

**ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
FEBRUARY 27, 2026
COUNTY COMMISSION CONFERENCE ROOM**

APPROVED MINUTES

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

Electronic Participation – Scott Chamberlain; Member, Rich Gurrola; Member

Members Absent – None

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

Electronic Participation – None

Officers Absent – Brandon Jensen; District Manager, Brady Derbidge; Assistant District Manager,

Audience – Ellen Barney

9:00 a.m.

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

Review and Approve January 23, 2026, Minutes. The board reviewed January 23, 2026, 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

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 Gadbow seconded. All approved without objection.

Combining Lots – Leo initiated a discussion regarding the combining of two lots into one. He noted that James Penny had combined Lots 157 and 149 into a single lot, and that other lot owners are considering doing the same. Leo explained that property owners are working through the County to combine lots and then expect to receive a single bill for water and road fees rather than being billed for each original lot.

Shane pointed out that the County has already approved such lot combinations and noted that, from a budget perspective, the District has also seen an increase in the number of lots overall.

The Board discussed various scenarios related to lot combinations and agreed that if the County formally combines two lots into one legal parcel, the owner should be assessed a single set of fees.

Motion – Shane Gadbow made the motion that in the event a property owner combines lots as approved by Beaver County, EMSSD would just charge the standard fees on one lot and eliminate the fees that were charged on the second lot that was combined into the first. Phil Emerson seconded. All approved without objection.

Election of Officers – The Board conducted the annual election of officers. Dee was selected to serve as Chair, Phil as Vice-Chair, David as Treasurer, and Heidi as Secretary.

Kyler Larose Sunrise Engineering – Kyler LaRose of Sunrise Engineering presented a priority list to the Board. He reported that he met with Brandon to develop the list, which was divided into two categories: the Master Plan Project and the Special Assessment Area Project.

For the Master Plan Project, Kyler reported that approximately \$500,000 remains in contingency funds. He presented the following priority items: Aspen Crest Loop; approximately 1,400 feet of problematic pipe throughout the system; an additional 200-foot section of problematic pipe; and work within The Village.

The Board discussed each of the proposed projects, including estimated costs and the advantages and disadvantages of each. It was determined that Kyler will prepare a detailed cost breakdown

for each project. Kyler also noted that Brandon had identified improvements to the Forest Service Spring as a potential priority, and he will include a cost estimate for that project as well.

For the Special Assessment Area Project, Kyler reported that approximately \$130,000 remains in contingency funds. The priority list includes a water service extension to the lot at the lower end of the system, mapping updates, and development of an Asset Management Plan.

Kyler provided an overview of the Asset Management Plan for the benefit of newer Board members. He explained that the Division of Drinking Water encourages systems to identify their assets, evaluate their life expectancy, and develop a long-term budgeting strategy to maintain and replace infrastructure as needed.

The Board discussed the proposed projects, including estimated costs and potential benefits. Kyler explained that some items on the list were included in the original scope of work and would be easier to approve.

After further discussion, the Board determined that no decision would be made at this time. The matter was tabled pending receipt of detailed cost estimates from Kyler.

Disclosure Statement – Leo presented a disclosure statement for Board members to review and complete. He explained the purpose of the statement and provided examples of the types of information that should be disclosed.

Each Board member will complete the form and return it to Heidi or Leo.

Water Rights – Leo reported that he is currently working on a mitigation plan as requested by the State. He stated that, based on current projections, the District is expected to maintain a surplus position each year with the addition of the fifteen Rocky Ford shares.

Leo also reported that he will be attending the Mammoth Canal and Kent's Lake water meetings. He discussed the annual banking agreement that the Board enters with Joyce Barney and the Yardley family. Leo will complete it and bring it back to the board.

Motion – Scott Chamberlain made a motion to adjourn.

The next EMSSD meeting will be held on Friday, March 27, 2026, at 9:00 a.m. in the Beaver County Commission Chambers.