



UNAPPROVED MINUTES

Administrative Control Board Meeting November 20, 2025

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Cory Shorkey

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun
Sam Grenlie
Brian Davenport
Anna Peacock
Jessica Dicaprio

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 November 20, 2025, at the District's new 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 Zoom Meeting:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85123687184?pwd=IO1Y991ILJQnNv2UTtdT5btv2KFWx.1>

Passcode: 153330

Webinar ID: 851 2368 7184

To Dial in for Audio: 669-900-6833

1. Call to Order and Public Input:

Karin Wilson called the meeting to order at 6:02 PM

Public Attendees: Tom Daley.

2. 2026 Water Rates and Impact Fee Analysis (IFA) Presentation:

Steve Anderson presented the proposed 2026 water rates. This rate increase is a tiered approach. The base rate increased by 2.05% for residential customers and 2.11% for commercial customers. The usage rate increase is higher for higher usage tiers.

Residential customer usage increases start at 2.22% and Commercial customer usage increase begins at 2.67%.

Steve Anderson presented the proposed 2026 Impact Fee Analysis. The District imposes impact fees, per Utah law, to mitigate new development's effect on public infrastructure. This process involved two steps: an Impact Fee Facilities Plan (IFFP) completed by Bowen

Collins, and an Impact Fee Analysis (IFA) by Zions Public Finance. Both were last completed in 2023.

The District has two Impact Fee Areas: the General Service Area (GSA) and the Promontory Service Area (Promontory). Promontory receives a credit because it provides its own water rights and infrastructure.

Impact fees comprise components for Water Rights, Source Production, Storage, Distribution, and Operations Support. The methodology requires new development to "Buy-In" to excess capacity. If capacity is lacking, development pays for capital projects based on a 10-year growth window.

The IFA determined that the cost of 1 GPM on peak day has increased since 2023. The average impact fee in 2025 was \$6,995. The new 2026 impact fee is expected to increase by 15% to 19%, resulting in a new average between \$8,044 and \$8,324.

3. Public Rate Hearing:

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. Tom Daley had exited the meeting. No other members of the public remained in attendance.

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 2026 Water Rates and Fee Schedule:

Ian Schofield made a motion to approve the 2026 Water Rates and Fee Schedule. Cory Shorkey seconded the motion. All were in favor and unanimously approved.

5. Consideration and Possible Approval of the Impact Fee Rates:

Ian Schofield made a motion to approve the 2026 Impact Fee Rates. Mike Kobe seconded the motion. All were in favor and unanimously approved.

6. 2025 Water Conservation Plan Presentation: Sam Grenlie and Jessica Dicaprio

a. Conservation Plan Presentation - see below

b. 2025 Conservation Plan Final Draft - see below

a.) The following points summarize the core data and proposed actions in the 2025 Conservation Plan presentation:

- **Conservation Goal:** The plan utilizes a regional approach for nine conservation regions, setting the target for the Weber River Basin at a **20% reduction** in water use, moving from 250 GPCD (2015) to 200 GPCD (2030 goal).
- **Population Estimate:** The estimated population for 2025 is **12,494**, based on 5,744 total connections (including primary and seasonal residences).
- **Use Trend:** Per capita water use (GPCD) has been trending downward, remaining

significantly below the **2030 Regional Conservation Goal** of approximately 200 GPCD.

- **Peak Demand and Loss:** Peak water production, customer demand, and total system loss occurred in **July**. The highest percentage of monthly loss was recorded in **April (25%)**.
- **Key Conservation Practices:** The District will focus on implementing several practices, including:
 - **Advanced Metering Infrastructure (AMI).**
 - **Advanced Water Loss Monitoring and Management.**
 - **Water-Efficient Landscaping Incentives.**
 - **Conservation-Based Pricing.**

b.) This summary highlights the critical elements from the District's 2025 Water Conservation Plan, updating the 2020 plan.

1. Water Conservation Goal & Performance

- **Regional Goal:** The 2030 Regional Conservation Goal for the Weber River Basin is **200 GPCD** (gallons per capita per day).
- **District Goal:** The District's revised goal is to achieve a five-year average **GPCD of 134 or lower** across the 2025 through 2029 period.
- **Recent Performance:** The three-year average GPCD (2022-2024) is **134 GPCD**, which is significantly below the regional target of 200 GPCD. This performance is attributed to drought restrictions in 2022, conservation efforts, and weather conditions.
- **Timeline:** The District will formally track progress against the 134 GPCD goal starting in **2025** and conduct a midpoint evaluation in **2027**.

