



APPROVED MINUTES

Administrative Control Board Meeting November 17, 2022

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe - Zoom
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:

Susie Becker from Zions via Zoom

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in Regular Meeting session on November 17, 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:** Karin Wilson called the meeting to order at 6:00 pm.
- 2. 2022 Rate Study Presentation: Susie Becker and Steve Anderson**
Susie Becker from Zions presented a powerpoint presentation via Zoom regarding the District's 2022 Rate Study.
- 3. Public Rate Hearing and Public Input:** There was one person, Paul Stangeland, from the public in attendance via Zoom. Karin Wilson opened the meeting for public input. Paul Stangeland had no comment. There was no other public input.
- 4. Consideration of Approval of 2023 Water Rates and Fees:**
Tim Dougherty moved to approve the 2023 Water Rates and Fees as presented. Ian Schofield seconded the motion. All in favor and unanimously approved.

5. Consent Agenda:

- a. Approval of the October 20, 2022 ACB Meeting Minutes: **no comments**
- b. Approval of the October 2022 Check Register: **see below**
- c. Consideration of Approval of Purchase Order: **no purchase orders**
- d. Other:

Ian Schofield inquired about Bowen and Collins invoices, and were these two separate items; the Pine Meadows study and the Master Plan for the District? Sam Grenlie responded that was correct. Those are two separate projects that Bowen and Collins are hired to perform for the District.

Ian Schofield inquired about the Laughlin water study and if the final bill and report had been submitted? Sam Grenlie reported that his understanding was the report was on Bill Laughlin's desk and the District is looking forward to reading the entire report.

Ian Schofield inquired about the charge for AC Sidewinder and was this regarding Bison Bluffs for motor repair. Brian Davenport said that was correct.

Ian Schofield inquired if there was a map of the critical infrastructure for the District that the Board could use for reference. Andy Garland responded that there is and what form Ian would like it in, electronic or paper. Ian Schofield responded that stored in the drive is fine.

Ian Schofield inquired about Hydro Specialties and the meter endpoints and if the meter change out is completed. Steve Anderson responded that yes, the meter change out District wide is complete and the endpoints ordered are for new construction.

Tim Dougherty inquired about the check to Siddoway for the shared cost of legal fees. Andy Garland responded that this was the District share of legal cost for legal fees with Siddoways.

Tim Dougherty inquired who and what is SKM inc? Chris Braun responded that SKM helps maintain our SCADA software District-wide.

Karin Wilson inquired about the check for \$100,000 to SKM and was this regarding Lost Canyon. Chris Braun responded that the parts, repairs and service were for a significant portion of operations throughout the District.

Joel Fine inquired if all the large expenditures for the year have been submitted. Andy Garland replied that yes, and there is nothing planned.

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

6. **2022 Capital Project Bid Opening Results Discussion:** Sam Grenlie gave a brief summary of the 2022 Capital Project Bid Opening Results. The apparent low, responsive bids for both these projects are significantly over the Engineers Opinion of Probable Cost prepared as part of the project design. Both bids are from reputable contractors and

made in a competitive format. These bids are reflective of the current construction market and are challenging projects; nonetheless, the pricing is unprecedented and warrants consideration.

Tim Dougherty inquired as to why the engineering company had estimated the Summit Park tank project below the bids received. Sam Grenlie responded that he does not know but it was a definite miss on the Engineering company's part.

Karin Wilson inquired if the District knew why the other company did not bid on the Tank project. Sam Grenlie responded that we did not receive an explanation.

- 7. Consideration of a Recommendation to the Governing Board to approve updates to the 2022 Proposed Amended Budget and 2023 Tentative Budget:** Steve Anderson presented the updates to the 2022 Proposed Amended Budget and 2023 Tentative Budget.

Tim Dougherty asked Andy Garland to reiterate his position from the ACB meeting in October 2022 that his (Andy Garland) recommendations for the Cost-of-Living Adjustment (COLA) for all District employees was based on the District's employment market analysis. Andy Garland stated that the COLA recommendation was based on the market analysis and that he stands by the value of 10% COLA for the coming year.

Mike Kobe moved to recommend to the Governing Board to approve updates to the 2022 Proposed Amended Budget and 2023 Tentative Budget. Tim Dougherty seconded the motion. All in favor and unanimously approved.

- 8. Consideration of a Recommendation to the Governing Board to approve the District's updated Water Rules & Regulations Policy:** Lisa Hoffman presented the summary of the District's updated Water Rules and Regulations Policy.

Ian Schofield moved to recommend to the Governing Board to approve the District's updated Water Rules & Regulations Policy. Mike Kobe seconded the motion. All in favor and unanimously approved.

