

**NORTH FORK SPECIAL SERVICE DISTRICT  
BUDGET HEARING &  
MONTHLY MEETING OF THE BOARD OF OFFICERS  
October 12, 2023, at 6:30 p.m.**

This meeting was hosted via Zoom Application without an anchor location. Any members of the public that would like to join the public portion of NFSSD meetings should email a request for invite to the District Clerk at [admin@NFSSD.org](mailto:admin@NFSSD.org) or call 801.225.7263 or 801.404.4734 prior to the meeting.

Visit [NFSSD.org](http://NFSSD.org) for additional information including meeting minutes and a link to access The Little Manual for Local and Special Service Districts.

**Budget Hearing**

**Board members present:**

Dr. Stephen Minton, Stewart Olsen, Gary Liddiard, Keith Payne, Duaine Dorton, Scott Hart

**Staff members present:**

Emily Johnson-District Clerk, Aubree Lincoln-Public Works, David Marsella-Fire Chief, Joe Martin-Controller, Sean McCawley-Fire, Tylor Hollenbeck, Nichole Berge-Fire, Chris Wright-Public Works Director arrived at 6:51 p.m.

**Public present:**

Steven Spiker

**Public Comments:**

None

The hearing was brought to order at 6:31 p.m. by Dr. Stephen Minton-Chairman. Joe Martin-Controller has been working with District staff to provide the tentative revised budget for 2023 and tentative budget for 2024 to be adopted at the November 2023 hearing/board meeting. Budgets were reviewed during hearing; budget reports will be available for the public to review at the District offices prior to the November adoption.

At 6:59 p.m. the budget hearing was closed by Scott Hart.

**Monthly Meeting of the Board of Officers**

**Board members present:**

Dr. Stephen Minton, Stewart Olsen, Gary Liddiard, Keith Payne, Duaine Dorton, Scott Hart

**Staff members present:**

Emily Johnson-District Clerk, Aubree Lincoln-Public Works, David Marsella-Fire Chief, Joe Martin-Controller, Sean McCawley-Fire, Tylor Hollenbeck, Chris Wright-Public Works Director arrived at 6:51 p.m.

**Public present:**

Steven Spiker

Nichole Berge

AnnMarie Howard arrived at 7:02 p.m.

Japheth Mcgee arrived at 7:07 p.m. and left at 7:30 p.m.

**Public Comments:**

None

1. The meeting was brought to order at 7:02 p.m. by Dr. Stephen Minton-Chairman. Japheth Mcgee of Zions bank presented. Japheth has been working with the North Fork finance and fire committees on funding options for the new fire station. A slide presentation titled “NFSSD Lease Revenue Bond Explainer” was emailed to the board and committee to review to address action item #4 Local Building Authority Bond Option of tonight’s meeting. A short overview was given by Japheth.

### **Informational Items**

#### **1. Fire/EMS Report**

Fire and Ambulance reports were posted prior to this meeting for review. Chief David Marsella reported.

- There were 18 calls for service during September and 2 transports.
- \$6,004.89 was collected for prior month transports during September.
- The architect is asking for feedback regarding the designs he has provided the District for a firehouse.
- The self-contained breathing apparatus equipment (SCBA) needs to be replaced (they have outlived their safety lifespan). There is a \$10,000 savings if these are purchased by 10/31/2023. This will be an action item on tonight’s agenda.
- There was an open discussion on how chipping will take place during the 2024 season.
- Chief Marsella has put together a letter for HOA’s to provide their insurance providers.
- Chief Marsella reported that the Wildland program has grossed 2 million dollars in revenue since it was established 4 years ago.

#### **2. District Clerk Information**

Emily reports she and the District controller, Joe Martin, have been working with department heads in preparation for the budget hearing. August check registers were emailed out to the Board and staff prior to this meeting for review.

#### **3. Financial Information**

August financial statements are available online through the Utah Public Notice Website.

#### **4. Water/Wastewater Report**

##### **Water Department Information for September**

- Our overall water consumption is very similar compared to past years.
- Aspen Grove wet-well levels are averaging 8.2 feet for September 2023 which is down from last month. This time last year for September 2022, our average was 6.22 feet. The average is 2 feet higher this year compared to last.
- Unaccounted water
  - Upper Pressure Zone
    - Some of this could be due to back filling the tank.
  - Lower/Stewart Zone
    - Our team has been replacing meters as we get them in. Doing a fantastic job! We are starting to put in cellular endpoints as we get them.
- APCO: chlorine samplers are running at both sites. Finishing up the SCADA
- We are now current with the DDW secondary disinfection.
- Stewart Spring rehab is 95% complete. We are just waiting on the access hatches.
- Infiltration Sample sites have been drilled. Sample has begun.
- We have Endress Hauser coming to do a verification/calibration check on the meters at the Stewart Tank.

