



**APPROVED MINUTES Administrative
Control Board Meeting March 19,
2026**

Attendance:

Board:

Karin Wilson
Ian Schofield
Mike Kobe
Cory Shorkey
Phil Tisovec

Staff:

Andy Garland
Lisa Hoffman
Steve Anderson
Chris Braun - **absent**
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 March 19, 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 6:01 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 February 19, 2026, Minutes - *see below*
- b. Approval of the February 2026 Check Register - *see below*
- c. Purchase Orders:
 - i. H2O Innovations USA Inc - \$4,206,232.00
 - ii. Wright Buildings - \$73,901.00

(a.) *Proposed changes to the minutes include: Correcting the spelling of "Phil Tisovec" in section 6 on page 5, fixing the incorrect date on the first and last pages, and clarifying the mention of the surplus motor in section 4.*

(b.) *Karin Wilson inquired about why there were so many voided checks. Steve Anderson replied that the printer jammed, and the sequence was then out of order.*

Karin Wilson inquired about the Everbridge credit card charge and whether this was annual. Steve Anderson confirmed that the charge for that service is annual.

Karin Wilson inquired if SBWRD had a cyber incident. Andy Garland clarified the context of the recent lunch with SBWRD, explaining that although SBWRD had faced a cyber incident, the primary goal was for the GIS team (Chris and Kadin) to learn about SBWRD's response protocols. Specifically, the team aimed to understand how SBWRD's procedures (managed by ETS, the same service used by Mountain Regional Water (MRW)) align with MRW's existing procedures and the requirements of the new state water bill.

(c.) *Karin Wilson inquired about the PO for H2O Innovations USA Inc - \$4,206,232.00, and what CIP meant? Sam Grenlie explained that the PO is for a Tank Immersion Heater, and (CIP) stands for "clean in place".*

Andy Garland clarified that the Purchase Order (PO) functions as a change order for the existing approved contract. However, because this PO increases the total amount, it modifies the original contract.

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 it was unanimously approved.

4. Financial Management: Steve Anderson

- a. *February financial results - Steve Anderson reviewed the February 2026 financial results.*
- b. *Audit update - Steve Anderson provided a brief update regarding the audit.*
- c. *WIFIA update - Steve Anderson provided a brief update on the WIFIA loan.*

5. Consideration for Recommendation of Approval to the Summit County Council, acting as the governing body of the District, additional proposed changes to the District's Personnel Policies: Andy Garland and Lisa Hoffman

Lisa Hoffman gave a summary of the 2 changes in the Policies before they go to the Governing board.

Cory Shorkey had a question regarding the vacation payout. Lisa Hoffman commented that the earned leave is now PTO (personal time off), not strictly vacation, and is in line with the County's newly adopted PTO policy.

Karin Wilson asked whether there was a motion to recommend approval to the Summit County Council, acting as the District's governing body, of additional proposed changes to the District's Personnel Policies.

Phil Tisovec made a motion to recommend approval to the Summit County Council, acting as the District's governing body, of additional proposed changes to the District's Personnel Policies as discussed.

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

6. Assistant General Manager Comments: Lisa Hoffman

- a. Water supply/conditions update
- b. Legislative update

Lisa Hoffman provided an update on the water supply, conditions, and legislative matters. Key takeaways included:

- *Weber Basin is tentatively looking at a 20% water reduction to outdoor irrigation only.*
- *The Governor has not issued any recommendations at this time, as a declaration is time sensitive.*
- *MRW met with Park City Municipal so we could message collectively regarding water reduction.*
- *11 House Bills were passed regarding water.*

7. General Manager Comments: Andy Garland

- a. *Signal Hill Water Treatment Plant Update - Andy Garand commented that the estimated expansion expenses have decreased significantly to approximately \$3.1 million. This reduction is largely due to staff collaboration with Carollo, which identified a potential savings of about \$2.5 million from an apparent double-counting error. In addition, staff met with Promontory regarding their irrigation requirements, specifically the relocation of their equipment away from the Signal Hill Treatment plant at Promontory's own expense. Andy Garland also brought up a meeting aimed at avoiding a double-digit rate increase. Steve Anderson is expected to provide a summary of the latest, though not yet finalized, figures from that discussion.*
- b. *Local Government Compliance Reporting Training - Andy Garland commented that the Board should have received an email from the State Auditor's office regarding their training for Local Government Compliance Reporting, and whether they could respond to the email with their preferences. This training is in addition to tonight's training with Dave Thomas.*

8. Questions on Department Updates:

Karin Wilson thanked Anna's team for their success in reducing the number of accounts without emails. There were no further questions or comments.

