

**ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
JANUARY 23, 2026
COUNTY COMMISSION CONFERENCE ROOM**

APPROVED MINUTES

Members Present – Dee Draney; Chairman, Phil Emerson; Member, Shane Gadbow; Member, Rich Gurrola; Member, Wade Hollingshead; Member, Ken Barney; Member, Scott Chamberlain; Member

Electronic Participation – None

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 – Debbie Draney, Louise Helton, Ellen Barney

9:00 a.m.

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

Review and Approve December 05, 2025, Minutes. The board reviewed the December 05, 2025, minutes for approval and corrections if necessary.

Motion – Phil Emerson made the motion to approve the minutes with changes. Rich Gurrola 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 gave an accounting on the project. The board discussed options for online payments.

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.

Contingency Fund Discussion - The board discussed the remaining contingency funds and beneficial projects that could be completed using those funds. The board will prepare a list of projects in order of priority.

Water System Status – Brandon reported that the tanks are full, and both springs are running. The Forest Service Spring has stopped. Puffer Spring is pumping 62 gpm. Triple Chair Spring is pumping 65 gpm. Brandon stated that the SCADA system is running great.

Roads – Brandon reported that the roads are muddy and icy. Brandon stated that he has contacted the county road department to do chip seal on them this summer.

Equipment status – Brandon reported that all the equipment is in good shape. He noted that the old snowmobile needs some parts that he is having a hard time locating.

Fire Department Update – Scott reported that he checked with Jack and there is nothing new to report for the Fire Department.

Water Rights – Leo reported that there were no protests to the change application that was filed. The Division of Water Rights contacted Rocky Ford Irrigation Company and asked them what they thought. Their attorney submitted a letter of concern. Leo stated that he is waiting for the state to give their memorandum. Leo also reported that he continues working on Mammoth Canal and Kent's Lae Water.

Shane inquired about the board and the process for electing positions. Wade referenced the by-laws and informed the board that elections should be held annually in February.

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.