- 9. Consideration of Approval of the Distribution/Transmission/Treatment Technician, Lead Technician and Manager Job Descriptions and the Lead Technician Training Program:** Lisa Hoffman gave a brief overview of the Manager, Lead Technician and Technician job descriptions for the following departments: Distribution, Transmission, and Treatment. David Warnock has reviewed and approved all job descriptions. Previously, manager job descriptions were the only roles broken out by department. Water Operators had one job description that covered all levels and all departments. These updated job descriptions will now allow for defined roles and responsibilities by department, as well as a designation for a "Lead Technician", for those employees who aspire to supervisory roles.

Tim Dougherty moved to approve the Distribution/Transmission/Treatment Technician, Lead Technician and Manager Job Descriptions and the Lead Technician Training Program. Ian Schofield seconded the motion. All in favor and unanimously approved.

10. Consideration of Approval of updates to the Backflow Administrator job description:

Lisa Hoffman gave a brief overview of updates to the Backflow Administrator job description.

Ian Schofield moved to approve the updates to the Backflow Administrator job description. Joel Fine seconded the motion. All in favor and unanimously approved.

11. Consideration of Approval of the Pine Meadows Mutual Water Company

Memorandum of Agreement Amendment for wholesale water: Chris Braun gave a brief overview of the amendment to the Pine Meadows Mutual Water Company Memorandum of Agreement Amendment for wholesale water. Dave Thomas has reviewed the agreement as well as the attorneys for Pine Meadows Mutual Water Company.

Tim Dougherty moved to approve the Pine Meadows Mutual Water Company Memorandum of Agreement Amendment for wholesale water with the minor change of changing the word from “boost” to “pump”. Ian Schofield seconded the motion with the minor change. All in favor and unanimously approved.

12. Financial Management: Steve Anderson

- a. Update on October 2022 results: Steve Anderson went over the financial results and highlights from October 2022.
- b. Update on 2023 Tentative Budget: Steve Anderson gave an update on the 2023 Tentative Budget. The only change the District is making to the 2023 Tentative Budget is the capital portion that was approved at the November 17, 2023 board meeting.

13. Assistant General Manager Comments: Lisa Hoffman

- a. Presentation of the District’s 2022 Fraud Risk Assessment: Lisa Hoffman presented the District’s 2022 Fraud Risk Assessment. No action is required from the Administrative Control Board on the 2022 Fraud Risk Assessment. This is for informational purposes only and to present findings from the annual risk assessment performed.
- b. 2022 Customer Survey Results: Lisa Hoffman presented the District’s 2022 Customer Survey Results.

14. General Manager Comments: Andy Garland

- a. Consideration of Approval of an Annual Bonus for District Staff/2022 Highlights:

Andy Garland read an email received from a customer regarding their exceptional customer service received by Stacy Blonquist .

Andy Garland requests the consideration of an annual bonus for all full-time employees. Employees that have been hired during the year would have their bonus prorated accordingly.

- b. Other: Andy Garland gave a brief summary of the conference he just attended this week.

Tim Dougherty moved to approve the \$1500.00 2022 Annual Bonus for District Staff. Ian Schofield seconded the motion. All in favor and voted unanimously.

15. Questions on Department Updates:

Karin Wilson asked about the Lead and Copper rule and why is copper so bad? Sam Grenlie responded that it is mostly about the Lead regarding health concerns. Ian Schofield replied that copper is actually bad for plants and animals.

Tim Dougherty had no questions.

Joel Fine had no questions.

Mike Kobe had no questions.

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

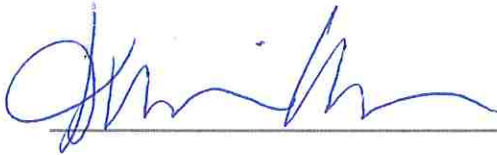
Ian Schofield moved to adjourn to executive session. Joel Fine seconded the motion. All in favor and unanimously approved. Adjourned to executive session at 8:09 PM.

Ian Schofield moved to return to the regular session. Tim Dougherty seconded the motion. All in favor and unanimously approved. Adjourned to the public session at 8:13 PM.

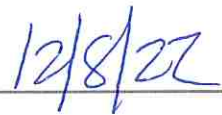
- 17. Adjourn:** Ian Schofield moved to adjourn the meeting. Tim Dougherty seconded the motion. All in favor and unanimously approved.

Karin Wilson adjourned the meeting at 8:13 PM.

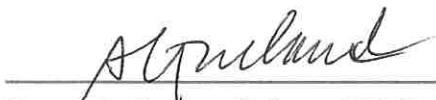
Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on November 17, 2022 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on December 8, 2022.



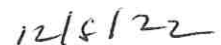
Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date