- We are getting a cost to have the last 2 master meters installed.
- Also getting a cost to have a new valve installed on the Timp Spring line. This line also needs a new meter. We can't shut it down to replace the meter and reroute the piping.

### **Wastewater Department Information for September**

- We have two labs for September. BOD was over limits on one of the labs. Rest was within limits.
- The Plant upgrade is moving forward we are at the 30% design.
- We need to decide on the outside look of the new plant. Wood or Cement Board
- We need to find a place to put the trash compactor or garbage pick-up while the work on the treatment plant is going on.
- Need to finalize the EQ Agreement
- Working with Sundance to get the drain field radio back up and running.

### **5. Committee Reports**

**Keith Payne-Conservation Co-Chairman** reported that he has supplied the District with a recycle bin near the dumpster/compactor for aluminum. Scrap steel being dropped near the wastewater plant will be recycled prior to the snow fall. A conservation talk this Saturday will be taking place at Sundance Lookout, it's a free presentation. Conservation meetings, talks, presentations will be posted online when made available to the District.

### **Action Items**

#### **1. Approval of the September 2023 Meeting Minutes**

Stewart Olsen motioned to accept the September 2023 minutes as written. Gary Liddiard seconded the motion. All aye and no opposed. Motion passed.

#### **2. Approval of the Revised 2023 Budget**

Gary Liddiard motioned to approve the revised tentative budget for 2023 that was reviewed in tonight's hearing. Duaine Dorton seconded the motion. All aye and no opposed. Motion passed.

#### **3. Approval of the Tentative 2024 Budget**

Stewart Olsen motioned to approve the tentative budget for 2024. Gary Liddiard seconded this motion, all aye and no opposed. Motion passed.

#### **4. Local Building Authority Bond Option**

Stewart Olson motioned to approve the recommendation of the North Fork finance committee, to apply as a Local Building Authority for the fire station expansion. Scott Hart seconded this motion. All aye and no opposed, motion passed.

#### **5. Fire Station Plan Options**

Chief Marsella will organize a meeting with the North Fork board of officers and Heber, the architect for the firehouse expansion project to answer any questions they may have and to see if there is an option for starting the dirt work sooner than later as well as build in phases.

Stewart Olson motioned to accept the 5-bay fire station architectural design option once a meeting has taken place with the architect to clear up questions listed above, Gary Liddiard seconded this motion. Motion passed.

## **6. SCBA Purchase 2023**

Duaine Dorton motioned to approve the purchase of the SCBA gear in 2023 to save \$10,000 by ordering by October 31, 2023. Stewart Olsen seconded this motion, all aye and no opposed. Motion carried.

## **7. Drain Field Repair**

Chris Wright-Public Works Director presented. He has been working with Sundance Resort in efforts to repair the drain field radio that was damaged during construction at the Sundance Resort during the new slope/lift construction. There is no data being collected on the drain field due to this. Radio equipment was available through a vendor found by APCO; the cost is estimated to be \$43,000. The Board is asking that Sundance be notified, and a reimbursement agreement be made prior to purchase of the radio replacement equipment. This is a time sensitive issue as the radios are difficult to find, most vendors are 10 weeks out of stock, and purchase of the radios needs to be made while they are still available.

Gary Liddiard motioned that Chris Wright come to an agreement with Storyteller Canyon/Sundance Resort on a reimbursement agreement for the repair of the drain field. Stewart Olsen seconded, all aye and no opposed. Motion passed.

## **8. Vehicle Lease PW Department**

Our current lease only offers 1-year contracts, a new 1 to 5-year lease is now available with the option to leave at any time. Due to switching out lights, radios, and other add on equipment this is a better option for our District.

Duaine Dorton motioned to approve the public works department's 1–5-year lease option for 2024. Stewart Olsen seconded. All aye and no opposed, motion passed.

## **9. Grubbs Property Proposal**

Keith Payne motioned to decline the request, Gary Liddiard seconded, Scott Hart abstained. All others voted to decline Mr. Grubbs proposal to purchase District property near his house.

At 9:10 p.m. Scott Hart motioned to close the October 2023 meeting of the board of officers. Duaine Dorton seconded, all aye and no opposed. Meeting adjourned.

- Meeting recording and notes taken by District Clerk.
- Materials presented in the meeting are available at the Utah Public Notice Website which can be accessed through NFSSD.org.