



**MOUNTAIN REGIONAL WATER**  
SPECIAL SERVICE DISTRICT

**APPROVED MINUTES**

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

**Attendance:**

**Board:**

Mike Kobe  
Joel Fine  
Karin Wilson  
Tim Dougherty  
Ian Schofield

**Staff:**

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

**Summit County Attorney:**

Dave Thomas

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Session on March 18, 2021, via Zoom at 6:00 p.m. Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §52-4-207(4), the Chair of the Administrative Control Board (the "Board") of Mountain Regional Water SSD, has issued a written determination supporting Mountain Regional Water SSD decision to convene electronic meetings of the Board without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend Board meetings in person. However, members of the public are invited and encouraged to view and participate in the Board's electronic meetings as described in the Memorandum entitled Determination Regarding Electronic Meetings Without an Anchor Location, dated October 30, 2020. All participants and the public wishing to attend should do so via Zoom using the following information:

Join Zoom Meeting:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86518346924?pwd=Zm96VGt3ejFCMi8zZVhkWVpZQXZMQT09>

Webinar ID: 865 1834 6924

Passcode: 459874

To Dial in for Audio: 346-248-7799

**1. Call to Order:**

Mike Kobe called the meeting to order at 6:13 pm.

No public is attending and no public comment.

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

No Executive Session

**3. Consent Agenda:**

a. Approval of the February 25 2021 ACB Meeting Minutes: No comment

b. Approval of the February 2021 Check Register:

Karin Wilson inquired about the Everbridge check. Lisa Hoffman responded that this was for the emergency communication system we are going to use. Park City and Summit County also use the Everbridge System to reach out to people in emergencies. MRW can also use this system for employee messaging as well. This was for a year subscription. Karen Wilson also inquired about credit cards for all employees? Lisa Hoffman responded that yes, this allows the employees the flexibility to purchase small items when needed. There are protocols in place such as all managers have to approve all the employee charges and supply receipts. Then finance reviews the information and then lastly the CFO

Steve Anderson approves the credit card expenses.

Tim Dougherty inquired about Caselle Inc.'s check. Steve Anderson explained that this is our accounting and billing software. Tim Dougherty also inquired about the drug test. Steve Anderson explained this was for a new hire.

Ian Schofield inquired about the Bentley Systems Water Gems. Scott Morrison explained it was an annual subscription for the District's hydraulic modeling software. There was a question about the CH Spencer payment, Brian Davenport confirmed this payment was for belt press parts at our water treatment plant..

Mike Kobe had no questions.

Joel Fine had no questions.

c. Consideration of Approval of Purchase Orders: No Purchase Orders

d. Other:

Ian Schofield made the motion to approve the Consent Agenda.

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

**4. Financial Management: Steve Anderson**

a. Update on February 2021 results: Steve Anderson briefly reviewed the Executive Summary for February 2021. Joel Fine inquired about future development estimates. Scott Morrison responded that he meets with Pat Put on an annual

basis about new projects that are coming to the Basin. MRW is aware of all new projects that could affect the District with an annual update. Steve Anderson commented that the annual audit is going well and we should have the report for the board to review in the upcoming months.

b. Other:

**5. Consideration of Approval of Engineering Service Contracts: Sam Grenlie (10 minutes)**

a. Jacobs Engineering - Optimization Work and Expansion Assessment at District's Signal Hill Water Treatment Plant: \$124,990

Scott Morrison will take this over for Sam Grenlie who had to leave unexpectedly for the evening. Scott Morrison gave a brief overview of the proposal for Jacobs Engineering regarding the Signal Hill Water Treatment Plant Optimization and Expansion Study. Jacobs Engineering is set up to continue our optimization study from last year and begin our facility expansion assessment. The expansion of the Signal Hill Water Treatment Plant is critical to meet continued growth in the District. We intend to complete this work in 2021, much of it targeted around our run-off and peak demand seasons.

b. Aqua Engineering - Design of District's Silver Creek Maintenance & Storage Facility: Not to Exceed \$157,000

Scott Morrison gave a brief overview of the proposal for Aqua Engineering regarding the Operations Facility at Silver Creek. This proposal includes the continuation of site civil work by Aqua Engineering at our Silver Creek site. This includes architectural, mechanical, and electrical design for the new Operations Facility. MRW is very thin in the area for storage space. As a not-to-exceed contract, it gives the District maximum flexibility moving forward with design and scope. The District intends to substantially complete the design in 2021.

Ian Schofield inquired if these bids were competitively bid. Scott Morrison responded that they were bid through a Statement of Qualifications.

Joel Fine inquired if these projects were already in the budget. Scott Morrison responded that yes these projects were.

Tim Dougherty inquired about the Jacobs contract in regards to the compensation. Scott Morrison responded that the contract was the District's standard engineering contract form and has been reviewed by Dave Thomas.

Ian Schofield made the motion to approve the Engineering Service Contracts for Jacobs Engineering - Optimization Work and Expansion Assessment at District's Signal Hill Water Treatment Plant: \$124,990 & Aqua Engineering - Design of District's Silver Creek Maintenance & Storage Facility: Not to Exceed \$157,000.

