



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

APPROVED MINUTES

Administrative Control Board Meeting
March 17, 2022

Attendance:

Board:

Mike Kobe
Joel Fine
Karin Wilson
Tim Dougherty
Ian Schofield

Staff:

Lisa Hoffman
Steve Anderson
Chris Braun
Sam Grenlie
Brian Davenport-absent
Anna Peacock

Summit County Attorney:

Dave Thomas-absent

Guest:

David Warnock - Summit County
Human Resources Director

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 March 17, 2022, at the Snyderville Basin Water Reclamation District Office, 2800 Homestead Rd, Park City, UT 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/81230747750?pwd=YWh1M1BiR2o1UjlmTk5ybmVxWXNxZz09>

Webinar ID: **812 3074 7750**

To Dial in for Audio: **669-900-6833**

- 1. Call to Order and Public Input:** Mike Kobe called the meeting to order at 6:05 pm.
No public attendance and no public comment.
- 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
Ian Schofield made a motion to move into Executive Session. Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed. 6:06 pm adjourned to Executive Session. Board returned from Executive Session.

3. Consent Agenda:

- a. Approval of February 17, 2022, February 23, 2022, March 3, 2022, and March 4, 2022 ACB Meeting Minutes: **no comments**
- b. Approval of the February 2022 Check Register: **See below**
- c. Consideration of Approval of Purchase Orders: **No purchase orders**
- d. Other:

Tim Dougherty inquired about check #30065 to Verizon. Chris Braun responded that the checks were for the vehicle tracking system.

Tim Dougherty inquired about three checks for the skid steer and asked if the District has three skid steers? Steve Anderson responded that there are three allocations of the cost, one for each department's portion that was budgeted for them, but just one skid steer lease payment.

Tim Dougherty inquired about the Wildlife Mitigation payment to Utah State. Steve Anderson responded that there are four entities involved in the agreement for a total of \$12,000.00. Utah State invoices the District and the District invoices the remaining entities their portion.

Ian Schofield inquired about the Nickerson check regarding Lost Canyon pumps and prior work on the pumps and if this was related to a replacement pump or maintenance? Chris Braun responded that these pumps were “back-up” pumps. Ian Schofield inquired about the Western Waterworks check for “clamps”. Steve Anderson responded that the “clamps” are the repair clamps for water line breaks for the District. In the future, the check register descriptions will be a little more detailed. Chris Braun responded that the clamps are sometimes referred to as a “bandaid” since the clamp is a full circle around the pipe to repair the leak.

Ian Schofield inquired about the Aqua Engineering check for two invoices regarding the Summit Park Tank 1 and if this was for two monthly invoices, just received in the same month? Sam Grenlie responded that this was correct. Ian Schofield inquired about the “approved GM job description” that noted a \$100.00 in and \$100.00 out? Steve Anderson responded that this description was for checks for that board meeting and it was decided that a better description would be “board meeting and date” so the check was voided. Ian Schofield inquired about the National Benefits check and if this was for an insurance claim? Steve Anderson responded that National Benefits is actually the third party that manages the HSA (Health Savings Account) and LFSA (Limited Flexible Spending Account) accounts for the District employees.

Karin Wilson stated that her question was already answered regarding the check with two acronyms.

Joel Fine had no check register questions.

Tim Dougherty made the motion to approve the Consent Agenda. Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed.

4. Financial Management: Steve Anderson

- a. Update on February 2022 results: Steve Anderson gave an update on the February 2022 financial results.
- b. Other:

