



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

**Administrative Control Board Meeting
November 18, 2021**

Attendance:

Board:

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

Staff:

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

Summit County Attorney:

Dave Thomas

Guest:

Joseph Zalla from
Jacobs Engineering Group Inc.

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on November 18th, 2021 at the Snyderville Basin Water Reclamation District Facility on W. Sackett Dr. in Park City, UT 84098 (see attached map) 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/82102735518>

Webinar ID: 821 0273 5518

To Dial in for Audio: 253-21-8782

- 1. Call to Order & Public Input:** **Mike Kobe** called the meeting to order at 6:03 pm
No public attending and no public comment.
- 2. Executive Session – Security, Personnel, and Possible Litigation**
Karen Wilson made the motion to move into the Executive Session.
Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed.
The Board entered into Executive Session.
Joel Fine made the motion to move out of the Executive Session.

Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed.
The Board returned from Executive Session 6:33 pm

3. Consideration of Approval of Engineering Services Contract with Jacobs Engineering Group Inc. for their Proposed 2022 Statement of Work in the Amount of \$322,497. Statement of Work Includes Completion of Conceptual Design of Expanded Signal Hill Water Treatment Plant. Sam Grenlie & Joseph Zalla

Scott Morrison has recused himself from the recommendation due to a potential conflict of interest that he has previously notified the board of. Scott Morrison will let Sam Grenlie take the lead on this discussion and will join back in after the discussion is completed.

Sam Grenlie introduced Joseph Zalla from Jacobs Engineering Group. Sam Grenlie gave a brief background regarding the proposed Expansion of the Signal Hill Water Treatment Plant. Sam Grenlie gave an introduction of the proposed project, along with Joseph Zalla. Tim Dougherty inquired how Jacobs Engineering was selected as the design company and was Dave Thomas a part of this selection. Sam Grenlie responded that the District had a SOQ process (Statement of Qualifications) earlier in the year, that Dave Thomas was aware of. The SOQ committee was Chris Braun, Brian Davenport and himself. Jacobs Engineering was the only engineering firm selected for this project.

Joel Fine inquired about the timelines of the project and what happens if these are not met. Sam Grenlie and Joseph Zalla responded that the schedule presented tonight was for a 2 year window of design and a 2 year window of construction completion. The details have not been finalized as this is still in the design phase.

Tim Dougherty made the motion to Approval of Engineering Services Contract with Jacobs Engineering Group Inc. for their Proposed 2022 Statement of Work in the Amount of \$322,497. Statement of Work Includes Completion of Conceptual Design of Expanded Signal Hill Water Treatment Plant. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.

4. Consent Agenda:

- a. Approval of the October 21st 2021 ACB Meeting Minutes: no comments
- b. Approval of the October 2021 Check Register:
- c. Consideration of Approval of Purchase Orders:
 - i. Electro Power Utah LLC - \$79,650

Tim Dougherty inquired about IMA (Iron Mountain -Colony) check. Steve Anderson explained the check is a reimbursement similar to the Promontory reimbursements. Tim Dougherty inquired about the check for the GIS to the Sewer District and is this annually? Scott Morrison explained that the local agencies pool together for an aerial mapping of the Snyderville Basin. Tim Dougherty inquired if the drug testing was routine random testing. Steve Anderson confirmed that it was indeed routine random drug testing.

Mike Kobe inquired about the Promontory reimbursements. Steve Anderson explained how the reimbursement works.

Steve Anderson explained the purchase order, it was for the Kilby Road electrical upgrade project. Purchases with Electro Power are sole source procurements due to the need for consistency in electrical and communication cabinets.

Karin Wilson made the motion to approve the Consent Agenda including the approval of the purchase order for Electro Power Utah llc in the amount of \$79,650.00.

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

5. Financial Management: Steve Anderson

- a. Consideration of Recommendation for Adoption the 2022 Tentative Budget and 2021 Proposed Amended Budget to the District's Governing Board
- b. Update Regarding the October 2021 Financial Results
- c. Other

Steve Anderson gave a brief explanation of the 2 changes made to the 2021 Proposed Amended Budget and 2022 Tentative Budget after the last board meeting and Summit County Council meeting. 1 change is the increase in the District's contribution to the HSA accounts for our employees, which the District would like to match what the County is doing. The 2nd change is the District's prediction of an increased shortfall in retail water sales from \$50,000 to \$80,000.

Karin Wilson made the motion to approve the changes and Recommendation for Adoption of the 2022 Tentative Budget and 2021 Proposed Amended Budget to the District's Governing Board.

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

Steve Anderson gave an update on the October 2021 Financial Results.

6. Public Service: Anna Peacock

- a. Staff Recommendation for Actions to Complete the District's Meter Change Out Program

Anna Peacock briefly explained the actions customer service would like to take regarding the completion of the meter change out program. The staff would like to give a deadline to the few remaining customers who have not yet received a new water meter. The board is in support of the staff's recommended actions.

7. Assistant General Manager Comments: Lisa Hoffman

- a. Presentation of the District's 2021 Fraud Risk Assessment

Lisa Hoffman briefly reviewed and explained the fraud risk assessment for 2021. The District scored in the Low Risk category. The board, Dave Thomas and staff discussed the benefits of having an formal internal audit function, along with a formal audit committee. Both of these items would require an audit program

created. The discussion ended with the group generally agreeing that the District's size did not warrant an internal audit function but that we would continue to consider adding a formal internal audit function and committee in the future.

- b. Discussion Regarding District's Use of Health Insurance Premium Savings
Lisa Hoffman briefly reviewed how the District was using the Health Insurance Premium savings. The Board supported staff's recommendations.

8. General Manager Comments: Scott Morrison

- a. Board Term Expiration - Karin Wilson

Scott Morrison wanted to remind Karin Wilson of the term expiration. If Karin would like to re-apply, the admin staff will help her through the process with the Governing board. Karin responded that she plans to re-apply.

- b. Consideration of Approval of an Annual Bonus to District Staff

Scott Morrison briefly talked about the District staff's work and efforts during the past year. Tim Dougherty made a motion to approve an Annual Bonus to District Staff Karin Wilson seconded the motion. All voted in favor. Motion passed.

- c. Consideration of Approval of an Annual Salary Increase for the District General Manager.

The board would like to recognize Scott Morrison's efforts and hard work throughout this past year and would like to approve a merit increase to his salary. Scott Morrison would like to decline this merit increase. Karin Wilson made a motion to approve the zero percent Annual Salary Merit Increase for the District General Manager thus allowing him to use the budgeted funds for staff increases at his discretion, per his request. Joel Fine seconded the motion. All voted in favor. Motion passed.

- d. Other

9. Legal: Dave Thomas

- a. Other

Dave Thomas gave an update on the potential COVID vaccine mandate for not only Summit County but for the State of Utah.

10. Questions on Department Updates: No questions.

11. Adjourn: Mike Kobe adjourned the meeting at 8:11 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on November 18th, 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 December

16th, 2021.

Directions to East Canyon Water Reclamation Facility

