



## APPROVED MINUTES

### Administrative Control Board Meeting May 21, 2026

#### Attendance:

##### Board:

Karin Wilson  
Ian Schofield - remote  
Mike Kobe  
Cory Shorkey  
Phil Tisovec

##### Staff:

Andy Garland  
Lisa Hoffman  
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 regular session on May 21, 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.*

*There were no members of the public in attendance, and no input was received.*

#### 2. Executive Session – Personnel, Possible Litigation, and Property Acquisition

*An executive session was not needed.*

#### 3. Consent Agenda:

- a. Approval of the April 16, 2026, Meeting Minutes - *see below*
- b. Approval of the April 2026 Check Register - *see below*
- c. Purchase Orders: - *see below*
  - i. Nickerson \$94,611
  - ii. Widdison Well Services \$65,400

*(a.) no comments*

*(b.) Karin Wilson inquired about the well 15B Nickerson pump and motor and the purchase of a backup from a different vendor. Chris Braun clarified that the backup was intended for 15C.*

*Karin Wilson asked if Atkinson Well #2 was nearing completion. Sam Grenlie replied that it was nearly finished.*

*Karin Wilson asked if the project was within budget; Andy Garland confirmed it was and noted that High Valley would pay a portion.*

*Karin Wilson requested clarification regarding a \$944 Costco charge and two DoorDash transactions of \$100 each on Anna's credit card statement.*

*Anna Peacock explained that the Costco purchase was for district supplies, while the DoorDash charges were for an employee whose spouse was hospitalized; she noted she would need to verify the details of the second charge.*

*Karin Wilson requested further details regarding the Bad Elf mapping device. Chris Braun explained that it is a dedicated GIS remote unit used for locating water laterals and meter pits.*

*Ian Schofield asked for an update on Smith Hartvigsen water rights. Andy Garland replied that Jeff is assisting staff and recently identified 69 acre-feet linked to Silver Summit Water Company, which Jeff continues to monitor.*

*Ian Schofield inquired about the Stagecoach well abandonment. Andy Garland noted the structure was no longer in use; consequently, staff have removed it and formally completed the abandonment process for the well.*

*Phil Tisovec asked for confirmation that there would be no additional charges on the Zions Bank credit cards, which Andy Garland confirmed was correct. Moving forward, the charges will be with BILL Divvy.*

*Mike Kobe questioned the Atkinson Well project costs, noting the increase from a \$10,000 estimate to \$65,000; Sam Grenlie clarified that this was due to pipe-related complications.*

*Mike Kobe questioned the Lost Canyon project expenditures, specifically concerning tree and debris removal near the cabin, along with pest mitigation. Staff clarified that the demolition and replacement of the retaining wall had disturbed the local rodent activity.*

*Mike Kobe asked whether the project remained within the budget. Steve Anderson confirmed that it was included in the capital budget, with the exception of pest control and tree removal.*

*(c.i) Andy Garland clarified that this purchase order served as a ratification for work that had already been finished.*

*(c.ii) Steve Anderson addressed the uncertainty surrounding the scheduled dates, noting that while work has commenced, payment has not yet been made.*

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

*Mike Kobe made a motion to approve the consent agenda as discussed.*

*Phil Tisovec seconded the motion. All were in favor, and the motion passed unanimously.*

**4. Financial Management: Steve Anderson**

- a. April 2026 financial results - *Steve Anderson reviewed the financial results for April 2026.*
- b. Residential usage by tiers discussion - *Steve Anderson reviewed the residential usage by tiers.*

**5. Engineering Updates: Sam Grenlie**

- a. Annual Water Supply and Demand Report - *Sam Grenlie presented the Annual Water Supply and Demand Report.*

**6. Consideration for Recommendation of Approval to the Summit County Council, acting as the governing body of the District, proposed changes to the District's Administrative Policies and Rules and Regulations: Lisa Hoffman and Andy Garland**

