



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

Administrative Control Board Meeting
April 21, 2022

Attendance:

Board:

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

Staff:

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

Summit County Attorney:

Dave Thomas-absent

Guest:

Andy Garland

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 April 21, 2022, at the Snyderville Basin Water Reclamation District Office, 2800 Homestead 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/81230747750?pwd=YWh1M1BiR2o1UjlmTk5ybmVxWjNzZz09>

Webinar ID: **812 3074 7750**

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

- 1. Call to Order and Public Input:** Karin Wilson called the meeting to order at 6:03 pm. Steve Goode and Ben were the public in attendance via zoom. No public comment.
- 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition:** Shifted to the end of the meeting. 8:57 pm
Ian Schofield made the motion to move into Executive Session. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed. The board adjourned to the Executive Session. Ian Schofield made the motion to move out of the Executive Session. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed. The board returned from the Executive Session.

3. Consent Agenda:

- a. Approval of the March 17, 2022, and March 29, 2022 ACB Meeting Minutes: **no comments**
- b. Approval of the March 2022 Check Register: **see below**
- c. Consideration of Approval of Purchase Orders: **no purchase orders**
- d. Other:

Karin Wilson inquired about a \$70K wire transfer? Steve Anderson responded that when the District closed Wells Fargo accounts there was money left over that was transferred to the Zions account. Karin Wilson inquired about the check to Loughlin and Associates? Steve Anderson responded that this was for work being done to study all of The District's groundwater sources. Sam Grenlie also explained that the project with Loughlin was for the 2022 calendar year.

Ian Schofield inquired about the Bowen and Collins check and are we happy with their schedule for far? Sam Grenlie responded that yes, this was for the work being done for Pine Meadows. And yes, so far we are very happy with the progress Bowen and Collins are making.

Mike Kobe had no questions regarding the check register.

Joel Fine had no questions regarding the check register.

Ian Schofield made the motion to approve the Consent Agenda. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

4. Consideration of Approval of the District's Drought Response Level for 2022:

Lisa Hoffman presented a PowerPoint regarding the Weber Basin's water restrictions for 2022 and a summary of Utah's Current Conditions, the District's Intent & Authority, an Overview of Levels, Triggers and Targets, Tactics & Approaches for Meeting Targets, District Reductions in Water Use Financial Impacts & Response, Enforcement, and the District's Next Steps.

Steve Anderson presented the Financial Impact and Response for the District.

Mike Kobe made the motion to approve the Updated Mountain Regional Water SSD 2021 Drought Response Plan and the District's Drought Response Level Plan for 2022. Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed.

5. Consideration of Approval of the Pine Meadows Mutual Water Company Memorandum of Agreement for wholesale water: Lisa Hoffman

Lisa Hoffman reviewed the Memorandum of Agreement for wholesale water between the District and Pine Meadows Mutual Water Company Memorandum. This document has been approved by Dave Thomas, District staff, and PMMWC.

Ian Schofield made the motion to approve the Pine Meadows Mutual Water Company Memorandum of Agreement for wholesale water. Mike Kobe seconded the motion. All voted in favor of the motion. Motion passed.

- 6. Consideration of Approval of the District Engineer and Staff Engineer Job Descriptions:** Lisa Hoffman reviewed the job descriptions for the District Engineer and Staff Engineer. David Warnock has reviewed and approved the job descriptions. Ian Schofield made the motion to approve the District Engineer and Staff Engineer Job Descriptions. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.
- 7. Consideration of Approval of a waiver for the new District General Manager to live outside Summit County:** Lisa Hoffman reviewed the waiver for the new General Manager to live outside Summit County boundaries. This was drafted by Dave Thomas and approved by Summit County Council. Mike Kobe made the motion to approve the waiver for the new District General Manager to live outside Summit County. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.
- 8. 2022 Impact Fee Facility Plan Work Session: Sam Grenlie/Lisa Hoffman/Steve Anderson** Lisa Hoffman presented a review of the ongoing work sessions regarding the reasons for a 2022 Impact Fee Facility Plan. Approval of the plan will not be necessary until presented to the board in the June 2022 meeting. Sam Grenlie presented the need for source development and the treatment plant expansion as:
1. Accelerating growth across the District
 - a. 4X the amount of impact fees collected
 - i. \$735K collected in 2020 to almost \$3.4M collected in 2021
 - b. Heavy growth at Silver Creek Village and Promontory developments
 2. No Signal Hill water treatment plant expansion is included in the 2019 IFFP
 - a. Included source development
 - i. Future well development
 - ii. Willow draw treatment plant
 3. Plant Expansion Project
 - a. Plant optimization efforts started in 2020
 - i. Identified areas for process improvement
 - b. Plant Expansion was identified to meet growing demands
 - i. Began working towards expansion alternatives in 2021
 - ii. A phased approach was preferred
 - c. Effort to date
 - i. Included were:
 1. Scoping goals and objectives
 2. Analysis of existing plant and recommendations for upgrades
 3. Conceptual level design and cost estimates

