



## **UNAPPROVED MINUTES**

### **Administrative Control Board Meeting November 21, 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-absent  
Anna Peacock

##### **Summit County Attorney:**

Dave Thomas-absent

##### **Guest:**

John Angell  
Summit County Public Works Director

Notice is hereby given that the Administrative Control Board of Mountain Regional Water SSD, Summit County, Utah will meet in a regular session on November 21, 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 6:00 pm.**

- #### **2. 2025 Water Rates Presentation:**
- Steve Anderson presented the proposed 2025 water rates. This rate increase is a tiered approach. The base rate increased by 1.26% for residential customers and 2.70% for commercial customers. The usage rate increase is higher for higher usage tiers. Residential customer usage increase starts at 4.17% and Commercial customer usage increase begins at 11.94%.**

#### **3. Public Rate Hearing and Public Input:**

**Ian Schofield made a motion to open the Public Rate Hearing and Public Input.**

**Cory Shorkey seconded the motion.**

**All were in favor and unanimously approved.**

**There is no public in attendance or online. There is no public input.**

Ian Schofield made a motion to close the Public Rate Hearing and Public Input.

Cory Shorkey seconded the motion.

All were in favor and unanimously approved.

**4. Consideration and Possible Approval of the 2025 Water Rates and Fees Schedule:**

Ian Schofield made a motion to approve the 2025 Water Rates and Fees Schedule as discussed.

Cory Shorkey seconded the motion.

All were in favor and unanimously approved.

**5. Consideration and approval of the Second Amendment to Infrastructure Agreement**

**Mountain Regional Water Special Service District (Lot 5): Andy Garland introduced John Angell, the Summit County Public Works Director.**

Karin Wilson requested more transparency regarding the allocation of costs associated with blasting, cutting, and filling among the six FJ Gilmor lots. Karin Wilson also inquired about the rationale behind High Valley Transit District's credit and MRW's substantial charges or costs.

John Angell clarified that the costs between the two entities are not directly comparable. High Valley Transit District incurred higher upfront expenses for excavation and blasting services provided by BIG D.

John Angell indicated that the High Valley Transit District's credit results from the increased charges imposed by BIG D. Meanwhile, MRW's cost is intended to reimburse Summit County, which has been financially responsible for these services to date. The original cost of \$600,000.00 was for just *road work*. The additional cost is for mass grading, excavating, and blasting.

The board asked John Angell to provide a spreadsheet and/or invoices itemizing all the expenses incurred by the county, up to the present, for the completed work that he provided. There was a discussion regarding the costs of the mass grading and excavation. These costs were not anticipated and went from a line item of \$0 to over a million dollars. The blasting and groundwork required for the lots exceeded expectations. Typically, when a lot is sold, the installation of utilities is included, and this is often factored into the appraisal of the lot.

The board requested information about the geotechnical report, lot purchase, and appraisal of the lot. The board would like to review all the information concerning all costs associated with this lot.

The board thanked John Angell for all his time and effort.

No motions were made on this agenda item.

**6. Consent Agenda:**

- a. Approval of the October 24, 2024 ACB Meeting Minutes **no comments**
- b. Approval of the October 2024 Check Register **see below**

c. Purchase Orders:

- i. MVP Supply - Treatment Plant Insulation -**Steve Anderson presented a summary of the tasks that MVP will undertake, on the installation of panels on the ceilings to ensure proper coverage of the insulation.**
- ii. OpenGov - EAM Software & Implementation -**Steve Anderson confirmed that the EAM software the District selected is OpenGov. This P.O. encompasses the implementation costs as well as the annual subscription fees for a duration of three years.**

**Ian Schofield asked to be reminded what the acronyms are again. Such as CCG, and CSRA. Steve Anderson replied that CCG is the furniture manufacturer, CSRA is the architect and both checks are for the building.**

**Ian Schofield asked about Big Iron Drilling and what happened. Chris Braun responded that this was work being done at the Justice Center.**

**Regarding the Whitney Advertising Christmas swag for employees, Ian Schofield asked if the board was included. Andy Garland responded that they would have to wait until Christmas to find out.**

**Ian Schofield acknowledged the staff's exceptional work in providing thorough descriptions for the drug screening process. He emphasized that the screenings were random, eliminating the need for specific inquiries.**

**Ian Schofield made a motion to approve the Consent Agenda as discussed.**

**Joel Fine seconded the motion.**

**All were in favor and unanimously approved.**

**7. Financial Management: Steve Anderson**

- a. October 2024 financial summary - **Steve Anderson reviewed the October 2024 financial results.**
- b. Auditor selection - **Steve Anderson stated that Squire was chosen as the District auditor.**
- c. 2025 Tentative Budget and 2024 Proposed Amendments update: **Steve Anderson commented that there are no changes to the proposed budget. The budget presented to the ACB last month is what will be presented to the Summit County Council.**

**8. Consideration for Recommendation of Approval of the Annexation of Parcel PP-40 into the Service Area of the District by the Summit County Council:**

**Chris Braun stated that Parcel PP-40 is located adjacent to Discovery Ridge and the Weilenmann School. This parcel is zoned Hillside Stewardship, and it is expected that a total of 1 home will be constructed on the parcel. There is infrastructure within Discovery Ridge that the owner will be responsible for connecting to.**

Ian Schofield made a motion to Recommend Approval of the Annexation of Parcel PP-40 into the Service Area of the District by the Summit County Council.

