



UNAPPROVED MINUTES

Administrative Control Board Meeting October 24, 2024

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Joel Fine
Cory Shorkey

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun
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 October 24, 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 & Public Input:

Karin Wilson called the meeting to order at 6:02 pm.

There was no public in attendance and no public comment.

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

There was no executive session needed.

3. Consent Agenda:

- a. Approval of the September 19, 2024 ACB Meeting Minutes- **no comments**
- b. Approval of the September 2024 Check Register - **see below**
- c. Purchase Orders: **see below**
 - i. 6 Trucks; 2 Chevy Colorado, 2 Chevy Silverado, 2 GMC Sierra - \$277,953.24
- d. Approval and ratification of disposal method for surplus trucks.

Mike Kobe inquired if the amount of money for the trucks was already in the budget because he had concerns about the \$1.7 million budgeted for the infrastructure. Steve Anderson replied that we have the funds and reviewed page 9 of the September 2024 Unaudited Preliminary Financial Summary, APPENDIX A - CHANGE IN NET POSITION (INCOME STATEMENT).

Karin Wilson inquired about the drug screening/drug test. Lisa Hoffman replied that this was our quarterly random drug testing. Mike Kobe inquired about the breath portion of the test. Lisa Hoffman replied, yes the breath is part of the testing for DOT regulations regarding the CDL.

Karin Wilson inquired about Enterprise software and whether it was new. Steve Anderson replied that this was for our existing software, Esri. The description included "Enterprise", so it was confusing.

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

Mike Kobe made a motion to approve the consent agenda.

Joel Fine seconded the motion. All were in favor and unanimously approved.

4. Discussion and Consideration for Recommendation of the 2025 Tentative Budget and the 2024 Proposed Amended Budget to the District's Governing Board:

Steve Anderson presented the 2025 Tentative Budget and the 2024 Proposed Amended Budget.

Joel Fine inquired about the reimbursement for the solar array. Steve Anderson replied that there is a 10-year payback if we get the higher (40% direct pay) incentive, otherwise it is a 14-year payback.

Cory Shorkey inquired about the maintenance for the solar array and if there is a budget. Chris Braun replied that a maintenance budget was included for a couple of years in the contract.

Karin Wilson asked if there was a motion to recommend.

Joel Fine motioned to recommend the 2025 Tentative Budget and the 2024 Proposed Amended Budget to the District's Governing Board.

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

5. Financial Management:

- a. September financial summary - Steve Anderson reviewed the September 2024 financial results.
- b. Audit quotes and Enterprise Resource Planning (ERP) implementation updates
Steve Anderson commented that there are three audit bids that the administration will be reviewing and interviewing firms in the next couple of weeks.

Steve Anderson stated that the ERP Request for Proposal went out. The District anticipates having a vendor selected and implementation to occur in 2025, fully functioning by 2026.

6. Consideration of a recommendation to the Governing Board for changes to the District's Administrative Policies:

Andy Garland stated that the largest change to the policy is in regard to the asset management policy. Andy Garland commented that most of the changes are clarifications regarding notifications, titles, duties and wording cleanup.

Karin Wilson inquired who the District Treasurer was and who the District Accountant was. Andy Garland responded that Steve Anderson is the District Treasurer and Sharon Keller is the District Accountant. These are titles not professions.

Karin Wilson asked if there was a motion to recommend.

Joel Fine motioned to recommend to the Governing Board for changes to the District's Administrative Policies.

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

7. Consideration and approval of the Second Amendment to Infrastructure Agreement Mountain Regional Water Special Service District (Lot 5):

Andy Garland summarized the amendment to the Infrastructure Agreement.

Karin Wilson stated that there was not enough information and transparency in the Summit County staff report from John Angell, the Summit County Public Works Director. Karin Wilson stated that she does not feel comfortable signing the Second Amendment to the Infrastructure Agreement Mountain Regional Water Special Service District (Lot 5) without more information.

Andy Garland commented that he would request a more detailed accounting from John Angell.

Dave Thomas gave a brief explanation of the INFRASTRUCTURE AGREEMENT and the AMENDMENT TO INFRASTRUCTURE AGREEMENT.

No motions were made on this agenda item.

8. General Manager Comments: Andy Garland

- a. New Office and Shop Update
- b. Strategic Plan Update
- c. Enterprise Asset Management (EAM) Update

Andy Garland showed picture updates of the new office and shop. The construction is on schedule at this time.

Andy Garland stated that the administration team has been working on updating the Strategic Plan document, making it more manageable and more of a living document. **Andy Garland** asked if the board wants to weigh in on the KPIs (key performance indicators). The board responded that they did not want to come up with the KPIs, the administration team should decide on those and present them to the board. **Ian Schofield** commented that this document was more digestible than the previous one. **Mike Kobe** commented that the layout was really well done.

Andy Garland stated that the EAM has been decided on and that Open Gov has been selected. The contracts have been sent to **Dave Thomas** for review and comments.

9. Questions on Department Updates:

Karin Wilson had no questions.

Mike Kobe had no questions.

Cory Shorkey had no questions.

Ian Schofield had no questions.

Joel Fine had no questions.

10. Adjourn:

Mike Kobe made a motion to adjourn the meeting.

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

Karin Wilson adjourned the meeting at 7:51 p.m.

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on October 24, 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 November 21, 2024.

Mountain Regional Water SSD ACB Chairperson

Date

Mountain Regional Water SSD General Manager

Date