



## APPROVED MINUTES

### Administrative Control Board Meeting April 16, 2026

#### Attendance:

##### Board:

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

##### Staff:

Andy Garland  
Lisa Hoffman  
Steve Anderson  
Chris Braun - *absent*  
Brian Davenport  
Anna Peacock  
Sam Grenlie  
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 April 16, 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. RE-Approval of the February 19, 2026 Minutes - *see below*
- b. Approval of the March 19, 2026 Minutes - *see below*
- c. Approval of the March 2026 Check Register - *see below*
- d. Purchase Orders:
  - i. Carollo Engineers Inc. \$100,000

*(a.) Andy Garland stated that, for clarification purposes, Cory Shorkey was actually absent from the February 19 meeting, contrary to the original statement in the minutes being re-approved. No further comments.*

*(b.) No Comments*

*(c.) Karen Wilson questioned the three building permits charged to Ryan Williams' credit card, asking if the District required that many repairs. Steve Anderson confirmed this, explaining that every repair necessitates a road cut permit.*

*Karin Wilson asked about the CCG LLC check, which was for the breakroom additions. Steve Anderson clarified that this payment covered additional stools and chairs for the kitchen.*

*Karen Wilson inquired about the HSI Workplace Compliance Solutions SDS for Safety Supplies. Steve Anderson explained that the District is transitioning its chemical safety data sheets (SDS) to a digital platform, moving away from the historical binder books.*

*Mike Kobe raised a question regarding a \$1,200.00 credit card charge for seat covers for Jake Olderman's truck. Steve Anderson verified the purchase, clarifying that the expense covered seat covers for the entire truck. He explained that due to the nature of the job, the vehicle's interior frequently becomes extremely dirty.*

*Mike Kobe asked for confirmation that the seat covers were an additional expense to the \$3,000 budgeted for the toolboxes. Steve Anderson confirmed this was correct, clarifying that the toolboxes are a permanent fixture of the truck, as they are either welded or bolted on.*

*Mike Kobe again brought up the need to reduce costs, echoing the discussion from the previous month.*

*Mike Kobe questioned the \$40,000 allocation for the crane truck. Steve Anderson confirmed that this figure covered everything associated with the crane bed and noted that the cost was already accounted for in the budget and a previously approved Purchase Order.*

*Mike Kobe questioned the \$165,000 payment to H2O Innovation. Sam Grenlie clarified that this was the final payment for membrane design, with the total cost being \$275,000, which had been approved in December 2025.*

*Mike Kobe inquired about the \$85,000 WIFIA loan closing costs involving Zions and others. Steve Anderson clarified that Zions had reduced their fees by approximately \$20,000 and that the Gilmore Bell fees were standard. He added that paying these fees now actually resulted in savings for the District.*

*Mike Kobe inquired about a refund for Steven Jackson Owens listed at the end of the register, which Steve Anderson identified as a refund for impact fees.*

*Phil Tisovec asked for details on a partial payment to Wright Building. Steve Anderson stated it pertained to the Lost Canyon project.*

*(d.)Karin Wilson inquired about Carollo's design work for the Water Treatment Plant Optimization and specifically what portions were considered "out of scope." Andy Garland explained that during the 60% design phase, it was determined that Carollo had not met certain Promontory specifications. Staff felt this was due to Carollo not doing their homework, resulting in a split of the associated costs. He noted that while the \$100,000 change order falls within the standard approval limits for the CFO and General Manager, bringing it before the Board now ensures that staff will not need to return for future approval regarding these specific cost issues.*

*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.*

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

#### **4. Financial Management: Steve Anderson**

- a. March 2026 financial results: *Steve Anderson reviewed the financial results for March 2026.*
- b. Audit update: *Steve Anderson provided a brief status update regarding the ongoing audit.*

#### **5. Engineering Updates: Jessica DiCaprio**

- a. Annual Concurrency and Groundwater Quality Report: *Jessica DiCaprio presented the Annual Concurrency Report and the Groundwater Quality Report, highlighting water levels, quality trends, and operational challenges in 2025.*

