent Agenda:** (6:38 pm)

 - a. Approval of the October 22 2020 ACB Meeting Minutes: No comments.
 - b. Approval of the October 2020 Check Register:

Ian Schofield inquired about what TP meant describing the backup generator. TP refers to Treatment Plant. Ian Schofield inquired about the check to Aqua Engineering and the reference about being over budget. Is this a trend or an issue we should be aware of? Sam Grenile responded that he does not think this is a problem or a recurring issue. Ian asked if we are pleased with them. Sam replied yes. Aqua Engineering has been great to work with. Aqua Engineering has a great relationship with MRWSSD and Aqua Engineering is very budget conscious. Ian Schofield inquired as to what MCC assembly referred to in reference to the Community Water Project? Scott Morrison explained that MCC was the acronym for Motor Control Cabinet. Ian Schofield inquired about the PC School district overpayment check? Was this a billing or meter issue? Steve Anderson explained that PC School District overpaid on their monthly billing, the check reflected the refunded amount.

Bob Neumeitseter did not have any questions regarding the check register.

Tim Dougherty inquired about Geneva Rock check and was this for gravel? Staff confirmed that the check was for gravel for the construction of the generator concrete pad & parking lot. Tim Dougherty also inquired about Aqua Engineering check regarding the concrete pad design. Does this include everything? How big

is the pad? Scott Morrison replied that the pad is actually quite large and the check includes structural design costs.

Tim Dougherty inquired about the drug test? Was this due to an accident? Scott Morrison confirmed that yes, this test was due to an employee auto accident.

Mike Kobe commented that the descriptions need to be better on the checks and this would eliminate some confusion on the board's end and therefore require less questions.

Karin Wilson inquired about several items referencing power service? Were these items due to well maintenance? Steve Anderson confirmed the payment was for air compressor maintenance.

c. Consideration of Approval of P.O.: There were no P.O.s up for consideration

d. Other:

Karin Wilson made the motion to approve the Consent Agenda. Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed.

4. Financial Management: Steve Anderson (6:45 minutes)

a. Preliminary October results

Steve Anderson explained and presented the October 2020 financial report. MRW is \$1.33 million better than the budget. \$1.2 million is from revenue such as water sales and impact fees. MRW is under budget about \$80,000 for the year. The consumption / connections are as expected and the AR balance is doing well. It does not appear that COVID has impacted our collections as of yet. Retail water sales were higher for October 2020 than previous years. October's residential and golf course sales were the majority of this reason.

b. Recap of Budget presentation to County Council- Steve Anderson and Scott Morrison presented the Budget to the County Council and this went well. Council thanked us for our professional budget presentation and they appreciated this for the past several years. MRW will meet with Council on December 2, 2020 for a Public Hearing and consideration for final approval of our budget.

c. Other:

5. Overview of the District's 2020 Conservation Plan: Scott Morrison (6:50 pm)

Scott Morrison shared his screen and presented the Executive Summary of the Report. The entire report is in the packet. This report was drafted from Doug Evans' previous conservation plan. Scott Morrison and Lisa Hoffman along with Tim Dougherty, who is the Conservation Chair have made additions, updates and redlines to the Conservation Plan. A draft was submitted to the State of Utah per the rules back in August 2020. There was only 1 small edit that needed to be made in regards to a table update. We are ready to finalize the report and submit to the State. We do need to have Board approval as well as a Public meeting to adopt in Dec. 2020.

Scott Morrison went through the Executive Summary. MRW is ahead of the State's regional conservation goals. This is due in part to our conservation based rate structure and we receive a benefit from the numerous second homes in our district that are not occupied year round. Two key components of our conservation plan are the installation of the smart meters and getting our customers to utilize this tool for water loss through leaks and excess consumption and to internally locate and repair leaks (reduce water loss) on the District's distribution lines.

MRW needs to publicly notice this document, publish it on our website, as well as have a hard copy for the public at the district office. MRW will need to have a public hearing to approve and adopt the Conservation Plan. Then the report, along with the minutes be submitted to the State.

