



APPROVED MINUTES

Administrative Control Board Meeting December 8, 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:

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on December 8, 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>

Webinar ID: 812 3074 7750

To Dial in for Audio: 669-900-6833

- 1. Call to Order & Public Input:** Karin Wilson called the meeting to order at 6:00 pm.
There was no public in attendance.
- 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
Ian Schofield moved to adjourn into executive session. Tim Dougherty seconded the motion. All in favor and unanimously approved. Adjourned to executive session at 6:02 PM.
Mike Kobe moved to return to the regular session. Ian Schofield seconded the motion. All in favor and unanimously approved. Adjourned to the public session at 6:13 PM.
- 3. Consent Agenda:**

- a. Approval of the November 17, 2022 ACB Meeting Minutes: **no comments on the revised minutes**
- b. Approval of the November 2022 Check Register: **see below**
- c. Consideration of Approval of Purchase Order: **no purchase orders**
 - i.
- d. Other:

Ian Schofield asked about the Karl Malone check. Brian Davenport replied that this was for maintenance and repairs, mostly computer issues. Ian Schofield inquired if the Loughlin check was for the draft report and was this the final check to be issued. Steve Anderson replied that this is not the final payment. This check issued was the November payment. There will be another payment issued to Laughlin in December. Sam Grenlie explained that he does have a draft report in hand and that the District staff will put together a summary for discussion in the January 2023 board meeting.

Ian Schofield inquired about the check for surveillance cameras. Chris Braun responded that the District has cameras at the treatment plant, Lost Canyon site, and Silver Creek pump station. This check includes the cameras and installation. Ian Schofield inquired if the software alerts if a camera goes down? Chris Braun replied not yet and the District is just now exploring all the capabilities. Tim Dougherty inquired why the District was installing the surveillance cameras and electronic keypads. Chris Braun responded that the District was updating the outdated security cameras. Andy Garland stated that the updated surveillance cameras will give the District better visibility. For example the pond at the treatment plant. Tim Dougherty asked if we had an overall plan for surveillance. Chris Braun replied that we do not have an official plan, but we have been working on this for a while.

Ian Schofield inquired about the design check and if this was the only check? Steve Anderson replied that there is another check.

Ian Schofield inquired about what work was completed at Gogoza well 6. Brian Davenport responded that a brush and bail was done which is standard well maintenance. Tim Dougherty asked if this well is owned by the District and just called Gorgoza? Brian Davenport replied yes and that the name is confusing.

Tim Dougherty inquired about the Summit County health sample check and if the County really samples? Brian Davenport responded that yes, the health department does sample. Sam Grenlie stated that the District has a sampling plan approved by the state and the Summit County sampling is part of the plan.

Joel Fine inquired if we had any vandalism. Chris Braun replied that we have not recently. Joel Fine inquired if the District was stringent enough to prevent any future vandalism? Do we have equipment in place everywhere? Andy Garland replied that we do not have visibility everywhere. So far it is site by site as we visit them.

Mike Kobe inquired if the District meets the standard of care? Andy Garland replied yes, we do.

Karin Wilson inquired about the check for Electro Power and which pump was repaired. Chris Braun replied that they worked on multiple repairs for the District; Lost canyon, and Treatment Plant.

Karin Wilson inquired about the check to Les Olson for DocuWare? Chris Braun replied that DocuWare is our electronic document storage and the check was the annual fee.

Ian Schofield moved to approve the consent agenda. Tim Dougherty seconded the motion. All in favor and unanimously approved.

4. District Engineer Comments: Sam Grenlie

a. Recap of the District's 2022 Capital Projects- Sam Grenlie gave a the final update for 2022 regarding engineering, construction, and improvement projects regarding Kilby Booster Pump Station Upgrades, Spine Booster Pump Station Upgrades, Silver Springs Booster Pump Station to White Pine Tank Connection, 2022 Lost Canyon Piggig Project.

b. Consideration for Recommendation of Award for the Summit Park Water and Sewer Project Phase 7A (Woodland Water Line Replacement)- Sam Grenlie gave a brief summary of the bids received. MC Contractors submitted the only complete BID package.

