

**ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD**

May 29, 2026

COUNTY COMMISSION CONFERENCE ROOM

APPROVED MINUTES

Members Present – Dee Draney; Chairman, Ken Barney; Member, Rich Gurrola; Member, Scott Chamberlain; Member

Electronic Participation – Phil Emerson; Member, Shane Gadbaw; Member, Wade Hollingshead; Member

Members Absent –

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 – Janelle Braithwaite, Kevin McNeill, Jack Erwig, Marc Raines, Kallie Goff, Steve Mayer, Ellen Barney, 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 April 24, 2026, Minutes. The board reviewed April 24, 2026, minutes for approval and corrections if necessary.

Motion – Ken Barneu 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

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. He highlighted several items for the Board's review, including a payment of \$1,694 to the State of Utah for quarterly payroll withholding. David also noted two transfers to the Utah Public Treasurer's Investment Fund (PTIF), one in the amount of \$49,680 and another in the amount of \$27,898. He explained that these funds were collected for repayment of District loans, including funds associated with the Special Assessment Area and the water system improvement assessment. David also noted three separate payments to Rocky Mountain Power.

Motion – Ken Barney made the motion to approve the financial reports, bills paid and the accounts payable. Scott Chamberlain seconded. All approved without objection.

Sitla Fees – Leo introduced Mark Rains and explained that David had recently issued a bill following County approval of the Tushar Mountain Estates subdivision. Leo stated that the property is owned by State Trust Lands, and that, historically, the district begins assessing applicable fees when a new subdivision is approved.

Mark Rains stated that his father is the developer of the project but was unable to attend due to recovery from surgery. Mark explained that he served as the engineer on the project and was familiar with the development. He requested that the Board defer assessment of impact fees until there is an actual impact on the district's water system. He stated that no meters are currently connected, and there is no water usage associated with the lots. Mark emphasized that the request was not to waive the fees, but rather to defer them until meters are installed, or the lots are otherwise connected to and using the system.

David reviewed the various District fees, explaining that the primary charge is the impact fee, along with water maintenance, connection, roadway maintenance, and water system improvement fees. Mark stated that the lots are developed and ready for sale but are still owned by State Trust Lands. He compared the situation to property taxation, noting that property owned by SITLA is not taxed until it is transferred to a private owner. He stated that, based on his experience with other utility districts, fees are generally assessed at the time of closing or when the property begins using the system rather than while the property remains under State ownership.

Leo explained that the impact fee is an older fee associated with improvements previously made to the district's water system and represents the cost of buying into the improved system. He clarified that the Board was not considering waiving the impact fee.

Shane stated that, in his experience, impact fees have generally become due when a property is recorded or transferred, and that the obligation has historically rested with the developer rather than the purchaser.

Following discussion, Mark stated that he would provide Leo with a written request for deferrals. It was understood that the district would continue charging the applicable road maintenance fee at the standby rate and would issue a revised bill accordingly.

District Priorities - The Board discussed ongoing efforts to meet with Sunrise Engineering regarding previously identified project priorities. It was reported that scheduling had been delayed due to Sunrise's availability, but the meeting was expected to be rescheduled.

The Board also discussed approximately \$80,000 in engineering-related costs and the need to review the prior agreement with Sunrise to determine which services are still necessary and whether any proposed costs can be reduced.

David reported that approximately \$471,000 remains available from the larger project and approximately \$135,000 remains from the Special Assessment Area project, leaving roughly \$600,000 in combined available project funds.

Leo reported that he is continuing to work on a plan to provide water service to one remaining lot within the Special Assessment Area. He stated that an easement is still needed in order to establish a route for the waterline to serve that property.

Water Meter Update Brandon reported that progress on the water meter project has temporarily slowed due to preparations for a major water system inspection that occurs every three years. He stated that staff have been focused on preparing for the inspection and that meter installations will resume afterward.

Brandon reported that he has spoken with Rich and that they plan to contact as many property owners as possible to coordinate access for the remaining meter installations. He explained that most of the remaining meters are located in cabins where owners are present only occasionally, making access difficult. Brandon stated that most of the Village has been completed, along with several cabins, but that some newer condominiums and a number of cabins still need to be finished.

The Board discussed the meter project and the possibility of updating rates once the new meter system is fully operational.

Brandon provided current water flow measurements. He reported that the Forest Service Spring is producing approximately 26 gallons per minute (gpm), the Triple Chair Spring approximately 96 gpm, and the Puffer Spring approximately 125 gpm.

Roads - Brandon reported that road maintenance work is underway, including grading several roads and bringing them back into suitable condition. He stated that the district expects to work with the County in the coming weeks to chip seal Upper Lodge Road and Upper Meadows Drive. He estimated that the work would take approximately one week to complete.

Brandon reported that he obtained two quotes for hauling approximately 285 tons of chip material from Martin Marietta in Milford. One quote was approximately \$6,700, while a second quote from his brother was approximately \$5,000. Brandon stated that he understood the potential concern regarding using a family member and would defer to the Board regarding selection of the hauling provider. He clarified that the quotes were for hauling only and that the district has an account with Martin Marietta for the material itself. The Board requested that Brandon obtain written bids for review.

Kallie asked whether grading the Village Circle roads was included in the maintenance plans. Brandon responded that the area had recently been graded but was subsequently affected by another snowstorm. He reported that crews had also begun grading a portion of Hiram Lee but encountered solid rock, requiring additional material to be placed over the road surface before grading could continue. Brandon stated that, once that work is completed and the water inspection is finished, crews will return to the Village roads.

Equipment Status – Brandon reported that there is still an issue with an airline on the grader. He explained that the air line runs through the frame and is partially broken. If it fails completely, the grader could lose braking capability. Brandon stated that the repair needs to be completed on-site because transporting the grader to town would not be practical.

Brandon also reported that he recently purchased batteries for the dump truck after the existing batteries would no longer hold a charge. He stated that the remainder of the equipment is generally in good condition but noted that the dump truck will likely need new tires within the next month or so.

Fire Department - The Fire Department reported that crews have been conducting spring cleaning and preparing equipment for the upcoming fire season. The department also received grant funding and completed fit testing for new air packs. As a result, the department now has 12 new air packs available for use.

Eagle Point General Discussion – Shane reported that there was nothing new to report regarding Eagle Point.

Agenda Request Kevin McNeil- Kevin McNeil presented a proposal to the Board regarding privatization of snow removal services on private condominium property. Kevin discussed potential legal concerns and liability risks associated with District snow removal on private property, as well as the possibility of using a private business to provide those services.

The Board also discussed responsibility for clearing access to fire hydrants. Following discussion, the Board requested that Kevin provide an updated proposal and indicated that the district would also seek proposals from other potential providers through a Request for Proposals (RFP) process.

The Board further discussed the importance of consistency in snow removal services, the fees currently being charged for road maintenance and snow removal, and the possibility of restructuring fees once the new water meter system is fully operational.

Brandon reviewed current billing associated with the SCADA system. The Board discussed entering into a three-year contract in order to lock in current pricing.

Motion. Ken Barney made a motion to enter into a three-year contract with KmCo without the cybersecurity option. Rich Gurola seconded the motion. All approved without objection.

Dee updated the Board regarding grant opportunities the district has been considering. He reported that he is working with Five County Association of Governments (AOG) to further explore available grant programs and potential funding opportunities.

Motion – Scott Chamberlain made a motion to adjourn.

The next EMSSD meeting will be held on Friday, June 29, 2026, at 9:00 a.m. in the Beaver County Commission Chambers.