



**MOUNTAIN
REGIONAL
WATER**

APPROVED MINUTES

**Administrative Control Board Meeting
October 20, 2022**

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Tim Dougherty

Staff:

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

Summit County Attorney:

Dave Thomas - absent

Guest:

Aaron Montgomery from Zions

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on October 20, 2022 at the Mountain Regional Water SSD District Office, 6421 N Business Park Loop 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:** Karin Wilson called the meeting to order at 6:00 pm. There was no public input. Aaron Montgomery from Zions presented the District's 2022 Rate Study.
2. **Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
no executive session
3. **Consent Agenda:**
 - a. Approval of the September 15, 2022 ACB Meeting Minutes: no comments
 - b. Approval of the September 2022 Check Register: see below

- c. Consideration of Approval of Purchase Order: no purchase orders
- d. Other:

Tim Dougherty inquired about the check for the trench box. Brian Davenport responded the District already has a full set but needed additional trench boxes for extensions. Tim Dougherty inquired about the check City Works. Chris Braun responded this was the annual support fee. Tim Dougherty inquired about the check to Penna Powers. Andy Garland responded this was the final payment regarding the contract awarded to Penna Powers earlier in the summer for their assistance with marketing our conservation efforts. Tim Dougherty inquired about the check for the PFAS testing and what were the results. Sam Grenlie responded that the testing is complete. The District had favorable results regarding the groundwater testing.

Karin Wilson inquired about the Lost River Works check and who or what this company is. Steve Anderson replied that this is Doug Evans' company.

Ian Schofield moved to approve the consent agenda. Joel Fine seconded. All in favor and unanimously approved.

4. Worksession to discuss the District's 2022 Rate Study: Aaron Montgomery & Steve Anderson. Aaron Montgomery from Zions presented a powerpoint presentation regarding the Worksession to discuss the District's 2022 Rate Study.

Joel Fine inquired if the District's rate increase study / model is reviewed annually. Steve Anderson responded that was correct. The District has hired a third party, Zions Public Finance Inc., to review along with the Administrative team to ensure we are on the right track.

Joel Fine commented that the development growth is increasing significantly and questioned if the District is projecting for this. Steve Anderson and Aaron Montgomery responded that yes, this is included in the study as best could be predicted.

5. Discussion and Consideration for Recommendation of the 2023 Tentative Budget and 2022 Proposed Amended Budget to the District's Governing Board: Steve Anderson & Andy Garland Mike Kobe inquired if the goal for this evening was to achieve a recommendation tonight to present to the County Council for approval. Steve Anderson responded that yes, that is the goal tonight. Steve Anderson presented the 2023 Tentative Budget and 2022 Proposed Amended Budget powerpoint presentation.

The summary of the presentation:

- Drought Response Plan was put into action in 2022
- Debt Coverage ratio for 2022 projected at 1.65
 - Budget for 2022 was 1.57 (1.25 required)
 - Budget for 2023 is 1.49 total debt coverage ratio (1.25 required)
- Inflationary conditions are resulting in expense increases (inflation of 7% in 2021 and near 9.0% in 2022)

- Rate Increase proposed for 2023 (projected increase of 11%)

Tim Dougherty moved to recommend the 2023 Tentative Budget and 2022 Proposed Amended Budget to the District's Governing Board, the Summit County Council.

Ian Schofield seconded. All in favor and unanimously approved.

6. Financial Management: Steve Anderson

- a. Update on September 2022 results: Steve went over the financial results and highlights from September. Revenue was 4% above budget. Expenses are still running below budget at about 6%. Impact Fee revenue has dropped below budget by \$176,640 with \$1.18 million received, compared to a budget of \$1.36 million.
- b. Other: none

7. Consideration of Approval to Enter into Contract Negotiations with CRSA for the Architectural and Engineering Design Services for the District's New Administrative Offices and Maintenance Shop Complex : Andy Garland

Andy Garland commented that there were 3 submittals for the Architectural and Engineering Design Services for the District's New Administrative Offices and Maintenance Shop Complex. The committee of which Tim Dougherty is a participant, chose CRSA.

Dave Thomas has reviewed the contract. The District would like to negotiate to enter into a contract with CRSA for the Architectural and Engineering Designs services.