Tim Dougherty moved to recommend the Award to MC Contractors for the Summit Park Water and Sewer Project Phase 7A (Woodland Water Line Replacement). Mike Kobe seconded the motion. All in favor and unanimously approved.

c. Summit Park Tank 1 Value Engineering Discussion

i. Consideration for Recommendation of Award for the Summit Park Tank 1 Project after Amendments - Sam Grenlie gave a brief summary of areas for potential cost savings regarding the Summit Park Tank 1 Project after discussions involving the District, Aqua Engineering and FX Construction.

Ian Schofield moved to recommend the Award for the Summit Park Tank 1 Project after Amendments. Mike Kobe seconded the motion. All in favor and unanimously approved.

5. Financial Management:

a. Preliminary November 2022 results: Steve Anderson went over the financial results and highlights from November 2022.

- b. Update on 2023 Budget Approval : Steve Anderson commented that the 2023 budget with the 10% COLA and 3% merit increase was approved by the Summit County Council.

6. Assistant General Manager Comments:

- a. Consideration of Approval of the District's 2023 Annual Notice of Scheduled Meetings for the Administrative Control Board

Lisa Hoffman presented the scheduled dates for the 2023 Annual Notice of Scheduled Meetings for the Administrative Control Board for the District.

Tim Dougherty moved to approve the District's 2023 Annual Notice of Scheduled Meetings for the Administrative Control Board. Joel Fine seconded the motion. All in favor and unanimously approved.

- b. Discussion of changes to By-Laws and Personnel Policies for board compensation and health insurance.

Lisa Hoffman stated that the Administrative Control Board Members ("Members") are compensated \$100 per meeting attended. Per state statute 17B-1-307, Members may be compensated up to \$5,000 per year. District staff is recommending compensation for Members increases to \$300 per meeting, with the Chair receiving an additional \$50 per meeting. Additionally, during the 2021 Legislative session, this same statute was amended to allow Members to participate in the District's group health insurance plan. The board would like to see the changes to the By-Laws and Personnel Policies for board compensation and health insurance and for this item to be placed on the January 2023 agenda for recommendation of approval.

7. General Manager Comments:

- a. Regional Water Supply Contract 2023-2027
- b. Update Regarding Recent Regionalization Meeting
- c. Other

Andy Garland gave a brief summary of the recent Regionalization meeting. Andy Garland commented that District staff attended the City Works conference. The District is looking at how to become more efficient using technology and using less paper.

8. Questions on Department Updates:

Karin Wilson asked Anna Peacock what 3G technology was? Anna Peacock, along with Chris Braun responded that 3G (CDMA) network is outdated technology and was being decommissioned by the cellular networks such as Verizon no later than December 31, 2022. As a result, device(s) associated with 3G (CDMA) or 4G Non-VolTE device(s) will stop working. This is in regards to our communication devices for the water meters.

Tim Dougherty asked about the SCADA upgrade and the authentication process? Chris Braun responded that the authentication process has gone from a two-point authentication to a three-point authentication process and is now more user-friendly.

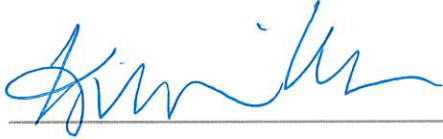
Ian Schofield asked Chris Braun about the TRAKStar program. Chris Braun responded this was for employee reviews. The County also uses this software.

Joel Fine had no questions.
Mike Kobe had no questions.

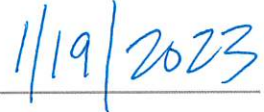
9. **Adjourn:** Ian Schofield moved to adjourn the meeting. Tim Dougherty seconded the motion. All in favor and unanimously approved.

Karin Wilson adjourned the meeting at 7:35 PM.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on December 8, 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 January 19, 2023.



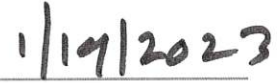
Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date

