

**ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
DECEMBER 05, 2025
COUNTY COMMISSION CONFERENCE ROOM**

APPROVED MINUTES

Members Present – Dee Draney; Chairman, Phil Emerson; Member, Scott Chamberlain; Member, Shane Gadbow; Member, Paul Burgon; Member,

Electronic Participation – Gaye Chirstiansen; Member,

Members Absent – Wade Hollingshead; Member

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

Electronic Participation – None

Officers Absent – Heidi Eyre District Secretary,

Audience – Kyler LaRose, Ken & Ellen Barney, Louise Helton, Rich Gurrola, Jack Erwig

5:00 p.m.

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

Review and Approve November 14, 2025, Minutes. The board reviewed November 14, 2025, minutes for approval and corrections if necessary.

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

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

Introduction of New Board Members: Dee introduced newly elected board members Rich Gurolla and Ken Barney; the board formally welcomed them. Leo reported that both appointments had been approved by the County Commission. Leo stated that Mr. Gurrola and Mr. Barney would assume their seats at the first meeting in January. Leo further noted that Mr. Barney was appointed to replace Paul, who had two years remaining on his term.

The Board expressed its appreciation to Gaye and Paul for their dedicated service and contributions.

Project Update – Kyler with Sunrise Engineering reported that Tushar has completed their project. He stated that the tanks, springs, and all booster pumps have been installed and that the SCADA system is operational. Dee inquired whether all components were functioning properly, including the two new pumps that had been switched out. Kyler confirmed that the system was operating as intended and explained that the pumps were exchanged to achieve a better fit.

Kyler stated that from a budget standpoint, the final payment to Tushar had been issued and that the contractor had been, or was about to be, made whole upon release of the retained funds. He noted that approximately \$175,000 in contingency funds remain available for potential improvements. Kyler stated that he has been attempting to coordinate with CIB, the funding agency for this project, as well as DEQ for the other project, to determine allowable uses for the remaining contingency funds. He added that he welcomed Board input on potential areas where these funds could be effectively applied.

Dee noted that he and Brandon had discussed the possibility of pursuing digital mapping. Shane asked how this effort would differ from the GIS mapping project completed approximately three years earlier. Brandon explained that the prior system lapsed due to an unpaid subscription. Kyler stated that the intent would be to update the mapping to reflect recent improvements, incorporate information discovered during construction, correct inaccurate line locations, and attach as-built documentation. He reported that the GIS team provided a preliminary cost estimate of approximately \$6,000 to \$10,000 to reinstate licensing, incorporate updates, and activate the system. Brandon added that ongoing costs would include approximately \$700 annually for the ESRI subscription and \$300 to \$400 per year to Sunrise for maintenance and future updates. The Board requested that Kyler provide a written bid for the proposed digital mapping work.

The Board discussed additional potential projects for use of remaining funds, including improvements to the Forest Service spring, replacement of problematic piping, and re-seeding of the ski run.

Kyler further reported that the Division of Environmental Quality (DEQ) will require an asset management plan as part of future funding requests. He confirmed with DEQ that contingency funds from the project may be used for this purpose. Kyler stated that Sunrise would prepare the asset management plan at an estimated cost of approximately \$50,000 to \$70,000.

Water System Status – Brandon reported that the Triple Chair Spring is currently producing approximately 70 gpm. He noted that production is expected to decline over the next month; however, if the spring is able to maintain 40 gpm, this would double the output from the same time last year.

Leo asked whether the total acreage reported for annual water use would increase now that all three springs are being monitored. Brandon responded that he does not anticipate an increase and stated that overall usage may actually decrease due to the precision and accuracy of the SCADA system.

Brandon reported that the water system is currently operating very well. He stated that the tanks are in good condition, the SCADA system is functioning properly, and both pump sites are operating as expected. He further reported that Puffer Spring is pumping approximately 125 gpm and that the Forest Service Spring is producing approximately 16 gpm.

Roads – Brandon reported that, following the last meeting, significant funds were expended to purchase and apply road base. He noted that the roads are currently covered with snow and ice.

Equipment Status – Brandon reported that all equipment is currently in good working order. He stated that both loaders are chained and operational and noted that the dump truck will require new tires at some point during the coming year.

