



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

Administrative Control Board Meeting
January 21, 2021

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
Stacy Blonquist

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 January 21, 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 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/85090403941>

To Dial in for Audio: 346-248-7799
Webinar ID: 850 9040 3941

1. Call to Order: Ian Schofield called the meeting to order at 6:03 pm

No public is attending and no public comment.

Scott Morrison recognized Bob Neumister's passing and his life contributions. New board member Joel Fine was introduced by Scott Morrison and Joel gave a short introduction about himself.

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

No Executive Session

3. Consent Agenda: (10 minutes)

a. Approval of the December 10 2020 ACB Meeting and Public Hearing Minutes:

No comments on the minutes

b. Approval of the December 2020 Check Register:

Karin Wilson inquired about the check to Summit County for legal counsel and Summit Park. Steve Anderson replied it was for the annual legal assistance provided by the County and the Summit Park project.

Tim Dougherty inquired about the Smith Hartvigsen check for \$52 an hour. Lisa Hoffman and Scott Morrison replied that it was for a water right issue MRW had a question about and that is their billable time.

Ian Schofield inquired about the drug test for 2 accidents. Steve Anderson replied 1 was for Mike Bradley and the other was from Dixon Richins' previous accident. Ian Schofield also inquired about the 2 bills for Lost Canyon from Rocky Mountain Power. Steve Anderson explained that Lost Canyon has 1 monthly bill, we just paid 2 months worth in 1 check.

Joel Fine inquired if MRW is being judicious in our charges. Scott Morrison responded that yes. All of our expenses are reviewed by the Administrative Staff and the Administrative Control Board and MRW was under budget in 2020.

Tim Dougherty inquired if December 2020 was a record month for checks?

Steve Anderson responded that it may be due to lease payments to Weber Basin and projects finishing up.

c. Consideration of Approval of Purchase Orders:

- i. Larry H Miller Ford, \$85,927.25, two 2021 4X4 SD Crew Cab Trucks
- ii. EKA, \$92,267.80, Ditch Witch HX50

d. Other:

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

4. Consideration of Approval of Updates to the District's COVID-19 Leave Policy: Lisa Hoffman (15 minutes)

Lisa Hoffman explained the Updates to the District's COVID-19 Leave Policy and MRW would like to adopt the same COVID-19 leave policy as the Summit County's extension of their policy. MRW would like the boards' approval to then bring this to the Summit County Council for approval.

Tim Dougherty inquired if MRW is considered essential services under the County.

Scott Morrison replied that yes, MRW is considered essential but has varying levels of priority within the organization as it relates to vaccinations.

Karin Wilson made the motion to recommend to Summit County Council to approve the Updates to the District's COVID-19 Leave Policy.

Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed.

5. Presentation and Overview of the District's Cross Connection Control Program: Stacy Blonquist (6:40 pm)

Scott Morrison introduced Stacy Blonquist to the ACB.

Stacy Blonquist reviewed the slide presentation. Mike Kobe inquired as to what a "Reduced Principle" backflow assembly device is. Stacy Blonquist explained that it was a particular type of assembly. Mike Kobe inquired about grandfathered connections.

Stacy Blonquist explained that any change, repair or replacement on an existing connection is required by plumbing code to bring up to current code. That is how MRW is adding these connections to our Cross Connection Control (CCC) inventory.

Stacy Blonquist explained that DDW Gary Rager emphasized that education is the best first contact with our customers as MRW considers expansions to its CCC program. MRW only requires backflow assemblies and devices where there was a hazard assessment initiated thus determining the level of protection required. Tim Dougherty inquired how MRW is going to educate our customers? Scott Morrison responded that radio, social media, inserts etc are going to be MRW's focus in the spring. Joel Fine inquired if MRW is partnering with any other companies or institutions? Scott Morrison responded that partnering with other providers could be prohibitive based on the other providers programs, but MRW is willing to reach out. The board thanked Stacy Blonquist for her presentation and hard work on our Backflow/CCC Program.

