ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
JUNE 27, 2025
COUNTY COMMISSION CONFERENCE ROOM

PROPOSED MINUTES

Members Present – Dee Draney; Chairman, Phil Emerson; Member,

Electronic Participation – Gaye Christiansen; Member, Wade Hollingshead; Member, Paul Burgon; Member

Members Absent – Scott Chamberlain; Member, Shane Gadbaw; Member,

Officers Present – Brandon Jensen; District Manager, Brady Derbidge; Assistant District Manager, Leo Kanell; District Attorney Heidi Eyre District Secretary, David White; District Treasurer,

Electronic Participation – None

Officers Absent – None

Audience – Tanner Larsen, Mark Tucker

9:00 a.m.

Call to Order – Dee Draney called the meeting to order at 9:00 a.m.

Review and Approve May 23, 2025, Minutes. The board reviewed the May 23, 2025, minutes for approval and corrections if necessary.

Motion – Phil Emerson made the motion to approve the minutes Wade Hollingshead seconded. All approved without objection.

The approved minutes will be posted to the Utah Public Notice Website at www.pmn.utah.gov

Review and Approve Monthly bills and Accounts Payable – David presented the financial reports, including bills paid since the last meeting and the current accounts payable for approval.

David also provided a review comparing budgeted amounts to actual year-to-date figures. The Board discussed the financials and the budget status. Following the discussion, a motion was made and approved to accept the financial report.

Motion - Phil Emerson made the motion to approve the minutes Gaye Christansen seconded. All approved without objection.

Project Update – Brandon reported that Tushar is expected to complete the main contracting work next week. He noted that subcontractors are addressing punch list items, including fences, air vac systems, and other corrections.

Phil raised concerns about the relocation of the water line near the juniper connection. He explained that the line had not been moved far enough from its original placement and stated that payment to Tushar should be withheld until the issue is resolved. Phil recounted prior coordination with Devin at Sunrise to ensure the line would not be placed in the middle of the road, particularly if the road is later asphalted. The agreement was that the line would run along one side of the loop road. Devin acknowledged this plan and accepted responsibility for the error.

Phil further explained that last year, when work began in that area, the line was incorrectly installed off the edge. After raising the issue with Devin, it was agreed that the line would be moved in the spring. Although the line has since been relocated, Phil believes it is still not positioned correctly. He has engaged High Point Engineering to conduct a survey and stake the proper location.

During discussion, Dee asked whether the line had been placed within the designated easement. Phil responded that it was aligned with the old easement and then shifted slightly further. Dee confirmed that the line had already been moved once. Brandon agreed that the tie-in needs to be moved. Phil cautioned that when the road is realigned, the current placement could leave the water line unsupported. He emphasized that the error was the responsibility of Sunrise and Tushar and therefore should not result in additional costs to EMSSD.

It was agreed that Dee and Phil will meet with Devin to resolve the issue. Dee also requested that Devin attend the contractor meeting scheduled for Thursday. Phil noted that he is currently covering the cost of the survey. He reiterated his position that Tushar should not be paid until the matter is resolved.

Brandon reported that Rollins is nearly finished with their work. Four airbags remain to be installed, which were picked up yesterday. Once this is completed, a walkthrough with the engineers will be conducted.

The State will issue a temporary operating permit for the triple chair spring. This permit will be valid for three years. Completion of the fence is required before a full-time operating permit will be granted. Leo inquired whether the spring freezes during the winter, and Brandon confirmed that it does not.

Regarding the Puffer Lake Spring, the plan is to dig an exploratory trench to confirm that there is sufficient water for development. A new collection tank will be installed, and the old tank will be removed.

For the SCADA system, Brandon noted that the SCACA installer is waiting on the electricians to complete their final items. Once those tasks are finished, he will be able to proceed with his portion of the work. Brandon stated that he is fully prepared and has all necessary materials on hand.

Paul Burgon left the meeting.

Water System Status – Brandon reported that the water system is in great shape. They fixed a leak down by Holly Ridge. The Forest Service Spring is pumping 130 gpm Puffer is pumping 110 gpm.

Roads – Brandon reported that the roads have become extremely dusty, with construction loaders creating a powdery surface. It was suggested that a water truck be obtained to help manage the condition. The fire department expressed support for acquiring one. Brandon noted that he might be able to find a truck at auction. He added that having a water truck would improve grading operations, as grading would no longer be dependent on rainfall or snow.

A question was raised regarding whether gravel would be a more cost-effective solution. Brandon responded that while gravel might a better option in terms of performance, it is not cost effective since it would need to be replaced every few seasons.

Dee stated that the Brandon and Brady could begin exploring options for the purchase of a water truck.

Equipment status – Brandon reported that the equipment is doing great.

Fire Department Update – Brandon reported Mark would flow test fire hydrants first of June.

Water Right Update – Leo reported that he has nothing to present to the board today.

Resort Update – Tanner Larson stated that he is here on behalf of Shane and Bowman Asset Management. Tanner reported that lots 6C and 7C have been declared unbuildable by the county. They are being assessed as buildable lots. Shane sent a letter to the board asking that those lots be assessed accordingly. Shane included a letter from Kyle Blackner stating that the lots are unbuildable.

Taner stated that they are requesting the board take some kind of action to instruct David about billing for those lots. The Board discussed the request, and a motion was made to approve excluding Lots 6C and 7C from assessment as buildable lots.

Motion – Phil Emerson made a motion to exclude lots 6C and 7C from being charged the fees as buildable lots and charge them according to how unbuildable lots are charged. Phil added that they would continue to pay road fees. Gaye Christainsen seconded. All approved without objection.

Old Business

Leo was asked to prepare a letter to lot owners, to be included with the upcoming billing cycle. The letter will request access to units on two occasions: first to measure pipe size, and later to install the new meters. Leo confirmed that he will prepare the letter prior to the next billing cycle.

Motion – Phil Emerson made a motion to adjourn.

The next EMSSD meeting will be held on Friday, August 22, 2025, at 9:00 a.m. in the Beaver County Commission Chambers.