Brandon further reported that he received an email from the Division of Drinking Water Quality indicating that a new system fee will be assessed. He stated that the annual cost is estimated at approximately \$400 based on current water usage, which is calculated according to the number of gallons used. Brandon indicated that he would forward the email to David for review.

Fire Department Update – Scott reported that all is well, and he has nothing new to report.

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

Water – Leo reported that he is awaiting state approval of the pending change application. He stated that, if the application is approved, he will proceed with submitting two additional applications.

The Board discussed the source protection plan and its implications for the Triple Chair Spring.

Leo stated that, in the event of development on State Trust lands or any other development affecting the system, David must receive notification when those systems go online for billing. Shane indicated that he would work on creating a developer notification.

Resort Update – Shane reported that the resort is scheduled to open in two weeks. He stated that

snowmaking operations are underway and that the resort currently has a stronger base than other ski areas in Utah.

Shane further reported that he had a film shoot this week and then a group of Brazilian filmmakers are scouting the resort as a potential filming location for a movie about a child and a dog traveling from Patagonia to Alaska. He explained that, due to a lack of snow in Patagonia last winter, the filmmakers are evaluating the resort as an alternative location.

Travel Stipend Request - David requested approval of a monthly travel stipend in the amount of \$150 to offset travel expenses incurred commuting from St. George following his relocation.

Motion - Shane Gadbaw made a motion to approve the stipend for David. Phil Emerson seconded. All approved without objection.

6:00 pm Public Hearing – Dee announced that the public hearing is open.

Budget Review and Financial Discussion.

David presented the revised 2025 budget, including actual expenditures for 2025 and a comparison between budgeted and actual amounts. He reviewed the proposed final budget for 2025, which was presented and discussed by the Board. David noted that the most significant variance resulted from higher-than-anticipated interest income. He further reported that expenditures for equipment repairs and parts were approximately half of what had been budgeted, and fuel costs were also approximately half of projected amounts. David also provided financial accounting for the two major projects.

Leo raised concerns regarding bond payment shortfalls associated with one of the projects. He explained that one assessed lot is not paying due to a subsequent lot consolidation, with the owners asserting that payment is no longer required, and that another lot paid only half of the assessment after completing improvements independently. Leo stated that, as a result, the fund may be short on bond payments unless an alternative solution is identified.

Leo asked whether funds could be transferred from one fund to another to cover the bond obligation. He noted that if such a transfer is legally permissible, it would resolve the issue. If not, the Board would need to determine whether the assessed parties can legally be required to pay their full assessments, as the assessments were calculated by dividing the total project cost among the assessed lots. Leo emphasized that, without full collection, the District would not be positioned to meet its bond repayment obligations. Leo stated that the people that combined the lots after the fact are going to have to pay on their lots because there isn't any recourse for them.

Leo stated that after getting more information on how the funds can be used, the Board will need to decide how to proceed, including whether to pursue collection of the remaining assessments if a fund transfer is not legally allowable.

Dee opened the meeting up for public comment on the 2025 revised budget. No public comment

was received.

Motion – Phil Emerson made a motion to approve the revised 2025 budget. Shane Gadbow seconded. All approved without objections.

Review and Approve the 2026 Budget – David presented the proposed 2026 budget to the Board. He stated that the budget is largely consistent with the version presented at the previous meeting, with a few adjustments. These changes include an increase in Board expenses to \$3,300 to account for the addition of new Board members, the addition of a \$1,000 line item for building maintenance, and an increase of \$10,000 to the equipment parts and repairs budget.

David further reported that, following discussions with the County Road Department, the budget for chip sealing was increased by \$15,000. The board discussed the 2026 proposed budget.

Dee opened the meeting for public comment on the 2026 proposed budget. No public comment was received.

Motion – Phil Emerson made a motion to approve the 2026 budget as presented. Shane Gadbow seconded. All approved without objections.

Motion – Scott Chamberlain made a motion to adjourn.

The next EMSSD meeting will be held on Friday, January 23, 2026, at 9:00 a.m. in the Beaver County Commission Chambers.