MOUNTAIN REGIONAL WATER SPECIAL SERVICE DISTRICT

Administrative Control Board

Regular Meeting Minutes

Thursday, October 22, 2026 • 4:00 PM

Location	5739 Paintbrush Road, Park City, UT 84098
Meeting URL	https://meeting.gomeet.com/607-604-601
Dial-In	+1 206-388-4501 • PIN: 607-604-601#
Quick Dial	+1-206-388-4501 • 607-604-601#

Board Members Present	Karin Wilson, Ian Schofield, Mike Kobe, Cory Shorkey, Phil Tisovec
Board Members Absent	
Summit County Attorney	Dave Thomas
Staff & Guests Present	Andy Garland, Lisa Hoffman, Steve Anderson, Sam Grenlie, Chris Braun, Brian Davenport, Anna Peacock, Jake Olderman

1. Call to Order and Public Input

- **Call to Order:** Meeting called to order by Karin Wilson at 4:04 p.m.
- **Public Present:** Steve Borup with Six Ridge Partners for the Altus Station Annexation

  Remote public: None

  2. Altus Station Annexation

a. Consideration for recommendation of approval of the annexation of Parcels SCPS-1-X, PCTC-401-AM-X, PCTC-402-AM, PCTC-403-AM, PCTC-404-AM, and PCTC-5B-AM into the Service Area of the District by the Summit County Council.

Discussion:

Three property owners within the Park City Tech Center are seeking annexation into the District as part of a public-private partnership with Summit County. Although an operational Summit Water well and established infrastructure are on site, Summit Water has declined to provide service to these parcels. The proposed development plans focus on a mixed-use project with a significant emphasis on affordable housing.

Steve Borup commented that Altus Station annexation is a joint application between Summit County, High Valley Transit, and Park City Junction, LLC (Six Ridge Partners). He commented that the project will benefit all due to looping the water lines and crossing SR 224.

Water consumption is expected to remain minimal because of the high development density.

Andy Garland noted several benefits to the District, including an increased customer base and additional impact fee revenue. However, he also highlighted potential downsides, noting that the District would require more water and need to secure additional water sources sooner than anticipated.

Andy Garland further clarified that annexing these parcels into the District does not obligate or guarantee that the District will provide water service to them.

- **Action Taken / Vote:**
  - **Motion:** Move to recommend the approval of the annexation of Parcels SCPS-1-X, PCTC-401-AM-X, PCTC-402-AM, PCTC-403-AM, PCTC-404-AM, and PCTC-5B-AM into the Service Area of the District by the Summit County Council.
  - **Moved By:** Ian Schofield | **Seconded By:** Phil Tisovec
  - **Outcome:** Approved (Vote Count: [4 Ayes: Karin Wilson, Ian Schofield, Phil Tisovec, Mike Kobe – 1 Nay: Cory Shorkey])

3. Executive Session — Personnel, Possible Litigation, and Property Acquisition

No Executive Session was necessary.

4. Consent Agenda

Items under consent agenda:

a. Approval of the September 17, 2026 Meeting Minutes
b. Approval of the September 2026 Check Register
c. Purchase Orders:
   i. Royal Automation - $412,166
   ii. SKM Engineering - $247,200
   iii. Nickerson Company Inc - $142,983

Discussion:

- Karin Wilson questioned the use of the term “funding” on page 2 of the minutes. It was noted that this was unrelated draft language with no relevance, which can be removed. Anna will remove “funding” from the text.

- Ian Schofield inquired about the DOT drug test, whether it was routine, random, or due to an accident, and whether the individual was okay. Andy Garland replied that it was for an accident; the individual backed into a wall; and the individual is fine.
- Ian Schofield inquired about the tuition reimbursement. Andy Garland commented that the reimbursement is for Carsen McKight, who is working on a finance degree.
- Ian Schofield inquired about the PC Locks and whether this is the last of the lock replacement project. Chris Braun confirmed that was the case.
- Mike Kobe inquired about the refund to Promontory regarding the reservoir 3% inspection fee. Andy Garland commented that the District and Promontory have parted ways regarding the design and construction of the reservoir; thus, the District refunded the inspection fees.
- Mike Kobe inquired about the installation of a concrete driveway at Fletcher Court. Steve Anderson explained that MRW made a one-off direct payment rather than reimbursing the customer, as had been standard procedure.
- Karin Wilson asked about the "Jake O. project". Andy Garland invited Jake Olderman to explain his project as part of the lead tech program: Jake Olderman explained that the project originated when crews discovered the Community Water Tank lacked an effective drainage and flushing mechanism. Consequently, a new fire hydrant was installed near the building to direct drainage toward the retention ponds and support routine water-quality flushing.
- Karin Wilson inquired about Eminent Technical Solutions LLC for Verkada Intercom. Chris Braun explained this was for the delivery intercom instead of a card reader (5 yr license) for the treatment plant location.
- Karin Wilson inquired about the P.O. Royal Automation, and what $149,731.64 for "Revised Incoming" means. Chris Braun explained that the Royal PO is for the new electrical service enclosure/meter cabinet, replacing the existing one for larger service.
- Mike Kobe inquired about the P.O. to SKM. Chris Braun replied that the SKM P.O. is for the owner-purchased, owner-installed SCADA panel upgrade before the Signal Hill project gets going.

