



APPROVED MINUTES

**Administrative Control Board Meeting
May 23, 2024**

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Cory Shorkey

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun
Sam Grenlie
Brian Davenport
Anna Peacock
Richard Fairchild

Summit County Attorney:

Dave Thomas

Guest: Remote:

Dana Howel with
Osborne, Robbins & Buhler,
P.L.L.C
Certified Public Accountants

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD (Board), Summit County, Utah will meet in a Special Meeting session on May 23, 2024, at the construction site of the new Mountain Regional Water SSD District Administration Office and Shop Complex at 5739 Paintbrush Road, following the Ribbon Cutting Ceremony the Board will move to the District's current office at 6421 N Business Park Loop Rd, Park City, UT 84098, at 3:00 p.m. For those who are interested in attending the meeting remotely at 3:00 pm, a Zoom link has been provided below.

Join Zoom Meeting:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81116114190?pwd=a1VCYmUweUlrRXFTY2xZMTNiZk9Kdz09>

Passcode: 481241

Webinar ID: 811 1611 4190

To Dial in for Audio: 669-900-6833

1. **2:00 pm - Ribbon Cutting Ceremony for the District's New Administrative and Shop Complex:**

2. **3:00 pm - Call to Order at 6421 N Business Park Loop Road, Park City, UT 84098:**

Karin Wilson called the meeting to order at 3:00 pm

No public in attendance and No public comment

3. **2023 Audit Presentation - Dana Howell and Steve Anderson**

Dana Howell presented and reviewed the reports compiled regarding the District's 2023 Financial Statements, 2023 Compliance Reports, and the Governance letter to the ACB.

Joel Fine inquired if Dana had any reservations or was worried about anything.

Dana Howel responded that they were not. She felt that the District was managing quite well. Dana Howell reviewed the internal control comments in the report.

Joel Fine inquired if there was anything we should be doing that we are not currently doing.

Dana Howel responded that as far as she knows, she has looked for and focused on and is aware of, no. If they find anything they will write it up in a letter.

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

did not need an executive session

5. Consent Agenda: (15 minutes)

a. Approval of the April 18, 2024 ACB Meeting Minutes: **no comments**

b. Approval of the April 2024 Check Registers: **see below**

c. Approval of Purchase Orders:

i. Carollo Engineers, Inc., \$385,212

Ian Schofield inquired about the Nickerson seal repair. Brian Davenport commented that this was for Lost Canyon.

Ian Schofield inquired about the Simplifile check and what this was for. Anna Peacock responded that this was the third party company the District uses to record documents electronically.

Ian Schofield inquired about Smith Hartvigsen PLLC legal charge for Water Rights. Andy Garland responded that the District has an ongoing task with Jeffry R. Gittins to help the District in cleaning up the water rights and with the State Engineers Website regarding points of diversion.

Ian Schofield inquired about the drug screening, and if everything was ok. Andy Garland responded that yes the drug screen was positive for the District meaning negative for the employee.

Karin Wilson inquired about the varying amounts for the refund of deposits and poly lid. Steve Anderson replied that the District purchased the correct poly lids for the homes that needed finals and the lids were not available at that time. The amounts vary depending on if it is a dual (shared meter pit) and the size of the meter pit.

Sam Grenlie gave a brief review regarding the P.O. for the Carollo Engineers.

Karin Wilson inquired who else submitted for the project.

Sam Grenlie responded that both Jacobs and Carollo had submitted for the project. They are the two best in the Intermountain region.

Karin Wilson asked if there was a motion to approve the entire consent agenda including the purchase order.

Cory Shorkey made a motion to approve the consent agenda including the purchase order as discussed.

Ian Schofield seconded the motion. All were in favor and unanimously approved.

6. Financial Management: Steve Anderson

- a. April 2024 financial results -
- b. Utah Retirement System - Tier 2 Employee Contribution

Steve Anderson briefly reviewed April 2024 Financials.

Joel Fine asked what Steve's opinion on interest rates is and will they go down? Steve Anderson replied that in his opinion, eventually, yes.

Lisa Hoffman reviewed the Tier 2 Employee Contributions for the Utah Retirement System.

Cory Shorkey asked if this was across the board or just regarding Tier 2 employees.

Lisa Hoffman responded this was for Tier 2 employees only.

7. Elektron Solar Update:

Chris Braun gave a brief overview of the Elektron Solar project and the progress.

Karin Wilson inquired as to when the District will be net zero? Chris Braun replied that he will have good data approximately a year after the floating solar array installation.

8. Engineering Comments: Sam Grenlie

- a. 2024 Capital Project Quarterly Update

Sam Grenlie gave a summary update regarding the Tiered Project for the District for 2024.

Tier 1 Projects - No significant bid projects this year.

Tier 2 Projects - Sage Hills Estates Betterment

- Browns Canyon Connection Betterment

Tier 3 Projects - Old Ranch Booster Pump Station Upgrades

- Sun Peak Well 2

- Summit Park Well 2 Rehabilitation and SCADA

- Lost Canyon Transmission Line Gate Valve

- Silver Creek Paving

9. General Manager Comments:

- a. Brandt Judd's service recognition

Andy Garland stated that Brandt Judd received recognition for over 10 years of service to the Utah Water Quality Alliance.

Andy Garland thanked everyone for attending the groundbreaking today. The District has received a building permit for the maintenance/shop building, so the project can start next week.

The floating solar array at the Treatment Plant has started, and they are setting the blocks at the pond.

Dixon Richins went to Lost Canyon, leaving a spot open in Distribution which Jaxon Hortin is going to fill, which will leave a position open in customer service.
There are four seasonal employees coming back.

10. Questions on Department Updates:

- Karin Wilson - no questions
- Ian Schofield - no questions
- Mike Kobe - no questions
- Cory Shorkey- no questions
- Joel Fine - no questions.

Joel Fine had some comments and questions before adjourning. His first is regarding the backflow email that he received. What does he need to do? Andy Garland explained that if a customer has outside irrigation a backflow assembly needs to be installed and tested annually. This is mandated by the State of Utah.

Joel Fine commented that maybe they (ACB) meet quarterly instead of monthly and can the ACB call emergency meetings?

Andy Garland replied that he is not sure that the ACB has the option to meet quarterly but they (ACB) has the authority to call emergency meetings.

Andy Garland commented that Ian Schofield and Joel Fine terms expire in 2024

Mike Kobe stated that he did not see that the District has ownership of the meter in the Carollo Engineers proposal and could we double check that this is the case. Sam Grenlie replied that he would definitely double check and get back to Mike Kobe with the answer.

11. Adjourn:

Ian Schofield made a motion to adjourn the meeting.

Joel Fine seconded the motion.

All were in favor and unanimously approved.

Karin Wilson adjourned the meeting at 4:19 p.m.



6/20/2024

Mountain Regional Water SSD ACB Chairperson

Date



6/20/24

Mountain Regional Water SSD General Manager

Date