2. System Water Loss & Efficiency

- **2024 Loss:** In 2024, total water production was approximately 1.95 billion gallons, with total system losses (Non-Revenue Water) totaling 242 million gallons, or **12.4%** of total production.
- **Highest Loss Month:** The highest percentage loss occurred in **April (25%)**.
- **Water Loss Strategy:** The loss prevention strategy emphasizes early detection, rapid response, and continuous system optimization, utilizing both **SCADA and Advanced Metering Infrastructure (AMI)** data.
- **Metering:** The system is **100% metered** with Advanced Metering Infrastructure (AMI).

3. Population and Water Demands

- **2025 Population Estimate:** The estimated total service population for early 2025 is **12,494**, calculated using an occupancy factor of 0.35 for seasonal/STR residences to account for part-time use in the resort community.
- **Water Use Categories (2024):**
 - **Residential** accounts for the largest share of drinking water connections (5,745) and use (1,653 acre feet).
 - A single raw water customer, **Promontory**, accounts for **807 acre feet** of raw water use, classified under the agricultural sector.
- **Supply Projections:** Planned expansions, including the **Signal Hill Water Treatment Plant (SHWTP) expansion** (Phase 1 by 2027) and new wells,

are critical to meeting projected peak day demands through 2065. The total estimated construction cost for the SHWTP project is **\$35,368,000**.

4. Key Conservation Practices (BMPs)

The District will implement or maintain the following Best Management Practices (BMPs):

- **Conservation-Based Pricing:** Maintain and annually review the **tiered rate structure** to incentivize conservation. For 2025, residential usage rates were significantly increased for higher tiers (e.g., usage above 100,000 gallons increased from \$37.80 to **\$55.00** per 1,000 gallons).
- **Landscape Incentives:** Continue the **Landscape Lawn Exchange Program**, offering rebates of **\$3.00 per square foot** for replacing lawn with water-efficient landscaping.
- **Ordinance Compliance:** Actively support compliance with Summit County's ordinance, which mandates a **turf-cap rule** (max 15% of irrigated area or 2,000 sq. ft.) and requires **WaterSense-label smart controllers** in new developments.
- **Smart Irrigation Pilot:** Develop a **Smart Irrigation Controller Pilot Program** targeting high-volume customers.
- **Drought Planning:** Maintain a tiered Drought Contingency Plan with defined restrictions and surcharges.

7. Consideration and Possible Approval of the 2025 Water Conservation Plan:

Cory Shorkey made a motion to approve the 2025 Water Conservation Plan.

Ian Schofield seconded the motion.

All were in favor and unanimously approved.

8. Consent Agenda:

- a. Approval of the October 23, 2025, ACB Meeting Minutes - **no comments**
- b. Approval of the October 2025 Check Register - **see below**
- c. Purchase Orders:
 - i. H2O Innovation USA, Inc., Membrane procurement
 1. Signal Hill Water Treatment Plant Optimization – Membrane Procurement Summary Memo
 2. Contact/Technical Specifications (for reference)
 - ii. Carollo Engineers, Inc., Contract amendment
 - iii. EDM Partners, Old Ranch Well equipping

b.) Check Register questions:

Ian Schofield inquired about the EDM Partners LLC for the Old Ranch Road Water Line Loops. Sam Grenlie replied that EDM has been great to work with, and the County is going to store the loops.

Ian Schofield asked about the \$6,784.80 check issued to Hydro Specialties for poly lids. Anna Peacock confirmed the expense, clarifying that these lids are purchased for replacements when damaged, as well as routine, ongoing District-wide replacements. Ian Schofield noted that the District has paid Summit County \$1.7 million for the infrastructure. Steve Anderson confirmed this and commented that the District received an invoice.

Ian Schofield commented on the car wash soap. Andy Garland confirmed that we have started to supply the wash bay for District vehicles.

Karin Wilson inquired about the EAP program through Intermountain Health. Lisa Hoffman explained that EAP (Employee Assistance Program) is a free and confidential workplace benefit that helps employees and their families manage personal and work-related challenges that could affect their well-being or job performance.

Karin Wilson asked for all pages to be in landscape orientation upon uploading. Steve Anderson assured the board he would be more mindful of this for future packets.

Andy Garland commented that the purchase order regarding the membrane is just for the design.

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

Ian Schofield made a motion to approve the consent agenda as discussed.

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

9. Financial Management: Steve Anderson

- October 2025 financial result: Steve Anderson reviewed the October 2025 financial results.
- WIFIA update - Steve Anderson provided a brief update on the WIFIA loan.
- 2026 Tentative Budget and 2025 Proposed Amendments update: Steve Anderson commented that the Summit County Council meeting last week was favorable. The District will go back for approval on December 3, 2025.