*Mike Kobe suggested that future reports include a figure illustrating well locations. He also commented about adding the specific geological formation for the Summit Park area wells.*

#### **6. Consideration of approval of updates to the District's Drought Response Plan: Steve Anderson and Lisa Hoffman**

*Lisa Hoffman commented that the District initially adopted a Drought Response Plan in 2021. This Plan was later updated in 2022, primarily to increase the number of Drought Response Levels from five to six and to project potential revenue shortfalls based on 2021 water usage. The recent updates focus mainly on addressing projected 2026 revenue shortfalls, calculated using 2024 and 2025 water usage data, should Drought Response Levels 3 through 6 be implemented.*

*Steve Anderson reviewed the details of Revenue Impacts for Drought Levels 3 Through 6 Based on 2024 and 2025 water use and the Drought Contingency Rate Table.*

*During the discussion, Karin Wilson requested data on total gallons saved and suggested prioritizing reduction efforts among irrigation customers rather than residential users. Mike Kobe supported this, emphasizing the importance of communicating specific gallon goals to track progress effectively. In response, staff proposed the inclusion of a usage table detailing gallons saved, customer participation counts, and financial data.*

*Karin Wilson asked if there was a motion to adopt the updated District's Drought Response Plan.*

*Cory Shorkey made a motion to approve the District's Drought Response Plan as presented.*

*Phil Tisovec seconded the motion. All were in favor, and it was unanimously approved.*

**7. Consideration of approval of the District's Drought Level Recommendation: Andy Garland and Lisa Hoffman**

*Karin Wilson asked if there was a motion to approve the District's recommendation of Drought Level 3, with the understanding that a move to Level 4 might be necessary.*

*Phil Tisovec made a motion to approve the District's Drought Level Recommendation Level 3 with the potential to move to Level 4 if needed, as discussed.*

*Cory Shorkey seconded the motion. All were in favor, and it was unanimously approved.*

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

- a. 2025 Consumer Confidence Report (Water Quality Report) *Andy Garland stated that the annual report has been completed, submitted to the State, and we are awaiting approval. Stacy Blonquist has done a great job compiling the information along with Sam Grenlie and Jessica DiCaprio.*

*Mike Kobe asked about the graph on page 4 of the CCR. Sam Grenlie responded that this was a list of customers or areas that did not receive individual bills, so the report is left onsite, such as apartment building lobbies and the public library.*

**9. Questions on Department Updates:**

*Karin Wilson asked Anna Peacock if half of the District's customers were still receiving paper statements. Anna Peacock replied that this was correct.*

*Karin Wilson asked about the Landscape Lawn Exchange program because her neighbor had applied and was informed he needed to replace the lawn with 35% plants, along with irrigation at the time of irrigation. Anna Peacock replied that this was correct. The*

*guidelines are in the contract with the State and Weber Basin. Andy Garland commented that staff could check with Weber Basin and inquire about leniency.*

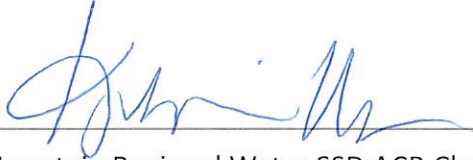
*Karin Wilson inquired about "IVR". Anna Peacock replied that this was an automated voice service provided by Xpress Bill Pay. XPress Bill Pay would rather its customers use this service instead of a live representative.*

**10. Adjourn:**

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

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

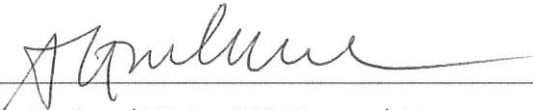
*Karin Wilson adjourned the meeting at 7:17 p.m.*



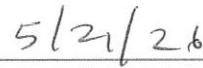
Mountain Regional Water SSD ACB Chairperson



Date



Mountain Regional Water SSD General Manager



Date

Pursuant to the Americans with Disabilities Act, individuals needing assistance attending the meeting on April 16, 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 May 21, 2026, at the District's administrative office at 5739 Paintbrush Road, Park City, UT 84098.