



## APPROVED MINUTES

### Administrative Control Board Meeting June 15, 2023

#### Attendance:

##### Board:

Karin Wilson  
Ian Schofield  
Mike Kobe  
Joel Fine  
Cory Shorkey

##### Staff:

Andy Garland  
Lisa Hoffman  
Steve Anderson  
Chris Braun  
Sam Grenlie  
Anna Peacock  
Brian Davenport  
Dixon Richins  
Cody Thornton  
Jake McCormick

##### Summit County Attorney:

Dave Thomas

##### Guest: Will Porter with

Bowen Collins & Associates, Inc  
Dana Howell with Osborne, Robbins  
Osborne, Robbins & Buhler, PLLC

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on June 15, 2023 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/86352712470?pwd=M0xrcWV3UTFOQmpTWEU0NXd4MnZDZz09>

Passcode: **232882**

Webinar ID: **863 5271 2470**

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

- 1. Call to Order & Public Input:** Karin Wilson called the meeting to order at 6:03 pm  
No public input. Guest/Public in attendance is presenter Will Porter with Bowen Collins & Associates, Inc. and Dana Howell with Osborne, Robbins & Buhler, PLLC.

**2. 2022 Audit Presentation: Dana Howell & Steve Anderson**

Dana Howell with Osborne, Robbins & Buhler, PLLC presented the District's financial audit. Dana Howell briefly summarized the report, stating that they have audited the financial statements of Mountain Regional Water Special Service District (the District), a component unit of Summit County, Utah as of and for the years December 31, 2022 and 2021, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents. In our opinion, the financial statements referred to present fairly, in all material respects, the financial position of the District as of December 31, 2022 and 2021 and the changes in financial position and cash flows thereof for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

**3. Signal Hill Water Treatment Plant Optimization Update: Will Porter, Jacobs Engineering**

Sam Grenlie introduced Will Porter with Jacobs Engineering.

Will Porter with Jacobs Engineering presented an update regarding the Signal Hill Water Treatment Plant Optimization.

Optimization and Capacity Assessment Project Goals and Objectives has 2 phases.

1. Phase 1: Confirm approach for achieving near-term resiliency and redundancy upgrades to bring SHWTP firm capacity to 3.4 MGD
2. Phase 2: Evaluate long-term source development to meet growth via:
  - A. Expanding SHWTP to match Lost Canyon Capacity
  - B. Purchase wholesale Park City and the 224 Interconnect Project

Conclusion and Next Steps are:

1. Select long-term source development approach
  - Determine whether phased expansion of SHWTP is better than a single project
2. Refine costs and program CIP for selected SHWTP project
3. Finalize Master Plan in 2023 and build appropriate Impact Fee

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

Ian Schofield inquired if the Board was allowed to request to move into Executive Session. Andy Garland confirmed that yes, the Board can.

Ian Schofield made a motion to move into Executive Session.

Mike Kobe seconded the motion. All were in favor and unanimously approved.

Joel Fine made a motion to move out of Executive session.

Corey Shorkey seconded the motion. All were in favor and unanimously approved.

Adjourned to regular session.

## 5. Consent Agenda:

- a. Approval of the May 18, 2023 ACB Meeting Minutes: no comments
- b. Approval of the May 2023 Check Register:

Karin Wilson inquired about an irrigation upgrade for \$48K. Chris Braun and Steve Anderson reviewed the check register and the check was for ignition upgrades with SKM (SCADA system). Karin Wilson inquired if there was a PO for the trailer or since it was under \$20K it did not require board approval. Steve Anderson confirmed that this was the case.

Ian Schofield inquired about F-150 vehicles and do we have more trucks coming (from being back ordered). Steve Anderson responded that the District has received all the ordered trucks and we are all caught up now. No more expenditures for the purchase of new trucks.

Ian Schofield inquired about the Caterpillar lease check and why was it voided.

Steve Anderson replied that the printer jammed and as a quality control the system will void all checks and a new check run is printed.

Ian Schofield inquired about the random drug screening and how it works. Lisa Hoffman responded that there are quarterly randoms - a DOT (CDL) pool and a Safety Sensitive pool. A third-party vendor, Workforce QA generates the random selections.

Ian Schofield asked who Scott Johnson was. Steve Anderson and Brian Davenport responded that he installed the septic tank replacement down at Lost Canyon (cabin).

Mike Kobe had no questions.

Joel Fine had no questions.

Corey Shoreky had no questions.