- **Action Taken / Vote:**
  - **Motion:** Move to approve the Consent Agenda as discussed, including the approval of the P.O.s.
  - **Moved By:** Ian Schofield | **Seconded By:** Cory Shorkey
  - **Outcome:** Approved (Vote Count: [5 Ayes – 0 Nays])

5. Financial Management — Steve Anderson

September 2026 Financial Results:

- **Usage Information:**

  - Usage by tiers (Residential):
  - Customer Type Comparison: Overall usage
  - Largest users in September by area (Residential):
- **Signal Hill Water Treatment Plant Optimization revenue bonds update**
- **Fitch**

Discussion:

- The overall water usage and tier-based revenue declined year-to-date in 2026 compared to 2025.
- Total water usage fell in September 2026 compared to September 2025, with declines across nearly every customer category and only condo usage showing an increase.
- The top 20 users consist of 6 new users (1 month), 5 users at 2 months, 2 users at 3 months, 5 users at 4 months & 2 users at 5 months.
- The Summit County Council held the public hearing for the revenue bonds, and there were no comments, so the District is now able to go out to bond. There will be more information at the November Board hearing.
- Fitch confirmed that the District's rating remains unchanged.

6. 2027 Tentative Budget - Steve Anderson

a. Discussion and Consideration for Recommendation of the 2027 Tentative Budget and the 2026 Proposed Amended Budget to the District's Governing Board
b. 2027 Water Rates and revenue discussion

Discussion:

- Bid opening just under $47 million (construction costs) will bring the details to the board in November.
- CHANGES TO THE BUDGET different than the packet provided
  - 3% COLA and Merit increases from 2.5% to 3% (to match Summit County)
  - 100 new customer connections projected for 2026, and 90 is projected for 2027
  - $900,000 projected for 2026 impact fee collections, and a $100,000 decrease is projected for 2027
- RATES:
  - Option 1 is the recommended choice and will be prepared for the rate hearing in November

This agenda item is for discussion only; no motion is required today, but it will be placed on next month's agenda for formal action.

7. Engineering Updates — Sam Grenlie

a. Consideration for recommendation of approval of the amendment to the District's Impact Fee Facility Plan to the Summit County Council
b. Consideration and possible approval of the Water Resources Engineering Intern job description

Discussion:

- Staff presented an amendment to the 2023 Impact Fee Facilities Plan (IFFP) amended in 2025, ahead of the scheduled 2027 Master Plan update to account for the updated $57 million Signal Hill Water Treatment Plant Optimization project cost and support adjusted impact fees for new development, ensuring the Impact Fee Analysis reflects current growth-related costs.
- Staff recommended that the Mountain Regional Water Administrative Control Board approve a budgeted Water Resources Engineering Intern job description—scheduled for roughly 32 hours per week in the summer with potential part-time hours during the school year—to support Staff Engineer Jessica DiCaprio with hydraulic modeling, data verification, and reporting duties.

Action Taken / Vote:

- **Motion:** Move to recommend for Approval the amendment to the District's Impact Fee Facility Plan to the Summit County Council
- **Moved By:** Phil Tisovec | **Seconded By:** Ian Schofield
- **Outcome:** Approved (Vote Count: [5 Ayes – 0 Nays])

Action Taken / Vote:

- **Motion:** Move to recommend for approval the Water Resources Engineering Intern job description
- **Moved By:** Phil Tisovec | **Seconded By:** Cory Shorkey
- **Outcome:** Approved (Vote Count: [5 Ayes – 0 Nays])

8. General Manager Comments — Andy Garland

General Updates:
The submitted bid was below the budgeted amount and requires verification.
Distributed the annual employee evaluation survey, which will serve as input for Andy Garland's annual performance review (coordinated by Mike & Phil).

9. Questions on Department Updates

Questions & Discussion:

- Karin Wilson noted that Anna Peacock's report showed 205 out of 5,465 meters, but the category was unspecified; she assumed this referred to leaks, which Anna Peacock confirmed.
- Karin Wilson asked whether affected customers received water conservation notices; Anna confirmed that 13 notices were sent, noting that most leaks were minor.
- Karin Wilson observed that the backflow compliance percentage was omitted and assumed full compliance; Anna Peacock clarified that only one outstanding report remained.

10. Adjournment

Motion to Adjourn:

- **Moved By:** Ian Schofield | **Seconded By:** Phil Tisovec
- **Meeting Adjourned At: 6:24 p.m.**
- **Outcome:** Approved (Vote Count: [5 Ayes - 0 Nays])
- **Next Scheduled Meeting:** November 19, 2026 at 6 p.m.

Mountain Regional Water SSD ACB Chairperson Date

Mountain Regional Water SSD General Manager Date

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on September 17, 2026, should contact Lisa Hoffman at 435-731-5821 to make arrangements. The next regularly scheduled MRW Administrative Control Board Meeting will be held on October 22, 2026, at the District's administrative office at 5739 Paintbrush Road, Park City, UT 84098.