

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

**APPROVED MINUTES**

**Members Present** – Dee Draney; Chairman, Phil Emerson; Member, Wade Hollingshead; Member, Ken Barney; Member, Rich Gurrola; Member

**Electronic Participation** – Scott Chamberlain; Member, Shane Gadbow; Member

**Members Absent** – None

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

**Electronic Participation** – None

**Officers Absent** – None

**Audience** – Ellen Barney, Debbie Draney, James Penny, Carrie Penny

**9:00 a.m.**

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

**Review and Approve February 27, 2026, Minutes.** The board reviewed February 27, 2026, minutes for approval and corrections if necessary.

**Motion** – Phil Emerson made the motion to approve the minutes. Rich Gurrola seconded. All approved without objection.

The approved minutes will be posted to the Utah Public Notice Website at [www.pmn.utah.gov](http://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. Ken Barney seconded. All approved without objection.

**CORE CONTRACT** – David reported that he contacted a company called CORE, which provides collection services for Beaver County. He explained that CORE could handle billing and payment processing on behalf of the District, with all payments being received by CORE and deposited into the District's account. This service would allow customers to make payments via credit card or direct bank transfer.

Leo reported that he reviewed the proposed contract and noted that a 2% fee would be applied to credit card transactions and a 1.75% fee for automatic payments from a checking account. He clarified that these fees would be charged to the customer rather than the District. Leo recommended that a public hearing be held prior to making a change, as customers would be responsible for these fees, and stated that the Board should provide notice and allow for public input.

Leo further suggested that the Board evaluate other options, noting that he currently pays his Beaver City bill through Express Pay without incurring a fee. Shane indicated that QuickBooks Online offers a feature for processing online payments. Scott shared that he has had experience with third-party vendors in another organization and encountered unforeseen issues. Phil stated that his organization uses QuickBooks in conjunction with Snowflake and that the system functions effectively.

Following discussion, the Board directed David to conduct further research on available payment processing options and report back with additional information.

**Rehabilitate Terrain Over Waterlines** – Shane stated that he would like to have the rehabilitation of terrain over the waterlines scheduled. Brandon stated that they are just waiting for the snow to melt off and for the ground to dry. Shane asked if they could try to have it done by April 30<sup>th</sup>. The board agreed to target that date, weather, and ground conditions permitting.

**Roads** – Rich asked whether the County could assist with road improvements and suggested that dirt located in front of certain properties could be utilized for road maintenance. Brandon responded that, while this could be beneficial, use of the material would be subject to approval from individual lot owners. He also stated that not all material would be suitable, as some areas contain excessive rock, making it impractical to use.

Wade stated that if the County proceeds with gravel crushing operations in the area, there may be an opportunity to coordinate efforts and help with gravel for road improvements. He asked whether a formal maintenance plan exists for the roads. Brandon explained that the current approach is to focus on the most deteriorated sections each summer while maintaining other areas, then progressing to additional sections in the next seasons.

Brandon further reported that Sunrise Engineering previously initiated a road plan; however, it was not completed. He noted that significant drainage improvements, including culverts, are needed prior to major road repairs. Wade inquired whether engineering would be required, and Brandon confirmed that it would. Rich suggested that grant funding may be available to assist with these efforts.

Brandon emphasized that a number of underground utilities must be updated before extensive road work is undertaken, as such work would otherwise result in damage to newly improved roads. Wade agreed that water system improvements should be prioritized and reiterated that the County may be able to assist during planned gravel crushing operations.

The Board discussed potential grant opportunities and matching fund requirements. Dee asked whether there is a deadline for expending remaining contingency funds. Brandon responded that, based on information from Kyler with Sunrise Engineering, no deadline has yet been provided by CIB.

Rich requested that Wade provide more definitive timelines for the County's crushing operations. Wade responded that permits and other logistical considerations must be addressed before firm dates can be established but indicated that the work is anticipated to occur within the current year.

**Water System Status** – Brandon reported that there is currently a leak estimated at approximately 24 gallons per minute (gpm) that he is working to locate. He stated that there have been three to four significant leaks identified within the past three days, two of which have already been repaired. Brandon indicated that the remaining leak is located on a steep hillside and will likely require hiring an operator with a track hoe to access and complete the repair.

Brandon reported that, despite the leaks, the system is performing well overall. He stated that tank levels are full and holding, pumps are operating effectively, and the SCADA system is functioning properly. He noted that the leak was identified through SCADA monitoring.

Brandon provided current flow measurements, reporting that the Forest Service Spring is producing approximately 25 gpm, the Triple Chair Spring approximately 100 gpm, and the Puffer Spring approximately 100 gpm.

**Roads** – Brandon reported that he has been working on some of the problem areas. There is another big storm coming so after it passes, he will start again.

**Equipment status** – Brandon reported that all equipment is currently operating well. He noted that there is an air leak on the grader that will need to be repaired.

Brandon further reported that he was contacted by a Beaver County Sheriff's deputy regarding an incident involving a vehicle that was allegedly struck by a snowplow. Based on his review of the situation and available photographs, Brandon stated that District equipment was not involved. He explained that the incident occurred in the large parking lot near the lower lodge and noted that, while plowing had occurred behind the vehicle, there was no indication that District operations caused the damage.

**Fire Department Update** – Scott expressed concern regarding the discussion on road conditions and the potential impact on emergency response, noting that poor access could hinder fire equipment deployment. He emphasized that road improvements should remain a high priority. Scott further reported that forecasts indicate this year may bring the most extreme fire conditions on record for mid- to high-elevation areas.

Scott stated that he has been working with George to develop a plan for helicopter dip tanks, as well as ensuring the snowmaking pond can be utilized as a water source for firefighting if needed.

Carrie Penny reported that Trent Owen has recently joined the fire department and is expected to begin training on a regular basis over the summer. She noted that Mr. Owen will be a valuable asset due to his full-time presence on the mountain.

**Resort Update** - Shane reported that he has nothing new to report. The resort closed early this year.

**Water Rights** – Leo presented a water use agreement to the board. This is the water agreement that he discussed at the last meeting and that the board signs every year. He asked the board to approve Dee and Heidi to sign the agreement. Leo noted that he is working on a mitigation policy to send to the state.

**Motion** – Phil made a motion to allow Dee and Heidi to execute the Water Use Agreement. Rich seconded. All approved without objection

**Old Business** – The board discussed training that is available. Heidi will send a link out the board member trainings. Rich discussed attending the Association of Service Districts annual meeting. David stated that we stopped paying the dues to be a part of that association because of the rising cost. The board discussed sending one board member as a guest. If other board members want to attend, they would need to pay their own expenses. The board discussed the plowing of private

driveways. Brandon stated that he does plow a few private driveways that have fire hydrants on them. The board discussed having written rules and procedures. There is some confusion around the district's plowing of parking lots. Shane stated that he would prepare a written document for the board that would establish the board's policy on parking lots. This will help create consistency. The board discussed the Conflicts of Interest policy and what constitutes a meeting.

**Motion** – Wade Hollingshead made a motion to adjourn.

The next EMSSD meeting will be held on Friday, April 24, 2026, at 9:00 a.m. in the Beaver County Commission Chambers.