



APPROVED MINUTES

Administrative Control Board Meeting January 25, 2024

Attendance:

Board:

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

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun-absent
Sam Grenlie
Brian Davenport-absent
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 Meeting session on January 25, 2024, 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/81116114190?pwd=a1VCYmUweUlRFXFTY2xZMTNjZk9Kdz09>

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 p.m.
2. **Executive Session – Personnel, Possible Litigation, and Property Acquisition:**
Ian Schofield made a motion to move into the Executive Session.
Mike Kobe seconded the motion.
All were in favor and unanimously approved. Moved into the Executive Session 6:04 pm.

Ian Schofield made a motion to return from the Executive Session.
Cory Shorkey seconded the motion.
All were in favor and unanimously approved.
Returned from the Executive Session at 6:15 pm.

3. Consent Agenda:

- a. Approval of the December 14, 2023 ACB Meeting Minutes - no questions
- b. Approval of the November and December 2023 Check Registers - see below
- c. Purchase Orders
 - i. Calgon Carbon \$143,736
 - ii. Mountain West Truck Center \$148,872.96 (dump truck)
 - iii. Larry H. Miller Ford \$54,986.11 (F-350)

Ian Schofield inquired about the two checks to Pitney Bowes for postage. Steve Anderson replied that the vendor checks were a little behind and the previous month (November) was skipped. Ian Schofield inquired about the EDM Partners LLC, Summit Park 2022 Water Lines. Sam Grenlie replied this was a charge to close out the water line project on Woodland, even though EDM has labeled it as 2022 it was for 2023. Ian Schofield inquired about Intermountain GeoEnvironmental Service Summit Park - Soils Density Testing. Sam Grenlie stated that this was for rebuilding the road on Woodland Place. They are a sub to EDM. Ian Schofield inquired if they were a sub but billing the District directly? Sam Grenlie and Steve Anderson will double-check that the District was not double-billed for this work.

Andy Garland emailed the following UPDATE 1/29/2024: To follow up on who IGES is, they are a compaction company that helped with the work on the Woodland line replacement. The District needed some work done quickly so this portion was handled outside of the contract with EDM.

Karin Wilson inquired about the \$3000 check to Lifetime. Steve Anderson replied this was the employee's Christmas gift for coolers. Karin Wilson inquired about the check to Audie Wheeler for Landscaping repair and if this was for another leak repair. Steve Anderson replied, yes, the repair was for landscaping following a leak repair in Silver Springs. Karin Wilson inquired about the Drug Screening-Non-DOT Post Accident and if everyone was ok. Steve Anderson replied this was for an accident that involved the Dump Truck backing up into another District vehicle. Yes, everyone was ok. Karin Wilson inquired about the washer-dryer purchase. Steve Anderson replied this was a replacement for Lost Canyon. Andy Garland responded that there is a similar set at the Treatment Plant. This is for washing items after leak repairs or maintenance repairs that are really dirty.

Steve Anderson briefly reviewed the three purchase orders for approval.

The Calgon Carbon for \$143,736 to replace the two GAC on the schedule the District has set. The schedule is every 2 years currently. Ian Schofield inquired if the company removes and disposes of the used carbon for the District. Sam Grenlie responded yes.

The Mountain West Truck Center for \$148,872.96 (dump truck) is to replace the current International dump truck that the District owns. Mike Kobe inquired if this was also on the State procurement. Steve Anderson replied yes.

The Larry H. Miller Ford for \$54,986.11 (F-350) will go to Lost Canyon.

All have been approved in the budget.

Ian Schofield made a motion to approve the consent agenda including the three Purchase Orders as discussed.

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

4. Financial Management: Steve Anderson

- a. Preliminary December 2023 financial results

Steve Anderson went over the financial results and highlights from December 2023.

5. Engineering: Sam Grenlie and Jessica DiCaprio

- a. Independent Review of Signal Hill Optimization and Capacity Study: Sam Grenlie
- b. Consideration of a recommendation to the Governing Board for changes to the District's Procurement Policies: Sam Grenlie and Jessica DiCaprio

Sam Grenlie reviewed the Independent Review of Signal Hill Optimization and Capacity Study completed by Carollo Engineers.

Ian Schofield made a motion to recommend to the Governing Board to approve changes to the District's Procurement Policies as presented by Sam Grenlie and Jessica DiCaprio.

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

6. General Manager Comments: Andy Garland

- a. April ACB meeting date change

Andy Garland has requested to either reschedule the date again or for him to be excused. Also, this is right around the groundbreaking for the new building.

The April date has been rescheduled back to April 18, 2024.

7. Questions on Department Updates:

Karin Wilson asked Sam Grenlie about LRE Water. Sam Grenlie responded that they were a Hydrogeologist that is prequalified to work with the District.

Karin Wilson inquired about the upcoming Old Ranch road project. Sam Grenlie responded that the project was for electrical upgrades and would give a more detailed report at the next meeting.

Karin Wilson asked Lisa Hoffman if there were any bills in the Legislature we should be concerned about. Lisa Hoffman replied yes there were a couple that didn't pass last year that are back again this year. Karin Wilson asked Lisa Hoffman how many employees

from the leadership applications were completed. Lisa Hoffman stated all four from 2023 were completed. Lisa Hoffman stated that there are four new candidates this year. Karin Wilson stated that she wanted to ask Brian Davenport about the servicing of 700 hydrants. Andy Garland stated that he would follow up with that question and get back to the board.

Andy Garland emailed a follow-up for the question: UPDATE 1/29/204 As a follow-up to the question at the board meeting about hydrants, attached is a snapshot from the GIS system showing the hydrants that were serviced in 2023. Snapshot showed 411 out of the 425 public fire hydrants on a 3-year schedule were serviced in 2023. Private Hydrants on the annual (1-yr) schedule showed 293 of 293 serviced. At our February meeting, we can show you this live.

Ian Schofield wanted to ask Chris Braun about the safety online videos. Ian Schofield would like to know how we determine which videos are relevant for each department. Andy Garland stated that we could show him at the next meeting and get him a list of the choices the District has.

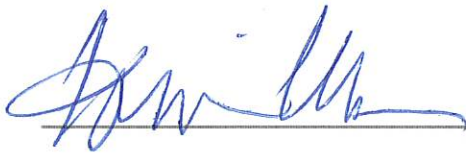
Cory Shorkey - no questions

Mike Kobe - no questions

Joel Fine - no questions

- 8. Adjourn:** Ian Schofield made a motion to adjourn the meeting. Mike Kobe seconded the motion. All in favor and unanimous. Karin Wilson adjourned the meeting at 7:12 p.m.

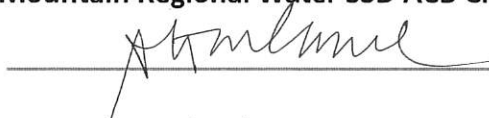
Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on January 25, 2024 should contact Lisa Hoffman at 435-940-1916 Ext. 312 to make arrangements. The next MRW Administrative Control Board Meeting will be held on February 15, 2024.



Mountain Regional Water SSD ACB Chairperson

2/15/2024

Date



Mountain Regional Water SSD General Manager

2/15/24

Date

1/29/24, 8:24 AM

Yearly Hydrant Inspections

MRW Hydrants (3-yr)

411

of 425 completed

Private Hydrants (1-yr)

293

of 293 completed