6. Financial Management: Steve Anderson (15 minutes) 7:14 pm 7:50 pm

- a. Update on Selection of Insurance Provider for 2021
- b. Update on Preliminary Year-End close
- c. Other:

Steve Anderson briefly reviewed the executive summary and preliminary year-end close. Steve Anderson commented on the selection of the Insurance Provider for 2021.

Steve Anderson mentioned MRW is going to use the same auditors for 2021. No questions were received from the Board.

7. General Manager Comments: Scott Morrison (7:15 pm)

- a. Update Regarding January Leadership Meeting
- b. Other:

Scott Morrison talked about Pine Meadows Mutual Water Company's request for MRW to provide water. There are essentially 2 options: annex into the district or MRW can purchase water through the Master Agreement and wheel it to Pine Meadows. Summit County Council does not want to set a precedent and feel annexation is a complete solution. The active Memorandum Of Understanding (MOU) with Pine Meadows allows water supplied to Pine Meadows to be charged per the District's interruptible rate and MRW is comfortable continuing with this approach for as long as the District provides a Regional Water Supply per the Master Agreement. Scott Morrison's opinion is that this would work for about 6-10 years, Pine Meadows would then need to annex into the district. Pine Meadows is out of source development options.

Weber Basin - drought - demand reductions. MRW purchases 80% of water from WB.

Goals for 2021 will be in next month's packet.

Scott Morrison talked about Summit Water's positive E-coli test on a shared source (Spring Creek Spring) with MRW. MRW disinfects the Spring with chlorine and thus all of MRW's distribution samples have come back clean. Per Division of Drinking Water requirements, MRW has to notice all customers served by this source of the detection.

Scott Morrison explained he was approached by Steve Clyde who has a client that would like to drill a well, to provide water to the Canyons (Vail) for snowmaking, this discussion is in the very early stages.

Scott Morrison briefly mentioned that Board positions will be determined in March and will coincide with Dave Thomas' training.

8. Legal: Dave Thomas (7:57 pm)

- a. Other: no updates or comments

9. Questions on Department Updates: (7:58 pm)

Karin Wilson inquired about Scott Morrison volunteering for COVID-19 hotline. Scott Morrison responded that he and Lisa Hoffman were meeting with the County to go over details about volunteering, and reimbursements. Karin Wilson asked Lisa Hoffman about the request for reimbursement of the Covid money and was MRW's receipt of the

grant money taking away from organizations with greater need. Lisa Hoffman responded that MRW's request for reimbursement was very minimal.

Ian Schofield asked Scott Morrison about the replacement of Brian Bellamy and do we have any concerns about this. Scott Morrison replied there were no concerns. Ian Schofield inquired about the Lost Canyon stream bank rehab that Sam Grenile was pursuing for a stream alteration permit and how this applies to the recharge of the wells. Scott Morrison responded that we believe vegetation is restricting the flow, removing it should increase the flow.

Ian Schofield commented about Leo Williams retirement and inquired about how the transition was going. Scott Morrison replied that staff was working on it.

Ian Schofield asked Sam Grenlie for a copy of the Summit Park Master Plan when it is complete. Sam Grenlie replied that he would make sure Ian Schofield received a copy. Ian Schofield asked Brian Davenport about the leaks this winter and if they were due to the lack of snow and insulation. Brian Davenport replied that this winter's condition is a contributing factor.

Tim Dougherty inquired about the Docuware. Chris Braun responded that this was a program that would help MRW consolidate all our paper documents into electronic documents that are fully text searchable. This software will also help Accounts Payable to move to electronic invoices and approvals.

Joel Fine had no questions.

Mike Kobe commented about the open training meeting that can be completed online.

10. Adjourn: Mike Kobe adjourned the meeting at 8:08 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on January 21, 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 February 25, 2021.