



PINE MEADOW MUTUAL WATER COMPANY
BOARD OF TRUSTEES MEETING
SUMMIT COUNTY, UTAH
THURSDAY, SEPTEMBER 10, 2026

Board Members in Attendance: Eric Cylvick, Steve Anderson, Shaun Baker, George Sears
Excused: Scott Smith
Manager: Trevor Townsend

CALL TO ORDER

Mr. Cylvick called the Pine Meadow Mutual Water Company Board of Trustees meeting to order at 6:34 PM. A quorum was present.

APPROVAL OF MINUTES

The minutes from the regular Board of Trustees meeting of Thursday, August 13, 2026 were presented. Mr. Cylvick asked if all members had any questions or comments on the minutes from the meeting.

MOTION: Eric Cylvick moved to approve the minutes from the Board of Trustees meeting of August 13, 2026.

Second: The motion was seconded by Steve Anderson.

VOTE: The motion was approved unanimously.

Unpaid Bills

Trevor Townsend reviewed the unpaid bills dated September 9, 2026. Highlighted items included:

- **Badger Meters/Endpoints:** 48 endpoints on the backside of the ranch lost service after AT&T dropped a leg on their cell tower, affecting service on Elk Road, Alexander Road, and Valley Vista. The company has been replacing the AT&T endpoints with Verizon endpoints, which restore signal. The AT&T units were returned under warranty. Mr. Anderson asked whether switching endpoints causes loss of water service; Trevor confirmed no water is lost. The meter continues to collect all usage data locally, and when a new endpoint is installed, it retrieves the stored data from the meter so there is no loss of historical usage records.
- **Mountainland Supply Company:** Meter setters for older meters.
- **KGC Associates:** Administrative fees, including legal costs related to the Small Claims water letter lawsuit last month.
- **Capital Reserve Accounts:** Regular monthly contribution.
- **Rocky Mountain Power:** Monthly utility charges.
- **Utah Local Government Trust:** Premium adjustment.

Division of Finance: The two payments for the two DDW loans.

- **Summit County Health Department:** Monthly water quality samples.

Trevor also noted that tire purchases for the company pickup truck and tire chains for the backhoe were made this month; those credit card charges will appear on a future billing.

MOTION: Steve Anderson moved to approve the unpaid bills dated September 9, 2026, in the amount of \$39,626.71.

Second: The motion was seconded by Eric Cylvick.

VOTE: The motion was approved unanimously.

FINANCIAL REPORTS

Profit & Loss — Budget vs. Actual, January 1 through September 9, 2026

The board reviewed the Profit and Loss budget versus actual report for January 1 through September 9, 2026. Highlights:

- Finance charge income is 419% of budget year-to-date, driven by strong collection activity on delinquent accounts.
- Collections overall are significantly ahead of budget. The company secured one annexation and multiple new connections during the period.
- Although the annual budget projects an approximate \$70,000 operating loss, the company historically outperforms the budget and is on track to do so again this year.
- A fire hydrant installation is anticipated before mid-October; engineering is complete. Two additional metered connections are expected on the same road.
- A new connection inquiry was received for a lot on Bull Moose Drive. The prospective owner is in the county planning process and requested a water availability letter.

MOTION: Eric Cylvick moved to approve the Profit and Loss budget versus actual report for January 1 through September 9, 2026.

Second: The motion was seconded by Shaun Baker.

VOTE: The motion was approved unanimously.

BALANCE SHEET

The board reviewed the balance sheet as of September 9, 2026. The balance sheet reflects continued growth in savings account balances and a strong overall financial position.

MOTION: Steve Anderson moved to approve the balance sheet as of September 9, 2026.

Second: The motion was seconded by Eric Cylvick.

VOTE: The motion was approved unanimously.

Pentz Property — Update

Mr. Sears reported that on Monday, a letter was sent to the attorney for the neighboring property owner (Pentz) demanding removal of obstructing material from the easement area within 72 hours due to breach of a court order. Mr. Sears had photographs showing Pentz operating equipment to move material on the property. Additionally, a family was stopped by Pentz and denied passage through the easement, which prompted counsel to act immediately. Mr. Cylvick noted the situation may ultimately result in recovery of the parcel.

MANAGER'S REPORT

Trevor Townsend provided the following operational update:

- **Meter Maintenance:** Staff completed several meter replacements and performed ongoing maintenance on pressure-reducing valves (PRVs) throughout the distribution system.
- **Endpoint Replacements:** 48 endpoints on the backside of the ranch were replaced, switching from AT&T to Verizon service to restore meter reading capability (see Unpaid Bills for details).
- **New Meter Installation:** One new meter was installed this year for a lot owner who has a camper on the lot and plans to build next year. The connection fee was paid, and the meter was installed.
- **Small Claims Lawsuit — Water Service Letter:** PMMWC prevailed in a lawsuit in which the plaintiff sought a refund of water letter meter fees. The court ruled in favor of the company on two grounds:

(a) the subject lot was subsequently sold to a new owner and the water letter transferred with the property as established water service, regardless of whether the water meter had been physically installed; and

(b) a water service letter is an appurtenant right that runs with the land.

Mr. Sears noted that as part of the Pine Meadow Ranch HOA architectural planning review, a water letter is a required submission before an applicant may proceed to the county for a building permit.

ADJOURNMENT

There being no further business, Mr. Cylvick adjourned the Pine Meadow Mutual Water Company Board of Trustees meeting at 6:47 PM.

Approved: _____

Date: _____



10/1/26