Ian Schofield made a motion to approve the consent agenda as discussed.

Joel Fine seconded the motion. All were in favor and unanimously approved.

## 6. Customer Service: Anna Peacock

- a. Consideration for Recommendation of Approval of the Certified Tax Lien for Delinquent Fees and Charges for the Mountain Regional Water Special Service District to the Summit County Council.

Anna Peacock gave a brief explanation of the exhibit regarding the Delinquent Fees to be liened on the property taxes through Summit County Assessor's office and presented an updated exhibit. Anna Peacock also stated that there could be a few more customers removed from the exhibit before staff submits it to the County Council for approval, as sometimes there are a couple of later payments received.

Ian Schofield made a motion to recommend for Approval of the Certified Tax Lien for Delinquent Fees and Charges for the Mountain Regional Water Special Service District to the Summit County Council as discussed.

Joel Fine seconded the motion. All were in favor and unanimously approved.

**7. Financial Management: Steve Anderson**

a. May 2023 results

Steve Anderson went over the preliminary financial results and highlights from May 2023.

**8. General Manager Comments: Andy Garland**

- a. Highway 224 Interconnect discussion- Andy Garland gave a brief update on the Highway 224 Interconnect.
- b. 2023 Water Concurrency discussion-Andy Garland gave a brief update on the 2023 Water Concurrency meeting that was held recently.

Andy Garland stated that the District has 6 applicants for the Landscape Incentive Program to date.

**9. Legal: Dave Thomas no comments**

**10. Questions on Department Updates:**

Karin Wilson had no questions.

Ian Schofield inquired about the Board retreat and if a date had been set. Andy Garland agreed that this is something we need to plan and commit to. He will get with Lisa and schedule a meeting.

Ian Schofield asked Brian Davenport about the power outage in Summit Park and if it caused the leak. Brian Davenport responded that the District was pumping at the time, and the fire mitigation crew hit a power line that shut everything down, which in turn caused the water hammer to occur causing the leak in the line.

Cody Thornton stated that the hole in the pipe was quite large.

Mike Kobe had no questions.

Joel Fine had no questions.

Corey Shoreky had no questions.

**11. Consideration of Approval to Issue Ameresco a “Notice to Proceed” with Milestone 2 (100% Development) as described in the Mountain Regional Water contract with Ameresco for the Signal Hill Water Treatment Plant Floating Photovoltaic (PV) System Installation: Chris Braun**

Chris Braun gave a brief summary of the latest update regarding the solar array installation. The District was awarded \$400,000 for the array, so the District would like to move forward with this project.

These newly awarded funds, along with the 30% tax credit the District should receive at the end of the project, should make this project more feasible.

Ian Schofield inquired if this project concludes the District's commitments with the County regarding green projects. Chris Braun responded that yes this will. This is the most money awarded for one project through the Rocky Mountain Power Blue Sky Program.

Corey Shorkey inquired if there is any short-term cost to rate payors regarding this project. Chris Braun and Steve Anderson responded that no, the money budgeted is coming from the District's Regionalization Reserve.

Ian Schofield made a motion to Approval to Issue Ameresco a "Notice to Proceed" with Milestone 2 (100% Development) as described in the Mountain Regional Water contract with Ameresco for the Signal Hill Water Treatment Plant Floating Photovoltaic (PV) System Installation in addition to changing the end date to August 24.

Joel fine seconded the motion. All were in favor and unanimously approved.

**12. Consideration of recommendation to Summit County Council to approve 2023 Capital Budget amendment for the Signal Hill Water Treatment Plant Floating Photovoltaic (PV) System Installation: Steve Anderson**

Steve Anderson presented the amendment to the 2023 Capital Budget for the Signal Hill Water Treatment Plant Floating Photovoltaic (PV) System Installation.

Cody Thornton inquired about the ice that could form on the arrays during the winter. Chris Braun responded that with the angle of the arrays, it shouldn't form ice and any snow should blow off.

Ian Schofield made a motion to recommend to the Summit County Council to approve the 2023 Capital Budget amendment for the Signal Hill Water Treatment Plant Floating Photovoltaic (PV) System Installation.

Joel Fine seconded the motion. All were in favor and unanimously approved.

**13. Adjourn:**

Ian Schofield made a motion to adjourn the meeting.

Mike Kobe seconded the motion to adjourn the meeting.

Karin Wilson adjourned the meeting at 8:12 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on June 15, 2023 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on July 20, 2023.



Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date