- a. Administrative Policy redlines - *see below*
- b. Rules and Regulations redlines - *see below*
- c. Rates & Fees redlines (for discussion purposes only) -*see below*
  - (a.) Lisa Hoffman presented a review of the Administrative Policy revisions, focusing on the Privacy Program Policy, the Public Records Policy, and the Conference Room Policy, while also noting several minor corrections. Karin Wilson inquired about Section 1. a, and Lisa Hoffman noted that two signatures are required.*
  - (b.) Lisa Hoffman reviewed the proposed amendments to the Rules and Regulations. These revisions primarily address the implementation of new fees and the adjustment of existing ones, necessitated by rising operational costs and the increased allocation of staff resources required for complex projects.*
  - (c.) Lisa Hoffman presented the proposed schedule of rates and fees intended for consideration at the upcoming public hearing scheduled for next month.*

*Karin Wilson asked if there was a motion for Recommendation of Approval to the Summit County Council, acting as the governing body of the District, of the proposed changes to the District's Administrative Policies and Rules and Regulations.*

*Cory Shorkey made a motion for Recommendation of Approval to the Summit County Council, acting as the governing body of the District, of the proposed changes to the District's Administrative Policies and Rules and Regulations as discussed.*

*Phil Tisovec seconded the motion. All were in favor, and the motion passed unanimously.*

**7. Discussion and possible approval of the Interlocal Cooperation Agreement For Fleet Vehicle Maintenance: Andy Garland**

*Andy Garland summarized the Interlocal Cooperation Agreement, explaining that Park City Fire District (PCFD) will provide professional automotive maintenance and repair for Mountain Regional's fleet. This arrangement is necessary because Mountain Regional does not have internal mechanics on staff.*

*Karin Wilson asked if there was a motion to approve the Interlocal Cooperation Agreement for Fleet Vehicle Maintenance.*

*Phil Tisovec made a motion to approve the Interlocal Cooperation Agreement for Fleet Vehicle Maintenance as discussed.*

*Cory Shorkey seconded the motion. All were in favor, and the motion passed unanimously.*

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

a. District Procurement Policies -

*Andy Garland initiated a discussion regarding District Procurement Policies, asking the Board if the expenditure thresholds in the existing policy remain appropriate or if they should be increased. It was noted that the current limit requiring Board approval is \$50,000.*

*Cory Shorkey suggested an inflationary increase of 3%, stating he would be comfortable with a \$100,000 threshold for the Board.*

*Ian Schofield, Mike Kobe, and Phil Tisovec each expressed that they are satisfied with the current policy levels.*

**9. Questions on Department Updates:**

*Karin Wilson expressed her appreciation to Chris Braun regarding the solar array's performance, noting her satisfaction with the recent month of free energy.*

- *Karin Wilson inquired about the absence of the EyeOnWater registration from the latest public service report, to which Anna Peacock responded that it could be reinstated.*
- *Karin Wilson asked about current watering activity; Anna Peacock noted that 30 customers are presently on that list.*

*Mike Kobe inquired whether the scheduled visit from EPA representative Lee Zeldin still on the calendar; Andy Garland confirmed it would take place tomorrow at 2:00 p.m.*

*Ian Schofield asked Sam Grenlie about the City Creek tour. Sam Grenlie replied that it was a really cool project and noted its similarity to Signal Hill. Andy Garland added that the tour was well-received.*

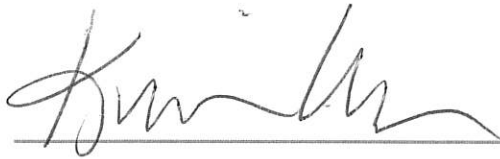
*The entries and winners of the 5th-grade poster contest were presented by Andy Garland.*

**10. Adjourn:**

*Phil Tisovec made a motion to adjourn the meeting.*

*Mike Kobe seconded the motion. All were in favor.*


*Karin Wilson adjourned the meeting at 7:41 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 May 21, 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 June 18, 2026, at the District's administrative office at 5739 Paintbrush Road, Park City, UT 84098.