



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

Administrative Control Board Meeting
August 19, 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
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 a Regular Meeting session on August 19th, 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/82055691755>

Webinar ID: 820 5569 1755

To Dial in for Audio: 346-248-7799

- 1. Call to Order & Public Input Karin Wilson called the meeting to order at 6:00 pm**
No public comment.

2. Executive Session – Security, Personnel, and Possible Litigation 6:01 pm

Ian Schofield made the motion to move into the Executive Session.

Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

Board entered into 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.

Returned from Executive Session 6:50 pm

3. Consent Agenda: 6:51 pm

- a. Approval of the July 15th, 2021 ACB Meeting Minutes: no comments
- b. Approval of the July 2021 Check Register: see below
- c. Consideration of Approval of Purchase Orders: Chris Braun gave a brief overview of the ETS request for purchase. This is for cybersecurity, to install updated network hardware, and to monitor the District's network 24/7/365.
 - i. ETS: \$80,026.70 -This amount is for the hardware costs.
 - ii. ETS Master Services Agreement (3-year agreement): \$78,957.86 - This amount will be charged at a monthly rate for the grand total of \$78,957.86 over the 3 year period.

Karin Wilson inquired about all the expenses for Lost Canyon. **Steve Anderson** replied that the expenses were for pump replacements, repairs, and maintenance. **Scott Morrison** commented that the district budgets for 2 pumps/motors annually to have maintenance and upgrades completed. The completed work and invoicing just happened to all land in the same check run. **Karin Wilson** also inquired about the smart boost? **Scott Morrison** replied that it was for the Silver Springs' Tank disinfection system and mixer. These are the improvements to the Spring allowing the district to use the Spring again. **Karin Wilson** inquired about the Delco Western for the Silver Creek Well? **Scott Morrison** replied that the Silver Creek Well is referring to the well adjacent to the booster station. This well was drilled a couple of years ago and is now being equipped.

Ian Schofield inquired about the concrete blocks from Geneva? **Chris Braun** replied that the blocks went behind the Community Water treatment plant in the canyons area, (Willow Draw). These function as a retaining wall.

Joel Fine inquired if the district anticipated any future costs regarding the Colony's water system, as this development is nearly complete and fully sold.

Scott Morrison replied that yes, the district is working through a punch list and we are currently in the warranty period for IMA-placed infrastructure. Following completion of the punch list, the District expects typical repairs and

maintenance. Additionally, TCFC has a number of lots in the Colony that will likely require water system improvements.

Ian Schofield made a motion to approve the Purchase Order for ETS hardware and approve the signing of ETS Master Services Agreement (3-year agreement).

Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

Ian Schofield made a 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 Pine Meadows Mutual Water Company Annexation Administrative Fee Agreement: Scott Morrison (5 minutes)

Scott Morrison stated that this was the agreement reviewed previously and incorporates one additional edit to the indemnification provision.

Ian Schofield made a motion to approve the Pine Meadows Mutual Water Company Annexation Administrative Fee Agreement.

Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

5. Financial Management: Steve Anderson (15 minutes)

- a. Update regarding the July 2021 results
- b. Presentation of the Semi-Annual Cash Report
- c. Other

Steve Anderson gave a brief review of the July 2021 financial results.

6. General Manager Comments: Scott Morrison (7:22 pm)

- a. Update Regarding the August 10th Regionalization Meeting:
Scott Morrison gave a summary of the August 10th Regionalization Meeting.
- b. Other

Scott Morrison responded to a previous question from Tim Dougherty about who has the authority to authorize a payment for a future cybersecurity incident. The answer is the GM, AGM, CFO or any of the department directors can authorize an emergency procurement. The board approval will be an after-the-fact approval. Scott Morrison stated that the District's peak day for this year compared to last year was down 1 million gallons. This is due to conservation communication efforts and leaks being found etc.

A Canyons developer reached out to Scott Morrison inquiring about the District serving them water. Scott Morrison does not recommend the District absorb Summit Water's planned customers due to the fact it would disrupt the Master Agreement, Concurrency, etc. Scott Morrison recommended that Summit Water and TCFC work together and find a solution to the water storage issue.

7. Legal: Dave Thomas 7:38 pm

a. Other

Dave Thomas had no updates.

8. Questions on Department Updates: 7:39 pm

Ian Schofield complimented Brian Davenport and operations regarding the District's Sanitary Survey. Ian Schofield inquired about future Summit Park water line replacement projects, advocating for additional improvements. Scott Morrison replied that Summit Park improvement projects are typically performed every other year. Sam Grenile and Brian Davenport have put together a list of priorities for next year's projects to be completed in Summit Park.

Ian Schofield asked Chris Braun about the monthly surface water treatment report. Chris Braun replied that he has been working to streamline this report, enabling the district to submit the information more easily to the State.

Ian Schofield inquired about the new office timeline and process. Scott Morrison responded that it was his understanding that the County Council wanted to have a subdivision plat completed by the end of 2021. Building designs would take place in 2022.

Ian Schofield asked about Scott Morrison's recommended edits to the District's 2022 concurrency report? Scott Morrison responded that the Health Department certification remained unchanged, the annual report authored by the Concurrency Officer was updated based on District comments and feedback.

Ian Schofield inquired about the bury depth on the Colony water main; Scott Morrison responded that as part of the construction of the development, that cover had been removed from the previously inspected and accepted water main. The District is still working on this with the builder on the subject property and IMA to restore the main to the depth of 8 feet

Joel Fine had no questions.

Karin Wilson asked Chris Braun about removing the berm on the lot adjacent to the treatment plant. Chris Braun replied that he had a meeting with the prospective lot owner and his discussions regarding a future floating solar array. Karin Wilson asked

Lisa Hoffman how the customers are responding to our letters regarding conservation.

Lisa Hoffman responded that we have not had any push back and everyone so far has been supportive. Karin Wilson asked about the health insurance premium holiday. Lisa Hoffman responded that the District is in an insurance pool with the County and a premium holiday is being considered as a result of a healthy balance. This premium

holiday would save the District the portion of the premiums it pays towards the staff's health insurance.

9. Adjourn: Karin Wilson adjourned the meeting at 7:58 p.m.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on August 19th, 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 September 16th, 2021.