6. General Manager Comments: Scott Morrison (7:13 pm)

- a. Consideration of Approval of Employment Contracts for Lisa Hoffman and Chris Braun Ian Schofield made the motion to approve the Employment Contracts. Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.
- b. Consideration of Merit Bonuses for District Employees Scott Morrison referenced the memo recommending \$1000.00 per employee be approved due to the accomplishment of goals for the District as a whole. Bob Neumeister questioned if part time employees receive a bonus and is it prorated based on hours worked? Lisa Hoffman and Scott Morrison confirmed that yes part time and partial year employment is prorated. Bob Neumeister inquired about the safety bonuses. Scott Morrison explained that the safety bonuses are provided throughout the year as part of the District's safety incentive program. The annual safety award can be up to \$500 per person. The safety committee recommends incentive levels and total award levels to the General Manager. Tim Dougherty inquired as to what the budget allowed and what our policy allowed for merit bonuses. Scott Morrison explained that MRW is budgeted for \$1000.00 in 2020 and the policy allows for \$1500.00. MRW has budgeted \$1500.00 for the year 2021. Karin Wilson mentioned we could exceed the budget if we wanted to and approve \$1500.00. KarinWilson feels 2020 was a tough year and employees should receive the higher amount. Lisa Hoffman explained that \$1500.00 was not in the budget and we would have to make an amendment to the budget. Dave Thomas agreed with that statement. Bob Neumeister made the motion to approve Merit Bonuses of \$1000.00 per employee. Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed.
- c. Consideration for Recommendation to the Summit County Council, the adoption of the District's Amended COVID-19 Face Covering Policy- Scott Morrison explained the amended COVID-19 Face Covering Policy. The Administrative Staff has talked with all employees and it does not appear that this amended policy

will be a problem for the employees to adhere to. Tim Dougherty made a motion to approve the amended COVID-19 Face Covering Policy. Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed.

- d. **Update on Weber River Watershed Protection Activities - Wildfire Mitigation**
Scott Morrison explained this is an FYI for the board. Scott Morrison and multiple entities throughout the county would like to bring focus on Weber Canyon wildfire mitigation. This concept is trying to help the forest service with wildfire mitigation based on research.

- e. **Other:** Scott Morrison stated that Utah Olympic Park needs snowmaking water long term for their expansion. The UOP is talking to both MRW and Summit Water regarding who can provide water and at what cost. We can discuss this topic at a future meeting, Scott Morrison just wanted to let the Board know that this topic was in the near future.

Scott Morrison stated that Pine Meadows Mutual Water Company has made a request for an updated agreement. We currently have a connection with them for a water emergency, as well as an MOU. They are having challenges with their well not being able to provide adequate water for their community's needs. The updated agreement would establish MRW as their source and identify a rate. Scott Morrison stated that he foresees this is another water company that MRW would need to annex in and is the reason we were formed. Scott will continue research on the topic and meet with Pine Meadows leadership to discuss in December.

Scott Morrison mentioned that on the topic of our Backflow Program, the administrative staff have talked internally about our program. We would like to educate and train the board in the spring about our program. We are also looking for ways to improve our public outreach to educate our customers better on our Backflow Program and its necessity.

7. Legal: Dave Thomas (7:57 pm) No comments or updates.

Scott Morrison asked Dave if there was any info about Hideout Annexation. The Annexation is complete and litigation is ongoing.

- a. **Other:**

8. Questions on Department Updates: (7:59 pm)

Karin Wilson likes the pictures for Brian Davenport's report as well as the charts and graphs on Anna Peacock's report.

Bob Neumeister inquired if the meter replacement program was ongoing throughout the winter? Scott Morrison responded that yes, most of the meters left are inside meters and we will continue to replace them covid permitting. Bob stated that regarding the engineering report he appreciated the comments on safety. Bob mentioned the contract examples regarding the safety issue and assumes the county reviews and approves all our contracts. Scott Morrison stated that historically the County does not

review the contacts for MRW but asked Dave Thomas if this is something the county attorney's office could provide if necessary. Dave Thomas responded that they provide this service for other entities and can provide for MRW as well. Bob Neimeister stated that regarding the operations report, his private fire hydrant was painted, and would the hydrant have been flushed as well? Brian Davenport responded that yes, it is part of the monthly service fee. Painting, flushing, general maintenance. Bob also inquired if any of our workers considered "essential" workers in reference priority to the COVID vaccine? Dave Thomas responded no. It would be the medical fields first.

Tim Dougherty commented to Sam Grenile regarding the document about responsibility about safety. Tim Dougherty stated that this issue is not that cut and dry. It is our responsibility to bring it to the attention of the contractors if they are not being safe. Sam Grenile agreed and said that we have increased our awareness of safety procedures and potential liability.

Tim Dougherty mentioned receiving a letter from Dominion Energy regarding customers purchasing insurance for water lateral line repairs. Tim was just curious if any one else received a letter similar or knew about the letter. The consensus was that yes most have either received a letter or heard about the letter and that it was a third party providing this service under Dominion Energy.

Ian Schofield commented to Brian Davenport and thanked him about mentioning Summit Park in his report. Ian had a comment for Sam about the contract language regarding non compliance? Should this be in the contract? Ian asked Chris about his reference in his report that Rocky Mountain Power is slow & is there anything we can do or is it the contractor? Chris Braun responded that it was not the contractor, it is just Rocky Mountain Power is slow in responding to anything. Ian wanted to thank the staff again for the proclamation for Marti Gee.

Mike Kobe commented about the radio spot on KPCW about Day Without Water was really good. Thank you to Scott Morrison.

9. Adjourn: Mike Kober adjourned the meeting at 8:14 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on November 12, 2020 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on December 10, 2020.