



UNAPPROVED MINUTES

Administrative Control Board Meeting July 18, 2024

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine-remote
Cory Shorkey

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun
Sam Grenlie-absent
Brian Davenport
Anna Peacock
Jessica DiCaprio
Waylen Larsen
Jaxon Hortin

Summit County Attorney:

Dave Thomas

Guest:

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in a regular session on July 18, 2024, at the District's office at 6421 N Business Park Loop Rd, Suite A, 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/81116114190?pwd=a1VCYmUweUlRXFTY2xZMTNjZk9Kdz09>

Passcode: 481241

Webinar ID: 811 1611 4190

To Dial in for Audio: 669-900-6833

1. Call to Order:

Karin Wilson called the meeting to order at 6:08 pm
There is no public in attendance and no public comment.

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

No executive session is needed.

3. Consent Agenda:

- Approval of the June 20, 2024 ACB Meeting Minutes - no comments
- Approval of the June 2024 Check Register - see below

Ian Schofield inquired about the Neil Fisher General Release Accord & Satisfaction check. Steve Anderson replied that when the District has to cut into a customer's

driveway, we have found that it is easiest to ask the customer to receive repair quotes, then the District can cut the customer a check for the cheapest bid, with the customer signing a General Release Accord & Satisfaction which Dave Thomas helped the District to prepare. General Release Accord & Satisfaction is a legal term and this does not allow the customer to come back to the District for damages or repairs.

Ian Schofield inquired about the new building budget and do we have a tracking sheet for the estimated budget and the actual costs and budget. Steve Anderson replied that yes, we have the original budget sheet along with the line items. If the board would like to see it, we can add it to the board packet. Ian Schofield and Mike Kobe commented that they do not need to see the detail but a dashboard would be great.

Ian Schofield inquired about the charge in the credit card worksheet, what is the clothing allowance and is it the same for all employees. Steve Anderson replied that there is an overall clothing budget of \$27,000 for the District and employees are around \$300.00 each. Andy Garland stated that boots are usually outside of the budget since good safety boots are expensive. Ian Schofield agreed that good safety boots are a necessity to avoid long term problems.

Karin Wilson inquired about why we returned a mini excavator early, which resulted in \$10,000 credit. Steve Anderson explained that the District discovered we were over the hours with the existing lease, but received a credit for turning in early, and applied the credit to the lease of a newer mini excavator with more hours included in the new lease. Karin Wilson inquired about \$12,000 repair for the engine. Steve Anderson replied that one of the larger trucks had an engine issue and it had just gone out from warranty, so that is the replacement engine cost. Karin Wilson inquired about the \$1,700.00 spares from Siemens. This was a spare meter and parts for the master meters. Karin Wilson inquired about the dump starter on Brian Davenport credit card. Steve Anderson replied this was a new starter for the dump truck.

Karin Wilson asked if there was a motion to approve the consent agenda.

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

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

4. Financial Management: Steve Anderson

- a. June 2024 financial results- Steve Anderson reviewed the June 2024 financials

5. Consideration for Recommendation of Approval of the Annexation of Parcel PP-S-MC-1 into the Service Area of the District by the Summit County Council:

Andy Garland explained who owns this parcel, what the parcel is proposing and where this parcel is located. The District has known about the parcel and that the request was going to come and the District has planned for it.

Cory Shorkey made a motion to approve the Recommendation of Approval of the Annexation of Parcel PP-S-MC-1 into the Service Area of the District by the Summit County Council.

Ian Schofield seconded the motion. All were in favor and unanimously approved.

6. Discussion and possible approval of Resolution 2024-0718, a Resolution Authorizing Increasing Salaries for Employees in the Tier 2 Retirement System:

Lisa Hoffman explained that it has come to the Districts attention that the District needed a Resolution which is required by URS. Dave Thomas has helped write the Resolution.

Cory Shorkey had concerns that the Resolution stated that it was just for the Hybrid employees and not all the Tier 2 employees. Lisa Hoffman commented that the Resolution was for all Tier 2 employees. Lisa Hoffman will edit the document removing the word "Hybrid" from the title of the Resolution.

Ian Schofield made a motion to approve the Resolution 2024-0718, a Resolution Authorizing Increasing Salaries for Employees in the Tier 2 Retirement System per discussion of removing the word Hybrid.

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

7. General Manager Comments:

Andy Garland gave an update on the new building costs so far.

Andy Garland stated that legal services costs in regards to the letter from Summit County Attorney Margaret Olson are being negotiated with regards to Dave Thomas legal services for the District. Andy Garland stated that the District is getting ready for the Sanitary Survey that will take place in September 2024. Andy Garland stated that the solar array project is making quite a bit of progress, if they get a chance to view it before the ribbon cutting ceremony in September 2024. Andy Garland gave a brief update regarding Lake Rockport Estates and they are still looking into improving their water source issue, they understand that moving forward, this is all their responsibility.

Andy Garland stated that the four seasonals hired have been doing a great job and they will be going back to school in August. Andy Garland stated that schools do not want to pay impact fees, they feel they are excluded unless they are included on the IFFP but the District has the ability to revise the IFFP.

Dave Thomas discussed the Impact Fee Act, the legal opinion that the schools are using to avoid any impact fees. The District cannot delay the project but maybe the District can not issue an occupancy approval letter if impact fees are not paid.

The RFP for Asset Management went out today.

8. Questions on Department Updates:

Karin Wilson inquired about the jail house well #3 and can the District still use it. Jessica Di Caprio responded yes. The report was more of an investigation and education. Karin Wilson asked about the picture from Chris Braun.

Joel Fine did not have any comments.

Mike Kobe did not have any comments.

Ian Schofield inquired about the Upper Evergreen waterline project and was this in Summit Park? Jessica Di Caprio responded yes, it is. Ian Schofield wanted to congratulate the backflow team, there were a lot of reports. Ian Schofield asked Brian Davenport

how many private fire hydrants the District had. Brian Davenport responded that there are a couple hundred. Ian Schofield commented that he was happy the leaks were in Pinebrook for a change and not in Summit Park. Ian Schofield commented that the photo was rough. Brian Davenport responded that this was pipe replacement done in the early 1990s. Brian Davenport thinks the decomposition is all due to lack of bedding.

Cory Shorkey mentioned that Summit County reached out to him regarding the sewer district participating on a project on Matterhorn Terrace this year and asked if Summit County had also reached out to the District. The District staff responded no, we have not been contacted to participate.

9. Adjourn:

Ian Schofield made a motion to adjourn the meeting.

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

Karin Wilson adjourned the meeting at 7:15 p.m.

Mountain Regional Water SSD ACB Chairperson

Date

Mountain Regional Water SSD General Manager

Date

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on July 18, 2024, should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on August 15, 2024.