1. Summit Park Tank 1 Replacement

a. Project Update:

i. As previously reported to the Board, Summit Park Tank 1 construction will be delayed to 2023. The revised design schedule is reflected in the attached annual schedule. The required electrical relocations have been identified and The District is actively working with Rocky Mountain Power to complete these in 2022. The District has completed 60% design review.

2. Summit Park Woodland Water Line Replacement

a. Project Update:

i. Similar to Summit Park Tank 1, the Woodland Water Line Replacement will take place in 2023 with design progressing this year. We are expecting a 60% design review plan set in April.

Tier 2 Projects (Annual Board summary, updates as necessary. Moderate sized, bid construction projects with external management support.) None

Tier 3 Projects (Annual Board summary. Mountain Regional managed system upgrades and construction)

1. Kilby Booster Pump Station Upgrades

a. Project Update:

i. The structural retrofits have been designed, fabricated, and ready to install. The new electrical and control panels are ordered, and contract electricians have been actively preparing the vault for upgrades starting the week of April 11th

b. Updated Budget figure: \$125,000, no changes.

2. Spine Booster Pump Station Upgrades

a. Project Summary:

i. Structural upgrades are designed, and changes to the building have been approved by the Promontory Architectural Review Committee. An internal kick-off meeting took place in March with the goal to work toward making modifications to the structure before the fall and installation of the electrical and SCADA panels.

b. Updated Budget figure: \$190,000, no changes.

3. Silver Springs Booster Pump Station to White Pine Tank Connection

a. Project Summary:

i. The District has met with possible pump suppliers and working toward the pump selection for the new transfer pump to be installed.

b. Updated Budget figure: \$50,000, no changes.

4. 2022 Lost Canyon Pigging Project

a. Project Summary:

i. The physical swabs (a.k.a. pigs) have been delivered and tracking equipment is scheduled to arrive before the proposed pigging date of April 27th

b. Updated Budget figure: \$5,000, no changes.

5. Colony Airbreak Tank Upgrade

a. Project Summary:

i. No project updates, we continue to target September to October for this project to retrofit the 'Airbreak Tank' located in the Colony if budget and workload allow. This tank was designed to break pressure in the

distribution system, much like a pressure reducing valve (PRV) station functions. Due to its remote nature and complicated control valves, the District plans to replace this existing station with a traditional PRV configuration to improve reliability.

b. Budget figure: TBD.

6. Redhawk Booster Pump Station

a. Project Summary:

i. This project was initially slated to be designed in 2022. However, with two large capital construction projects delayed the District is making a push to accomplish design and construction in 2022. The project has been scoped and we have a kick-off meeting with our design consultant, EDM Partners, at the end of April.

b. Budget figure: TBD.

10. Financial Management: Steve Anderson gave an update on the quarterly finances.

- a. Update on March 2022 results Steve Anderson gave an update on the March 2022 financial results.
- b. Review of water usage by customer classification Steve Anderson reviewed the usage by customer descriptions.
- c. Other:

11. Interim General Manager Comments:

- a. Western Summit County Water Summit - May 2, 2022, 5:30 pm
- b. Other: Lisa Hoffman briefly reviewed the Western Summit County Water Summit (symposium). Summit County, Mountain Regional Water SSD, Park City Municipal, Summit Water Distribution Co., Weber Basin Water Conservancy District, and Snyderville Basin Water Reclamation District will be attending. We will discuss the long-range water plan for the Snyderville Basin, water conservation programs, drought response plans, and the current outlook, followed by an opportunity for Q&A.

12. Questions on Department Updates:

Ian Schofield inquired about the water main break on Lower Evergreen, the road looks to be falling down, is this the county's responsibility? Brian responded that yes, but the county is NOT working in Summit Park regarding the roads in the foreseeable.

13. Adjourn: Ian Schofield made a motion to adjourn. Mike Kobe seconded the motion. Karin Wilson adjourned the meeting at 9:13 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on April 21, 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 May 19, 2022.