5. Interim General Manager Comments: Lisa Hoffman

- a. Drought update: Lisa Hoffman presented some slides regarding the Snow / Water Equivalent in the State of Utah from the Weber Basin Water Conservancy District's website. Lisa Hoffman presented a memo regarding the Level 4 Drought Response actions regarding a 2022 Drought Response letter sent by Weber Basin on Monday, March 7, 2022. The memo included:
 - i. A timeline for the institution of Drought Surcharges
 - ii. Fines & Penalties to be adopted along with Drought Surcharges
 - iii. What Weber Basin's outdoor water usage reduction of 60% will require
 - iv. The District's communications strategies for April – August 2022
- b. Discuss a work session date for Impact Fee Facilities Plan (IFFP)
Ian Schofield and Karin Wilson would like to sit in on a work session with a tentative date in late April 2022.
- c. Other:
Lisa Hoffman and Steve Anderson are attending the Utah Water Users Conference. Lisa Hoffman mentioned that Phil Bondurant reached out regarding planning a Water Summit (forum) with all the parties involved in the Master Regionalization Agreement tentatively set for May 3, 2022.
Lisa Hoffman mentioned that the District is participating in the rain barrel program along with Summit County and Utah Rivers Council.
Lisa Hoffman and Dave Thomas are working on the agreement between Pine Meadows and the District regarding wholesale water delivery.

6. Legal: Dave Thomas (absent)

- a. Administrative Control Board Elections
 - i. Chairman of the Board -Mike Kobe nominated Karin Wilson as Chair. Ian Schofield seconded the motion. All voted in favor of the motion to appoint. Motion passed.
 - ii. Vice-Chairman of the Board - Tim Dougherty nominated Ian Schofield as Vice-Chairman. Mike Kobe asked if there were any other nominations for Vice-Chair. There were none. Mike Kobe motioned if any were opposed?

None opposed. All voted in favor of the motion to appoint. Motion passed.

The Administrative Control Board held elections for all current positions. All voted in favor of the motions to appoint. Motions passed.

The 2022 positions are detailed below:

- iii. Audit/Finance Committee Chair - Karin Wilson
 - iv. Audit Finance Committee: All Board Members
 - v. Conservation Committee Chair - Ian Schofield
 - vi. Two Board Members for Personnel Committee
 1. Board Member: Tim Dougherty
 2. Board Member: Joel Fine
 - vii. District Clerk for 2022-2023: General Manager (not voted-term in effect)
 - viii. Treasurer for 2022-2023: Steve Anderson (CFO per by-laws)
- b. Approve Overall Credit Limit for Zions First National Credit Cards for Employees:
Tim Dougherty made the motion to approve the overall credit limit for Zions First National Credit Cards for Employees and add \$5,000 for General Manager. Karin Wilson seconded the motion. All voted in favor of the motion. Motion passed.
- c. Annual Administrative Control Board Training
Dave Thomas is absent so the Annual Administrative Control Board Training is postponed until the May 2022 Board meeting.
- d. Other:

7. Questions on Department Updates:

Karin Wilson inquired about the Summit Park flood and if this was the fault of the District. Steve Anderson responded it was not necessarily the District's "fault". The District cannot predict when a water line will break so that is why there is a "no-fault" clause with our insurance and this claim goes under that category. Karin Wilson inquired about the lead and copper pipe rule in Chris Braun's report and if the District has any lead or copper pipes? Chris Braun responded that the EPA has come out with a new rule and the District would like to be proactive in providing the report. The District does not believe we have any lead pipes. Karin Wilson inquired if the District does not annex the TCFC parcels for irrigation, what happens, and then who does provide them water?

Chris Braun responded that currently, the irrigation parcels (TCFC) are within Summit Water's boundaries.

Ian Schofield inquired about why the water line project in Summit Park was being postponed? Sam Grenlie responded that the water line project is being postponed due to timeline collaboration with SBWRD and the County.

Tim Dougherty inquired about the delay in the Summit Park Tank 1 replacement. Sam Grenlie responded that the utility research yielded underground, high-voltage electrical conduits that will need to be relocated across the parcel of the proposed tank site. Tim Dougherty inquired about the solar array and if the District has received any grant funding? Chris Braun responded, no we have not finished the RFP which includes the funding and construction.

8. Adjourn: Mike Kobe adjourned the meeting at 7:51 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on March 17, 2022, should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on April 21, 2022.