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

**6. General Manager Comments: Scott Morrison (6:46 pm)**

a. Pine Meadows Mutual Water Company Annexation Update:

Scott Morrison gave a brief summary update on the future annexation for PMMWC. MRW has been in touch with PMMWC regarding a list of needs and actions for PMMWC to complete. PMMWC has lost 1 of their 2 full-time water operators due to the annexation discussions and now PMMWC is focused on proceeding with the annexation. This will likely be a large effort for the District to complete in 2022. PMMWC has around 800 lots, around 200 water users, and is estimated at approximately 25% built out.

b. Spring Creek Spring Update:

Scott Morrison stated that on March 2, 2021, The DDW made a determination that the Spring Creek Spring is Under the Influence of Surface-water. With this determination, there are 2 solutions, 1 being a near-term solution and the other being a long-term solution. MRW is focusing on a near-term enhanced disinfection solution for the spring. Sam Grenile is working on designing the solution and what he considers to be a conservative engineer's cost of \$200,000.00. Sam Grenile will be presenting this solution to the DDDW for review and approval in the near future.

Budget amendment for the spring expenditures will likely be presented to the Board for the recommendation of approval to the Summit County Council during the April meeting as this was not in the original 2021 budget.

c. Other: Scott Morrison briefly commented on a situation in Promontory regarding the installation of booster pumps in about 60 homes. There is a discrepancy between DDW rules and Plumbing Code about whether these booster pumps are allowed on domestic water lines and not just the fire suppression lines. Scott Morrison has an appointment with the DDW on Monday to discuss the situation.

Scott Morrison stated he met with Tom Fisher about a new District Office. The county has agreed to include MRW as a potential buyer. The subdivision plat should be recorded by 2022. MRW's internal timeline - 2022 purchase property, 2022 roads and infrastructure, 2023 construct the building.

**7. Legal: Dave Thomas (7:30 pm)**

a. Administrative Control Board Elections

- i. Chairman of the Board - Ian Schofield nominated Mike Kobe as Chair. Karen Wilson seconded the motion. Tim Dougherty motioned if no further nominations to close chair nominations. Ian Schofield seconded. Any discussion to close nominations for Chair. None. All voted to close nominations for Chair. Nominations closed for Chair. Mike Kobe motioned if any opposed? None opposed. Karen Wilson motioned to make Mike Kobe as Chair. Joel Fine seconded. All voted in favor of the motion to appoint. Motion passed.

- ii. Vice-Chairman of the Board - Tim Dougherty nominated Karin Wilson as Vice-Chairman. Ian Schofield seconded the motion. Mike Kobe asked if there were any other nominations for Vice-Chair. None. Tim Dougherty motioned to close Vice-chair nominations. Ian Schofield seconded. Mike Kobe motioned if any opposed? None opposed. All voted in favor. Tim Dougherty motioned to make Karen Wilson Vice-Chair. Ian Schofield seconded. All voted in favor of the motion to appoint. Motion passed.

The Administrative Control Board held elections for all current positions. The 2021 positions are detailed below:

Tim Dougherty made a motion to approve the board positions.

Ian Schofield Seconded. All voted in favor of the motion to appoint as discussed. Motion passed

- iii. Audit/Finance Committee Chair - Karen Wilson
  - iv. Audit Finance Committee: All Board Members
  - v. Conservation Committee Chair - Ian Schofield
  - vi. Two Board Members for Personnel Committee
    - 1. Board Member: Joel Fine
    - 2. Board Member: Tim Dougherty
  - vii. District Clerk for 2021-2022: Scott Morrison (not voted-term still in effect)
  - viii. Treasurer for 2021-2022: Steve Anderson (not voted-term in effect)
- b. Approve Overall Credit Limit for WellsOne Credit Cards for Employees  
Karen Wilson made the motion to approve the Overall Credit Limit for WellsOne Credit Cards for Employees. Joel Fine seconded the motion. All voted in favor of the motion. Motion passed.
  - c. Annual Administrative Control Board Training  
Dave Thomas presented the Annual Administrative Control Board Training and information on Special Service Districts.
  - d. Other:

#### 8. Questions on Department Updates: (8:06 pm)

Karin Wilson inquired about M & I reductions. Scott Morrison defined M&I as Municipal and Industrial. This is in response to the Weber Basin drought response plan.

Ian Schofield asked Brian Davenport if we are pigging the same line as last year.

Brian Davenport responded that yes we are. It is recommended to pig the Lost Canyon transmission line annually.

Joel Fine had no questions.

Tim Dougherty asked Brian Davenport if people are patrolling for leaks and listening with the devices? Brian Davenport responded that was correct. Patrolling visually and listening with devices.

Mike Kobe asked Brian Davenport about the water surfacing in Sun Peak and if this was reported yet. Brian Davenport responded that it had not as of yet, but we would check if it was a leak or a spring surfacing.

**9. Adjourn:** Mike Kobe adjourned the meeting at 8:14 pm

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on March 18, 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 April 22, 2021.