Tim Dougherty moved to approve to enter into Contract Negotiations with CRSA for the Architectural and Engineering Design Services for the District's New Administrative Offices and Maintenance Shop Complex and authorize Karin Wilson to sign the contract. Ian Schofield seconded. All in favor and unanimously approved.

8. Consideration of Approval of the Project Coordinator Job Description:

Lisa Hoffman gave a brief review of the Project Coordinator Job Description that has been presented to assist the district with new development and asset management.

Ian Schofield moved to approve the Project Coordinator Job Description. Tim Dougherty seconded the motion. All in favor and unanimously approved.

9. Discussion and Consideration for Recommendation of an amendment to the Personnel Policies: Lisa Hoffman explained the amendment to the Personnel Policies was a result of an audit finding by Utah Retirement Systems (URS).

The finding was as follows:

District staff is required to implement documentation which designates the eligibility status of Tier 2 elected officials and appointive officers.

The action to be taken is as follows:

District staff will make an amendment to District Personnel Policies, designating Administrative Control Board Members as part-time Appointive Officers and therefore ineligible for the Tier 2 pension plan.

Ian Schofield moved to approve the Recommendation of an amendment to the Personnel Policies. Tim Dougherty seconded the motion. All in favor and unanimously approved.

10. General Manager Comments: Andy Garland (15 minutes)

- a. Move the December meeting from 15th to 8th- Andy Garland asked if the board had any objections to this move. Karin Wilson inquired if the financial reports would be ready. Steve Anderson responded that they would not be ready but we could send them to Karin as soon as the financial reports were ready.
- b. Expiring Board Terms- Tim Dougherty will stay on the board until he moves out of district which is a requirement of being on the board.
- c. Andy Garland commented that based on the conferences recently attended by the District it was interesting to learn the number of water districts that did NOT have drought response plan in place.
- d. Andy Garland commented that the Laughlin study is not completed as of yet, but their recommendation in the future when pulling a well is to brush and pull. This has not been standard practice in the past for the District but will be going forward.

11. Legal: Dave Thomas- absent

- a. Other

12. Questions on Department Updates: (10 minutes)

Karin Wilson inquired of Sam Grenlie why the Kilby Booster Pump Station is over budget. Sam Grenlie responded that it was the electrical component that was the primary cost. A complete electrical replacement which was not foreseen.

Ian Schofield inquired of Sam Grenlie what his thoughts were on the Bowen and Collins report. Sam Grenlie responded that it was still in the early stages, Bowen and Collins are still familiarizing themselves with the system.

Joel Fine inquired about if there was any news to report on Pine Meadows. Chris Braun and Sam Grenlie responded that the study is still ongoing and we have nothing new to report.

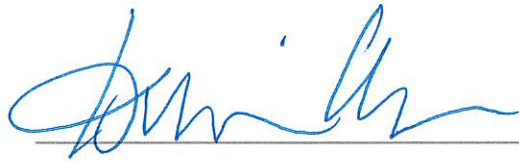
13. Consideration of Approval to enter into a contract with Ameresco for the District's Floating Solar Array project: Chris Braun and Andy Garland

Chris Braun gave a brief summary of the contract that the District along with Dave Thomas have been working on with Ameresco.

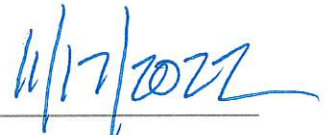
Tim Dougherty moved to enter into a contract with Ameresco for the District's Floating Solar Array project and authorize Andy Garland to sign. Ian Schofield seconded the motion. All in favor and unanimously approved.

14. Adjourn: Tim Dougherty moved to adjourn the meeting. Ian Schofield seconded the motion. All in favor and unanimously approved. Karin Wilson adjourned the meeting at 8:04 PM.

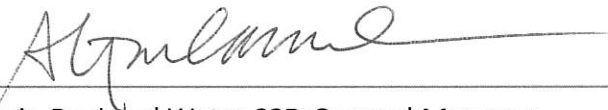
Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on October 20, 2022 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on November 17, 2022.



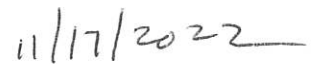
Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date