



UNAPPROVED MINUTES

Administrative Control Board Meeting August 15, 2024

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe-REMOTE
Joel Fine-ABSENT
Cory Shorkey

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun-ABSENT
Sam Grenlie
Brian Davenport
Anna Peacock

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 August 15, 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=a1VCYmUweUlrRXFTY2xZMTNjZk9Kdz09>

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 6:03 pm.

There was no public in attendance and no public comment.

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

Ian Schofield made a motion to move into executive session to discuss potential legal matters. Cory Shorkey seconded the motion. All were in favor and unanimously approved. The meeting moved into the executive session at 6:04 pm.

Ian Schofield made a motion to move out of the executive session and back into the regular session. Cory Shorkey seconded the motion. All were in favor and unanimously approved. The meeting moved out of executive session at 6:37 pm.

3. Consent Agenda:

- a. Approval of the July 18, 2024 ACB Meeting Minutes - **no comments**
- b. Approval of the July 2024 Check Register - **see below**

Ian Schofield inquired about the Woodland line project warranty. Sam Grenlie responded that the project is still under warranty and repair work is still being completed. EDM is managing the warranty period.

Karin Wilson inquired about the Arbitrage check. Steve Anderson responded that \$3000 is for the service by the Arbitrage service. Karin Wilson inquired about the check for Ground Solutions, LLC for weed abatement and if it was for all District locations. Steve Anderson responded, yes, District-wide. Karin Wilson inquired about the check for Nickerson Company for a Pump repair and where it was. Steve Anderson responded that this was for Summit Park well #5. Karin Wilson inquired about the check for Electro Power Utah LLC for seal water. Brian Davenport replied this was for redundancy at lost canyon seal power. This is on the raw water. Karin Wilson inquired about the check for Preferred Paving LLC for the asphalt patch. Brian Davenport and Steve Anderson replied this was for a repair in the Redhawk area. Karin Wilson inquired about the two checks for Summit County Health for water sampling and was the payment just split this month. Steve Anderson replied yes, that was correct.

Karin Wilson inquired about the check for the spare F150 grill. Brian Davenport replied this was for one of the "spare" trucks. The grill was very old and rusted, so it was replaced. Karin Wilson inquired about the charge by Dixon Richins at Best Buy. Steve Anderson was not sure but would follow up. Karin Wilson inquired about the charge by Jake McCormick regarding "ghost controls". Brian Davenport responded that the ghost controls were for the repair work on the electronic gate that was previously damaged.

Karin Wilson inquired about the charge by Ryan Williams regarding a "Thero Realtruck". Steve Anderson will follow up with that as well.

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

Ian Schofield made a motion to approve the consent agenda as discussed, along with Steve Anderson following up with the credit card charges from Ryan Williams and Dixon Richins.

UPDATE: Dixon Richins bought a printer for Lost Canyon. Ryan Williams purchased Thero Realtruck-Tonneau cover 24 Ford Ranger.

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

4. Financial Management:

- a. Preliminary July Highlights- Steve Anderson reviewed the July 2024 financial results.
- b. Semi-annual Cash Report June 30, 2024- Steve Anderson reviewed the Semi-annual Cash Report through June 30, 2024. The District's cash position has increased during the first six months of 2024 due to interest

income and operating revenue. Additionally, expenses have been lower than budgeted. The total cash balance is projected to drop over the next six months as the construction of the new administrative office and maintenance shop continues.

- c. Auditor Request for Proposal Update—**The auditor Request for Proposal will be sent out in September. The current auditor can bid if they choose.**
- d. Fitch Ratings Annual Surveillance Review Update. **Steve Anderson explained that Fitch assessed the District's Stand Alone Credit Profile at 'aa'. This rating represents the credit profile of the District on a stand-alone basis irrespective of its relationship with and the credit quality of Summit County. The Rating Outlook has been revised to Stable from Positive.**

5. Engineering Comments:

- a. 2024 Capital Project Quarterly Update-
Sam Grenlie gave a brief quarterly update on the District's 2024 Capital Projects within the 3 Tiers.
Tier 1 Projects: No significant bid projects this year.

Tier 2 Projects:

- 1. Sage Hills Estates Betterment was completed and was on budget.**
- 2. Browns Canyon Connection Betterment has not started, and due to limited information, there is no anticipated schedule currently (end of construction season 2025 is most likely)**

Tier 3 Projects:

- 1. Old Ranch Booster Pump Station Upgrades has a budget of \$1,200,000 (an update to be provided at the end of the year). The schedule for mechanical and site improvements is to be completed in 2024. Electrical equipment installation will run into 2025 based on procurement and lead times.**
- 2. Sun Peak Well 2 is completed. The budget was \$200,000 and money spent to date: \$147,744 (\$52,256 currently under budget).**
- 3. Summit Park Wells Rehabilitation and SCADA has a budget of \$130,000 (an update to be provided at the end of the year). The schedule is for completion by the end of year 2024.**
- 4. Lost Canyon Transmission Line Gate Valve has a budget of \$120,000. The schedule is set to start at a low-demand period in November. The project is to be completed by the week of December 2, 2024.**
- 5. Silver Creek Paving has a budget of \$200,000 and the schedule depends on bids received.**

6. **Signal Hill Floating Solar Array Update:** Andy Garland commented that he emailed a “save the date” for the ribbon cutting ceremony for the Signal Hill Floating Solar Array.
7. **General Manager Comments:** Andy Garland commented on the construction progress at the new District campus.
8. **Questions on Department Updates:**

Karin Wilson inquired about the picture on Sam Grenlie’s report. Was this raw water vs clean water? Sam Grenlie replied this was for “flocculation”.

Mike Kobe asked Brian Davenport what capacity the District is at, are we at 95% or how tight is it? Brian Davenport replied that while we are pushing hard, he does not think we are at 90% or above.

Ian Schofield had no questions.

Cory Shorkey inquired about the board retreat that was showing on the timeline.

Andy Garland responded that we would like to schedule a retreat at the same time as the solar array. There is a long list of items to discuss for September. What would the board prefer, maybe just a longer evening, or starting a little earlier on the scheduled meeting for the evening of September 19th?

The discussion ended with just leaving it on the scheduled meeting of September 19, 2024, and just having a longer meeting if needed instead of scheduling an additional meeting.
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 7:25 p.m.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on August 15, 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 September 19, 2024

Mountain Regional Water SSD ACB Chairperson

Date

Mountain Regional Water SSD General Manager

Date