ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
SEPTEMBER 26, 2025
COUNTY COMMISSION CONFERENCE ROOM

APPROVED MINUTES

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

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

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

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

Electronic Participation –

Officers Absent – Leo Kanell; District Attorney

Audience – Eric Quilter, Rich Gurrola, Jack Erwig

9:00 a.m.

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

Review and Approve August 22, 2025, Minutes. The board reviewed the August 22, 2025, minutes for approval and corrections if necessary.

Motion – Phil Emerson made the motion to approve the minutes Gaye Chirstiansen 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.

The Board discussed the financials and the bills that have been paid. Following the discussion, a motion was made and approved to accept the financial report.

Motion – Gaye Christiansen made the motion to approve the financial reports, bills paid and the accounts payable. Phil Emerson seconded. All approved without objection.

Water System Status – Brandon reported that there have been a few minor issues and small leaks in the system, but nothing major. He stated that he and Brady recently attended a PRV training class to gain additional knowledge on troubleshooting and repair procedures.

Brandon further reported that installation of the SCADA system is ongoing, which makes it difficult to obtain accurate flow rates at this time. The system is operational, and he can currently monitor and control it from the shop computer. Once installation is fully completed, he will also be able to control it remotely from his cell phone and laptop. The system will send automatic alerts if tank levels drop below a designated threshold.

Roads – Brandon reported that he has been grading the roads but noted that there is no remaining road base. He recommended that additional road base be delivered before winter. Brandon asked if funding was available for the purchase, and David confirmed that funds are available.

Equipment status – Brandon reported that all the equipment is in good shape. He noted that he will need to get new teeth on the backhoe. Brandon stated that he will probably need new tires for his loader next year.

Project Update – Brandon reported that most project work is complete, with only paperwork and final fine-tuning tasks remaining. He added that a generator still needs to be installed and the SCADA programming finalized

Agenda Request Rich- Rich stated that his previously submitted items had already been discussed. He then asked Wade for an update on the County's plans for Puffer Lake. Wade described the tentative plans and noted that while they are not yet finalized, he would send the available proposals too Rich for review.

Fire Department Update – Jack Erwing reported that the Fire Department recently received a large grant to purchase new self-contained breathing apparatus units. He also noted that Community Day at the firehouse went well, as did the annual Chip Fest. Jack added that there are project piles in areas where burning is not possible, and arrangements are being made to bring in a large chipper to handle that material.

Motion – Gaye Christiansen made a motion to adjourn.

The next EMSSD meeting will be held on Friday, October 24, 2025, at 9:00 a.m. in the Beaver County Commission Chambers.