10. Engineering Updates: Sam Grenlie and Jessica DiCaprio

- Introduction of Monthly Source Production Reports -
- Capital Project End of Year Summary -

a.)The Engineering and Development Department is introducing **Monthly Source Production Reports** to enhance visibility of water supply and alignment with the Master Plan. These informational reports utilize existing SCADA data and include a Daily Source Production chart, which tracks usage against the internal **80% Source Utilization threshold**. The 2025 peak production occurred on August 8 at

4,615 gpm. This ongoing data review will help validate Master Plan assumptions and prioritize future source development

b.) The District managed over **\$5.1 million** in capital project budgets in 2025. The overall project portfolio was delivered **under budget** and with strong schedule performance.

- The **Tier 1 Matterhorn Terrace Water Line Replacement** project achieved Substantial Completion in October 2025 and was completed under budget at a final cost of \$868,000.
- The **Tier 2 Highway 224 Interconnect**, a major regional transmission project, is on schedule, with vault start-up and punch-list activities currently underway.
- The **Tier 3 Old Ranch Booster Pump Station**, a permanent generator was delivered and installed; significant cost savings achieved from self-performing the work led to the procurement of two new pumps.
- The **Tier 3 Summit Park Electrical and Well Improvements** included the completion of chlorination system installation at Well 7 and fabrication of a new Motor Control Center (MCC) for the Innsbruck Booster Pump Station.
- The **Tier 3 Enterprise Asset Management (EAM) system** successfully went 'live' in November 2025, with configuration and staff training currently in progress.
- The **Tier 3 Blackhawk Well 2R Rehabilitation** was completed on schedule and under budget because a new pump and motor were not deemed necessary.

11. Consideration for Recommendation of Approval of the Annexation of Parcel PP-87-3 into the Service Area of the District by the Summit County Council: Andy Garland

Parcel information was briefly reviewed for the board by Andy Garland and Chris Braun.

Karin Wilson asked if there was a motion for Recommendation of Approval of the Annexation of Parcel PP-87-3 into the Service Area of the District by the Summit County Council.

Ian Schofield made a motion for Recommendation of Approval of the Annexation of Parcel PP-87-3 into the Service Area of the District by the Summit County Council.

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

12. Assistant General Manager Comments: Lisa Hoffman

- a. Presentation of the District's 2025 Fraud Risk Assessment - Lisa Hoffman presented the District's 2025 Fraud Risk Assessment for informational purposes, sharing the findings from the annual risk assessment. No action is required from the Administrative Control Board regarding the 2025 Fraud Risk Assessment.

Karin Wilson requested that the Finance Department follow up on item #4 of the Separation of Duties concerning who has access to the blank checks.

- b. Consideration of Approval of the District's 2026 Annual Notice of Scheduled Meetings for the Administrative Control Board - Lisa Hoffman presented the Scheduled Meetings for the Administrative Control Board to approve. Andy Garland proposed a board retreat to be held in March 2026.

Ian Schofield made a motion to approve the District's 2026 Annual Notice of Scheduled Meetings for the Administrative Control Board.

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

13. General Manager Comments: Andy Garland

- a. **New Office and Shop Update:** Occupancy has been achieved in the new building.
- b. December Administrative Control Board meeting - This meeting is cancelled. Should any urgent matter arise, the board will be notified with ample advance notice.
- c. Consideration of Approval of an Annual Bonus for District Staff/2025 Highlights: Mike Kobe made a motion for the Approval of an Annual Bonus for District Staff/2025, per Andy Garland's recommendation. Ian Schofield seconded the motion. All were in favor and unanimously approved.
- d. 2025 Employee Survey Results - Administrative staff, as part of an upcoming admin retreat, will review and address succession planning.
- e. Regional Water Supply Contract 2026-2030 -
- f. General Manager's annual review - Mike Kobe presented an overview of the 2025 goals, noting both achievements and difficulties. Following this review, he outlined the strategy, primary objectives, and major projects planned for the 2026 goals.

14. Questions on Department Updates:

Karin Wilson commented on how pleased she is with the substantial cost savings achieved through the solar array project. Chris Braun is scheduled to present the annual savings report at the January 2026 Board meeting.

Ian Schofield expressed his approval of the safety practices showcased in the photos. Ian Schofield was unaware that the Nugget Well in Newpark is situated within the parking lot. Brian Davenport verified this to be accurate.

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

Ian Schofield made a motion to enter the executive session for Personnel.
Mike Kobe seconded the motion.
All were in favor, and the meeting entered executive session at 7:54 pm.

Ian Schofield made a motion to exit the executive session.
Mike Kobe seconded the motion.
All were in favor, and the meeting exited the executive session at 8:21 pm.

16. Adjourn:

Ian Schofield made a motion to adjourn the meeting.
Cory Shorkey seconded the motion. All were in favor.
Karin Wilson adjourned the meeting at 8:23 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 November 20, 2025, 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 11, 2025 at the District's administrative office at 5739 Paintbrush Road, Park City, UT 84098.