



APPROVED MINUTES

Administrative Control Board Meeting January 15, 2026

Attendance:

Board:

Karin Wilson
Ian Schofield - **absent**
Mike Kobe
Cory Shorkey
Phil Tisovec

Staff:

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

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 special session on January 15, 2026, at the District's administrative office at 5739 Paintbrush Road, 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 Meeting:

Please click the link below to join the webinar:

<https://meeting.gomeet.com/399-816-924>

Dial-in Number: +12063884501

Attendee PIN: 399-816-924#

1. Call to Order and Public Input

Karin Wilson called the meeting to order at 6:00 pm

2. New Board Member Introduction:

Phil Tisovec is the newest board member. He gave a brief introduction and a short bio about himself.

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

An executive session was not needed.

4. Consent Agenda:

- a. Approval of the November 20, 2025, and December 10, 2025, ACB Meeting Minutes:

Mike Kobe inquired if the guest from the November 2025 meeting, Tom Daley, had contacted the board or had any questions or comments. MRW confirmed that there had been no contact from Mr. Daley via email or phone call.

- b. Approval of the November 2025 and December 2025 Check Register: [see below](#)
- c. Purchase Orders:
 - i. FX Construction: Community Water Tank replacement \$1.45 Million
Karin Wilson asked if the Purchase Order (PO) had been included in the 2026 budget. Steve Anderson confirmed that it had, stating that the budget was \$1.7 million and was awarded to FX under budget.

(b.) Karin Wilson inquired about the oil changes from UTB Transformers for \$25,000.00 at Lost Canyon. Chris Braun explained that the oil change was needed for the transformers at Lost Canyon. He noted that they are operated under heavy use and for long periods, requiring a significant volume of oil to be replaced.

Karin Wilson asked about the multiple purchases for \$989.91 labeled xmas gift. Andy Garland explained that the employees received a power bank for Christmas, noting that they were purchased in quantities of 10.

Karin Wilson inquired about the Master Roofing Deposit related to the McDonald skylights. Brian Davenport clarified that the skylights are situated on the booster station in the Colony, named McDonald. MRW personnel use the skylights to access the large equipment inside when necessary. However, the plastic skylights are occasionally damaged when the HOA snowplows in that area due to the building's location.

Karin Wilson asked if there was a motion to approve the consent agenda.
Cory Shorkey made a motion to approve the consent agenda as discussed.
Mike Kobe seconded the motion. All were in favor, and it was unanimously approved.

5. Financial Management: Steve Anderson

- a. December 2025 preliminary results: Steve Anderson reviewed the December 2025 financial results.
- b. WIFIA update - Steve Anderson provided a brief update on the WIFIA loan.

6. Engineering Updates: Sam Grenlie

- a. 2026 Engineering Projects Preview:
Sam Grenlie summarized the District's 2026 engineering, construction, and improvement projects, which are organized into three tiers.

Tier 1 Projects: Signal Hill Water Treatment Plant (SHWTP) Optimization Project, Canyons Tank Replacement, and Old Ranch Well No. 17

Tier 2 Project: Browns Canyon Connection Betterment

Tier 3 Projects: Lake Well Rehabilitation, SHWTP SCADA Panel Upgrade, and Atkinson Well 2 Aquifer Storage and Recovery (ASR)

7. Annual Conflict of Interest Disclosure Form: Andy Garland

Mountain Regional Water Administrative Control Board members are required to annually submit a Conflict of Interest Disclosure Form to Andy Garland. Completed forms will be posted on the District's website.

8. General Manager Comments: Andy Garland

Andy Garland reported that a meeting with about 40 attendees was held last week by Lake Rockport Estates. While residents seemed divided on the issue, a commitment was made to complete the required engineering work.

Andy Garland commented that the following items were discussed at the Manager's Retreat this week.

- a. District debt and growth.
- b. Funding for aging infrastructure.
- c. Considering drought rates starting in April, Weber Basin's supply restriction begins June 1st, requiring odd/even watering restrictions this summer.
- d. Review of billing methods/units.
- e. Training initiatives that are computer-based
- f. Staffing, including water quality personnel, planning for a 2027 engineering intern, and salary range reviews.

Andy Garland stated that we are working on the Policy Updates. These include both the administrative and personnel policies.

Andy Garland requested that the next meeting discussion address the following points:

- a. Setting the date and time for next month's Board Retreat, contingent on Ian's return.
- b. Discussion of the Master Plan.

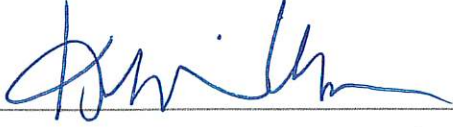
9. Questions on Department Updates:

Karin Wilson asked Sam about the reduction in staffing in the Engineering Report. Sam Grenlie replied that Stacy been out for a planned medical.

Karin Wislon asked about the GDPA on Lisa's report. It appears to be similar in nature to the GRAMA requests. Andy Garland replied that it is the Government Data Privacy Act (GDPA) District staff is required to complete annual training on the privacy program. The administration staff has already finished this training, which consisted of an 8-minute video. The rest of the staff will need to complete this training as well as the board, and then to the county council. This will eventually affect how our contracts are written.

10. Adjourn:

Mike Kobe made a motion to adjourn the meeting. Cory Shorkey seconded the motion. All were in favor. Karin Wilson adjourned the meeting at 6:52 p.m.



Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date