9. Administrative Control Board Elections: Karin Wilson

The Administrative Control Board discussed upcoming elections. Karin Wilson asked if any members had a preference for a particular position. Karin Wilson asked how the board members wanted to proceed.

The current (2025) positions are as follows:

- a. Chairman of the Board- **Karin Wilson**
- b. Vice Chairman of the Board- **Ian Schofield**
- c. Audit/Finance Committee Chair- **Karin Wilson**
- d. Audit Finance Committee: **All Board Members**
- e. Conservation Committee Chair - **Cory Shorkey**
- f. Two Board Members for the Personnel Committee
 - i. Board Member: **Vacant (originally Joel Fine)**
 - ii. Board Member: **Mike Kobe**
- g. District Clerk for 2024-2025: **General Manager - Andy Garland**
- h. Treasurer for 2024-2025: **Chief Financial Officer - Steve Anderson**

The participants discussed the positions and their duties. Following the discussion, the nominations are as follows:

- a.) *Cory Shorkey nominated Karin Wilson as Chair of the Board. Ian Schofield seconded the motion. Mike Kobe motioned to close the nomination. Ian Schofield seconded the motion. All were in favor, and it was unanimously approved.*
- b.) *Karin Wilson nominated Ian Schofield as Vice Chair of the Board. Mike Kobe seconded the motion. Mike Kobe motioned to close the nomination. Cory Shorkey seconded the motion. All were in favor, and it was unanimously approved.*
- c.) *Ian Schofield nominated Karin Wilson as Chair of the Audit/Finance Committee. Phil Tisovec seconded the motion. Cory Shorkey motioned to close the nomination. Mike Kobe seconded the motion. All were in favor, and it was unanimously approved.*
- e.) *Ian Schofield nominated Cory Shorkey as Chair of the Conservation Committee. Karin Wilson seconded the motion. Mike Kobe motioned to close the nominations. Ian Schofield seconded the motion. All were in favor, and it was unanimously approved.*
- f.) *Cory Shorkey nominated Mike Kobe as Board Member for the Personnel Committee. Ian Schofield seconded the motion. Karin Wilson nominated Phil Tisovec as the 2nd Board member for the Personnel Committee. Ian Schofield seconded the motion. Cory Shorkey motioned to close the nominations. Mike Kobe seconded the motion. All were in favor, and it was unanimously approved.*

2026 POSITIONS ARE AS FOLLOWS:

- a. Chairman of the Board - **Karin Wilson**
- b. Vice Chairman of the Board - **Ian Schofield**

- c. Audit/Finance Committee Chair - [Karin Wilson](#)
- d. Finance Committee: [All Board Members](#)
- e. Conservation Committee Chair - [Cory Shorkey](#)
- f. Two Board Members for the Personnel Committee
 - i. Board Member: [Mike Kobe](#)
 - ii. Board Member: [Phil Tisovec](#)
- g. District Clerk for 2026-2027: [General Manager - Andy Garland](#)
- h. Treasurer for 2026-2027: [Chief Financial Officer - Steve Anderson](#)

10. Annual Administrative Control Board Training: Dave Thomas

Dave Thomas's annual training presentation covered the Administrative Control Board's roles and responsibilities, including open meetings, liability and immunity, and the role of the executive officer. The training also included information on Special Service Districts.

11. Adjourn:

*Cory Shorkey made a motion to adjourn the meeting.
 Ian Schofield seconded the motion. All were in favor.
 Karin Wilson adjourned the meeting at 8:26 p.m.*

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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 March 19, 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 April 16, 2026, at the District's administrative office at 5739 Paintbrush Road, Park City, UT 84098.