



APPROVED MINUTES

Administrative Control Board Meeting July 21, 2022

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Tim Dougherty

Staff:

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

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 July 21, 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?pwd=YWh1M1BiR2o1UjlmTk5ybmVxWXNxZz09>

Webinar ID: **812 3074 7750**

To Dial in for Audio: **669-900-6833**

1. **Call to Order and Public Input:** Karin Wilson called the meeting to order at 6:03 pm. There was no public attending in person or in attendance through Zoom. There was no public input.
2. **Executive Session – Personnel, Possible Litigation, and Property Acquisition:** Mike Kobe made the motion to move into Executive Session. Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed. The board adjourned to the Executive Session. Tim Dougherty made the motion to move out of the Executive Session. Ian Schofield seconded the motion. All voted in favor of the motion. Motion passed. The board returned from the Executive Session.
3. **Consent Agenda:**
 - a. Approval of the June 16, 2022 ACB Meeting Minutes: **no comments**
 - b. Approval of the June 2022 Check Register: **see below**
 - c. Surplus of two Ford trucks:

d. Consideration of Approval of Purchase Order: none

Tim Dougherty inquired about the large number of pages in the check register this month. Steve Anderson explained that the first 8 pages are voided checks to be sent to the State for unclaimed checks.

Karin Wilson inquired about the \$100,000.00 for Sage Hills. Steve Anderson replied that this was for construction costs and is in the capital portion of the finance update.

Mike Kobe had no questions regarding the check register.

Joel Fine had no questions regarding the check register.

Ian Schofield had no questions regarding the check register.

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:

- a. Update on June 2022 results: Steve Anderson gave an update on the June 2022 financial results.
- b. Location of standby lots: Steve Anderson gave an update on the standby lots left in the District by subdivision/areas.
- c. Other: Karin Wilson inquired about the \$100,000.00 for Sage Hills. Sam Grenlie and Steve Anderson replied that this was for upsizing of the water line for the betterment of the District.

5. General Manager Comments:

- a. Phase 1 for new building: Andy Garland gave a brief update on the results of the Phase 1.
- b. RFP Architecture: Andy Garland gave a brief description of the RFP draft and would like to issue this as soon as possible, so we can piggyback with the County on their county campus build.
- c. Impact Fee Facilities Plan (IFFP) Update: Andy Garland explained that the District would like to put the IFFP on hold due to the Signal Hill Treatment Plant expansion project being on hold.

6. Consideration of Approval of updates to the District Engineer Job Description:

Lisa Hoffman gave a brief description of the updates to the District Engineer Job Description. David Warnock, the Summit County personnel director has reviewed and approved the updates.

Ian Schofield made the motion to approve the updates as presented and discussed to the District Engineer Job Description. Tim Dougherty seconded the motion. All voted in favor of the motion. Motion passed.

7. 2022 Capital Project 2nd Quarter Update: Sam Grenlie gave a brief update on 2022 Capital Projects for the 2nd Quarter.

The District does not have any Tier 1 or Tier 2 Projects currently being administered. Tier 3 Projects require Annual Board summary at a minimum and Mountain Regional Water staff manages system upgrades and construction:

1. Kilby Booster Pump Station Upgrades

a. Project Update:

- i. The structural retrofits are completed. The new electrical and control panels are in service. The facility is up, running, and much improved.

- b. Updated Project cost: \$167,697.
- 2. Spine Booster Pump Station Upgrades
 - a. Project Summary:
 - i. Structural upgrades are designed, and changes to the building have been approved by the Promontory Architectural Review Committee. The District is selecting a general contractor to make improvements to the building, moving away from using 100% internal resources to complete the project.
 - b. Updated Budget figure: \$190,000, no changes.
- 3. Silver Springs Booster Pump Station to White Pine Tank Connection
 - a. Project Summary:
 - i. Pump options have been identified for this improvement, with electrical and control design ongoing.
 - b. Updated Budget figure: \$50,000, no changes.
- 4. 2022 Lost Canyon Pigging Project
 - a. Project Summary:
 - i. Pigging project successfully completed in May by District Staff and Operations.
 - b. Updated Project cost: \$3,506.65.

Sam Grenlie gave a brief update on the PFAS sampling for the District. The District currently has no detectable PFAS in the samples taken and results received.

8. Questions on Department Updates:

Anna Peacock shared a sample of the postcard designed by Penna Powers and District staff regarding the conservation efforts this summer. This postcard will be mailed to District customers.

Karin Wilson no questions.

Joel Fine had no questions.

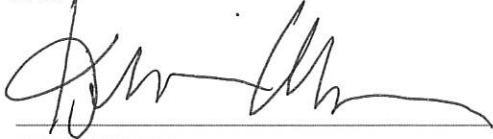
Tim Dougherty had no questions.

Mike Kobe had no questions.

Ian Schofield had no questions.

9. Adjourn: Karin Wilson adjourned the meeting at 7:28 pm.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on June 16, 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 August 18, 2022.



Karin Wilson , Chair



Andy Garland , Clerk