ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
OCTOBER 24, 2025
COUNTY COMMISSION CONFERENCE ROOM

APPROVED MINUTES

Members Present – Dee Draney; Chairman, Phil Emerson; Member, Gaye Chirstiansen; Member, Scott Chamberlain; Member, Shane Gadbaw; Member

Electronic Participation – Wade Hollingshead; Member, Paul Burgon

Members Absent –

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

Electronic Participation –

Officers Absent –

Audience – Eric Quilter, Tuesday Wright, Dax Clifford,

9:00 a.m.

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

Review and Approve September 26, 2025, Minutes. The board reviewed September 26, 2025, minutes for approval and corrections if necessary.

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

Project's Update – Brandon reported that after the last meeting there was an issue with the pumps that were installed at the Triple Chair Spring. There was an email sent out, and the board approved the purchase of new pumps. Brandon reported that he was able to use the drives and motors which saved around $30,000.00. David reported that he received the final claim on the assessment project. That project is paid in full.

Roads – Brandon reported that he has ordered thirty loads of asphalt millings to apply to the roads in place of traditional gravel. He stated that he is hopeful the millings will compact well and prove more resistant to erosion. If the material performs as expected, he intends to continue using asphalt millings on the roads at least once per year. Each load costs approximately $450.

Board Seats – Leo reported that two Board seats will come due in December, those currently held by Dee and Gaye. He explained that the Board customarily makes a recommendation to the County Commission regarding the individuals who should fill these seats. If a current Board member wishes to retain their position, the Board may recommend reappointment to the Commission.

Leo asked Dee and Gaye to state their intentions. Dee indicated that he would like to continue serving on the Board. Gaye stated that she would not be seeking reappointment.

Dee noted that two individuals have already expressed interest in the upcoming vacancy. Leo stated that anyone interested in serving will need to submit a written application to the Board for consideration.

Conflict of Interest – The board discussed the Conflict-of-Interest disclosure. Leo gave examples of conflicts that board members should declare. Leo also discussed the procedure of declaring a conflict in a public meeting.

Water Line Relocation Update – Shane reported that the existing water line discussed at the previous meeting will be abandoned. A new line will be installed along an alternate route that avoids the ski run and provides easier access for maintenance and repairs.

Using a map, Shane showed the Board the location of the current line as well as the proposed alignment for the new installation. He confirmed that this change will not result in any additional cost to EMSSD.

Policy for Contractors Working in EMSSD Roadway – Shane reported that recently a developer had begun work without obtaining the required approvals. The developer was instructed to stop work and did so, but the roadway was left in poor condition. Shane noted that Brandon had already addressed the situation.

Brandon explained that he met with the contractor and informed them that the roadway, bar ditch, culverts, and related areas must be repaired as soon as possible. The contractor agreed to make the necessary repairs. Shane stated that a contractor working on a road for an extended period should not leave the roadways in disrepair and should maintain them throughout the project, including cleaning and restoring the roads at the end of each week.

Shane further stated that he had previously prepared a water service connection permit for EMSSD which requires signatures from District Manager, Dee, and David, and verification that all County requirements have been met. Under this process, Brandon would provide the final approval to begin the project and maintain oversight of compliance throughout construction. Shane indicated that he would locate the document and bring it to the next meeting.

Water System Status – Brandon reported that besides the typical wear and tear, the water system is doing great. Puffer Spring is pumping about 60gpm. The last measurement on the Triple Chair Spring was 70gpm and is slowing down. Forest Service is pumping about 15gpm.

Water Meters – Leo asked Brandon to provide an update on the timeline for having the new water meters fully functional. Brandon reported that there are approximately one hundred units to install and that he is currently able to reach only two to three homeowners per week to schedule installations.

Leo stated that the Board should select a target date next summer by which the meters and the new billing system will be fully operational. He explained that the Board will need adequate time to determine how the billing structure should be set up. A formal resolution will need to be adopted to coincide with the installation of the new meters, establishing a base rate and an additional charge for usage exceeding that base amount. The base rate will need to cover all existing operational costs.

Leo added that he is prepared to draft the required resolution once the meters are installed. Phil noted that the district will need to collect several months of usage data to ensure the equipment is functioning properly before finalizing billing procedures.

Agenda Request – Dax Clifford – Dax and Tuesday appeared before the Board to request approval to combine two adjoining lots. Dax explained that he believed he had combined the lots approximately five years ago but has since learned that the action only consolidated the properties for tax-notice purposes and did not create a single legal lot. He stated that he would now like to complete the formal process through both the County and EMSSD to combine the lots into one.

Leo reported that he had verified the status of the parcels and confirmed that the lots have not been legally combined. As a result, the current billing for two separate lots is correct and must continue until an official combination is approved. Leo further stated that if the County approves the lot combination, Dax and Tuesday may notify EMSSD, at which point the Board can consider combining the corresponding quarterly fees.

The Board discussed the two lots, including water access and the roadway serving the properties. Dax inquired about the road leading to his lots. The Board noted that the original subdivision plat should have designated road locations, though the presence or condition of an access road is unclear.

Leo advised Dax and Tuesday to visit the County Building Department to review the original subdivision plat and confirm the designated roadway. He also recommended that they obtain further guidance from the County regarding the process and requirements for legally combining the lots.

Fire Department Update – Dee stated that he had spoken with George, who informed him that they plan to begin treating some of the piles around. Scott stated that he had no other updates for the Fire Department.

Water – Leo reported that he has filed a change application on the Class A 1870 water rights. The change is necessary due to the district's recent acquisition of Rocky Ford water shares. As part of the application, he is requesting the removal of the requirement that the district store water during the summer and release it in the winter. He is also asking that the Rocky Ford shares be applied toward the winter water obligations that must be met under the existing water-rights decrees.

Leo provided the Board with historical background on the District's water rights to help explain the complexity of the application. He noted that the protest period for the filing ends on October 21. While he anticipates that some protests may be submitted, he proactively sent the application to Beaver City and Rocky Ford so they were aware of the proposed changes in advance.

Leo also reported that he will need to file separate change applications for the Kent's Lake water shares as well as the Mammoth Canal water.

Resort Update – Shane reported that the NEPA study for the cell tower site has been completed. No Native American artifacts were found during the review. With the study concluded and no issues identified, everything appears to be in order for the project to move forward.

Motion – Scott Chamberlain made a motion to adjourn.

The next EMSSD meeting will be held on Friday, November 14, 2025, at 9:00 a.m. in the Beaver County Commission Chambers.