ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
NOVEMBER 14, 2025
COUNTY COMMISSION CONFERENCE ROOM

APPROVED MINUTES

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

Electronic Participation – Paul Burgon; Member

Members Absent – None

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 – Eric Quilter, Ken & Ellen Barney, Louise Helton, Rich Gurrola

9:00 a.m.

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

Review and Approve October 24, 2025, Minutes. The board reviewed October 24, 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. Gaye Christiansen seconded. All approved without objection.

Review and approve 2026 Tentative Budget – David presented the 2026 tentative budget to the Board. The Board discussed proposed projects for 2026, including purchasing gravel, chip seal on Upper Meadows Road, and completing the purchase and installation of water meters. The Board also discussed the need to improve the Forest Service Spring, along with the anticipated costs and work associated with that project. In addition, the Board reviewed the completion of ongoing projects, assessment area fee collection, and loan payments.

Motion – Shane Gadbaw made the motion to approve the 2026 tentative budget as presented. Phil Emerson seconded. All approved without objection.

2026 Meeting Schedule – Heidi presented the 2026 meeting schedule to the Board for consideration. The Board reviewed the proposed dates and determined that the May meeting should be moved to May 29 to help increase attendance. The Board also discussed holding the June meeting on the mountain. It was noted that the cell phone tower has improved service in the area and should help make the technology easier to use for remote participation.

Board Seat Selection Protocol – Phil presented the form and guidelines that the Board has used in the past to select candidates for open Board seats. Board members suggested some edits tothe document. The Board discussed the current open seats. Gaye declared that she would not be seeking reappointment, and Paul submitted a letter notifying the Board that he would be finished on December 31. There are four candidates for the three open seats.

Leo reviewed the resolution previously adopted by the Board and explained that the Board will make a recommendation to the County Commission, which may accept, reject, or modify the Board's recommendation. The Board discussed the qualifications required to serve as a Board member.

The candidates in attendance were given an opportunity to address the Board. The Board agreed to vote on the candidates at the end of the meeting

Water System Status – Brandon reported that the SCADA system is up and running. Water flows are the same as reported at the last meeting: Puffer Spring is pumping about 60 gpm, the Triple Chair Spring is pumping approximately 70 gpm and is slowing down, and Forest Service Spring is pumping about 15 gpm.

Roads – Brandon reported that he has spread 35 loads of asphalt millings on the roads and has 5 additional loads stored at the shop to use in other locations as needed.

Equipment Status – Brandon reported that all equipment is currently in good repair. He stated that he will need new tires for the dump truck in the spring, as well as additional tire chains.

Agenda Request Rich Gurrola - Water Meters – Rich stated that he had recently discovered that the new meters will also detect water leaks. Rich felt that this is important information to share with homeowners. The Board discussed the importance of homeowners understanding that the new water meters will help detect leaks. The Board determined that this information should be provided at the time the board adopts the resolution establishing the meter-related charges. Homeowners should be informed that leak detection is one of the key benefits of the new meters. It was also noted that water meters have been mandated by the State.

Fire Department Update – Scott reported that all Fire Department equipment is ready for winter. He also stated that burning of slash piles will begin once there is a sufficient skiff or blanket of snow on the ground. There is no specific timetable; burning will proceed as weather conditions allow.

Water – Leo reported that he checked with the Division of Water Rights and no protests have been filed on the change application. The Division requested that Leo work with Rocky Ford to determine how years with no "B" water (i.e., years when Rocky Ford has no water available) will be handled. Leo is currently in discussions with Rocky Ford regarding this issue.

Shane responded that this represents real progress and that the district has passed the first major hurdle. He thanked Leo for his work on the matter.

Resort Update – Shane reported there are no new updates. Opening is December 19th.

Closed Session - to discuss the character, professional competence, or physical or mental health of an individual

Motion – Phil Emerson made a motion to move into a closed session. Shane Gadbaw seconded. roll call vote Phil aye; Shane aye; Wade aye; Scott aye; Gaye aye; Dee aye;

Board Voting – Board members voted by silent ballot for the new board members. Leo and Heidi will count the votes and notify board members of the results via email.

Motion – Scott Chamberlain made a motion to adjourn.

The next EMSSD meeting will be held on Friday, December 05, 2025, at 5:00 p.m. in the Beaver County Commission Chambers.