



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

Administrative Control Board Meeting
April 22, 2021

Attendance:

Board:

Mike Kobe
Joel Fine
Karin Wilson
Tim Dougherty-absent
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 April 22, 2021, 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 April 12, 2021. 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/81656426743>

Webinar ID: 816 5642 6743
To Dial in for Audio: 669-900-6833

1. Call to Order:

Mike Kobe called the meeting to order at 6:00 pm.

No public is attending and no public comment.

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

Returned from Executive Session 6:21 pm

3. Consent Agenda: (6:21 pm)

a. Approval of the March 18, 2021 ACB Meeting Minutes: no comments

b. Approval of the March 2021 Check Register:

Ian Schofield inquired about the acronym for our HOA. Lisa Hoffman explained it was Silver Creek Commons Community Association. Ian Schofield inquired about East Canyon O&M reimbursable. Scott Morrison responded that it was the annual upkeep at the East Canyon Water Treatment Plant operated by Weber Basin. Ian Schofield asked about the repairs for the 2012 ford 150 and how long do we typically keep the trucks. Brian Davenport responded that MRW trucks are usually kept for 3-5 years, but we got behind due to the ditch witch purchase.

Karin Wilson inquired as to what the ESRI annual check was for? Chris Braun responded that it is a membership for new GIS employee Kadin. ESRI is the GIS software. Karin Wilson inquired if EDM were partners working on the Kilby water line? Scott Morrison confirmed that they were. Karin Wilson inquired as to who is Lost River Works? Scott Morrison responded that it is Doug Evans's consulting company.

c. Consideration of Approval of Purchase Orders:

i. PSI Technologies - Spring Creek

Sam Grenlie briefly explained the need for equipment for the Spring Creek Spring improvements to allow MRW to begin using this water again.

ii. Caterpillar - Lease Resolution

Steve Anderson briefly explained the lease resolution. Karin Wilson inquired as to why we lease instead of purchase. Brian Davenport responded that the lease agreement is very conservative, the District receives new equipment every 3 years, thus making the upkeep and maintenance of the equipment very minimal.

Karin Wilson made the motion to approve the Consent Agenda, the PSI Technologies purchase order, and for the GM to enter into the Lease Resolution with Caterpillar.

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

d. Other:

4. Drought Response Plan Work Session: Scott Morrison (6:38 pm)

Scott Morrison briefly reviewed the Drought Response Plan for the District. Scott Morrison displayed slides regarding the Drought Response Plan for the District.

Mike Kobe inquired about whether the Drought Response plan was a Legislative or Administrative function of the Board? Dave Thomas confirmed that the Drought Response plan was Legislative in nature. Joel Fine inquired about whether the District is doing all they can to mitigate the water loss, as in finding leaks, before needing to implement the Drought Response Plan. Scott Morrison explained some District Actions and some Customer Actions.

5. Consideration for Recommendation to the Summit County Council approval of changes to the District's Personnel Policies Main Manual - Telecommute Policy: Lisa Hoffman (7:36 pm)

Lisa Hoffman briefly reviewed the memo regarding the Telecommute Policy for the District. The policy is similar to what the County is implementing for their Telecommuting Policy.

Joel Fine inquired about employees that could potentially work too much. What then? Lisa Hoffman responded that the policy does state what the employee's hourly day is and their supervisor would need to address the excess work hours with the employee.

Karin Wilson made the motion to approve the Recommendation to the Summit County Council approval of changes to the District's Personnel Policies Main Manual in regards to the Telecommute Policy. Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed.

6. Financial Management: Steve Anderson (7:45 pm)

a. Update on March 2021 results

Steve Anderson briefly reviewed the Executive Summary for March 2021.

b. Other:

7. General Manager Comments: Scott Morrison (7:50 pm)

a. Discussion Regarding the Pine Meadows Mutual Water Company Annexation & Annexation Fee

Scott Morrison shared an email from PMMWC officially requesting to proceed with the annexation process.

Ian Schofield asked if there was time available and would it be prudent to ask a third party as to what an appropriate amount an Annexation fee would be. Scott Morrison agreed that a third party would be appropriate.

b. Importation Project Update

Scott Morrison briefly discussed the water importation project and the meeting that was held previously in the week regarding this potential project.

c. Future Office Update

Scott Morrison briefly reviewed the possibility of obtaining land for a Future Office and what that would entail. We are suspending the expansion of the Silver Creek Maintenance and Storage Facility that was approved at the last board meeting, as our staff would prefer to have the focus shifted to one collective area versus several.

d. Other:

Scott Morrison briefly mentioned the Weber Basin package that was in the board packet along with the 2020 Data Demand memo from him. If the board has any questions or comments to please let him know.

8. Legal: Dave Thomas (8:18 pm)

a. Other: no comments

9. Questions on Department Updates: (8:18 pm)

Karin Wilson had no questions.

Ian Schofield inquired about the Glenwild Sulfate issue that MRW staff needed to diffuse.

Scott Morrison briefly explained that a Health Department informed us of a complaint from a customer regarding sulfates. But the complaint was unsubstantiated. MRW's sulfate levels are 1/10 of the acceptable level.

Joel Fine had no questions.

10. Adjourn: Mike Kobe adjourned the meeting at 8:22 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on April 22, 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 May 20, 2021.