Cory Shorkey seconded the motion.

All were in favor and unanimously approved.

9. Consideration for Recommendation of Approval of the Annexation of Parcels PP-S-MC-1-A and PP-S-MC-1-B into the Service Area of the District by the Summit County Council: Chris Braun stated Parcels PP-S-MC-1-A and PP-S-MC-1-B are located adjacent to the Colony at White Pine Canyon. This parcel is zoned Mountain Remote and it is expected that a total of 12 homes will be constructed on the two parcels being annexed. A portion of this area was previously before the Board earlier this year and that annexation was completed. The owner has since changed the legal description to the original annexed parcel and is also requesting that a second parcel be annexed. This new proposed annexation encompassed the previous area and the additional parcel all at once, without any gaps or overlaps caused by the change in legal descriptions.

Ian Schofield made a motion to Recommend for Approval of the Annexation of Parcels PP-S-MC-1-A and PP-S-MC-1-B into the Service Area of the District by the Summit County Council.

Mike Kobe seconded the motion.

All were in favor and unanimously approved.

10. Assistant General Manager Comments: Lisa Hoffman

- a. Presentation of the District's 2024 Fraud Risk Assessment - Lisa Hoffman presented the District's 2024 Fraud Risk Assessment. No action is required from the Administrative Control Board on the 2024 Fraud Risk Assessment. This is for informational purposes only and to present findings from the annual risk assessment performed.
- b. Consideration of Approval of the District's 2025 Annual Notice of Scheduled Meetings for the Administrative Control Board - Lisa Hoffman presented the Scheduled Meetings for the Administrative Control Board to approve.

Ian Schofield made a motion to approve the District's 2025 Annual Notice of Scheduled Meetings for the Administrative Control Board.

Joel Fine seconded the motion.

All were in favor and unanimously approved.

- 11. Consideration of Approval of a Real Estate Purchase Contract for the District's current administrative office at 6421 N. Business Park Loop Road, Suite A, 84098: **Andy Garland requested the meeting be adjourned to the executive session. (see item #14)****

**Ian Schofield made a motion to Approve a Real Estate Purchase Contract for the District's current Administrative office at 6421 N. Business Park Loop Road, Suite A, 84098.**

**Joel Fine seconded the motion.**

**All were in favor and unanimously approved.**

**12. General Manager Comments: Andy Garland**

- a. New Office and Shop Update - **Andy Garland provided a concise update regarding the ongoing construction of the new office and shop building.**
- b. Consideration of Approval of an Annual Bonus for District Staff/2024 Highlights **Andy Garland has requested the annual bonus of \$1500.00 which is in our policy & \$500.00 pro-rated discretionary bonus which is also in our policy for a total of \$2000.00.**

**Ian Schofield made a motion to approve an Annual Bonus for District Staff for 2024 as discussed.**

**Joel Fine seconded the motion.**

**All were in favor and unanimously approved.**

- c. 2024 Employee Survey Results - **Andy Garland commented that following the initial employee survey results, a follow-up survey of three questions was sent out, seeking more detailed responses. In light of the follow-up responses indicating a desire for improved communication, the department heads will now provide quarterly updates. Both surveys are submitted confidentially and anonymously to ensure the privacy and confidentiality of the employees.**
- d. Regional Water Supply Contract 2025-2029 - **Andy Garland commented the District does not have any surplus water supply, so will not be contributing anything to the table this upcoming year.**

**13. 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.**

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

**Ian Schofield made a motion to move into executive session to discuss Real Estate.  
Joel Fine seconded the motion.  
All were in favor and were unanimous.  
The meeting moved into the executive session at 7:23 pm.**

**Ian Schofield made a motion to move out of the executive session after discussing Real Estate.  
Joel Fine seconded the motion.  
All were in favor and were unanimous.  
The meeting moved out of the executive session at 7:30 pm.**

**15. Adjourn:**

**Ian Schofield made a motion to adjourn the meeting.  
Mike Kobe seconded the motion. All were in favor and unanimously approved.  
Karin Wilson adjourned the meeting at 8:06 p.m.**

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on November 21, 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 December 12, 2024 .

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Mountain Regional Water SSD ACB Chairperson Date

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Mountain Regional Water SSD General Manager Date