**NORTH FORK SPECIAL SERVICE DISTRICT**

**BUDGET HEARING &**

**MONTHLY MEETING OF THE BOARD OF OFFICERS**

**November 9, 2023, at 6:15 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 and hearing should email a request for invite to the District Clerk at admin@NFSSD.org or call 801.225.7263 or 801.404.4734 prior to the meeting and or hearing.

Visit NFSSD.org for additional information including meeting minutes and a link to access The Little Manual for Local and Special Service Districts.

**Closed Session**

**Board members present:**

Dr. Stephen Minton-Chairman, Stewart Olsen-Vice Chairman, Chad Linebaugh-Trustee, Keith Payne-Trustee

**Staff members present:**

Chris Wright-Public Works Director, Aubree Lincoln-Public Works, Emily Johnson-District Clerk

At 6:19 p.m. Keith Payne motioned to go into closed session to discuss legal matters. At 6:30 p.m. Keith Payne motioned to leave the closed session and enter the 2023-2024 budget hearing.

**Budget Hearing**

At 6:32 p.m. Dr. Stephen Minton brought the budget hearing to order. In October 2023 the North Fork Finance Committee proposed the 2023 revised and 2024 budget during an advertised public hearing, at which time the board voted to approve the tentative budgets. Information was available to the public to view, tonight the board intends to adopt the 2023 revised and 2024 budgets. Spreadsheets and processes were discussed concerning the budget final numbers by staff and committee members.

**Board members present:**

Dr. Stephen Minton-Chairman, Stewart Olsen-Vice Chairman, Chad Linebaugh-Trustee, Keith Payne-Trustee, Scott Hart-Trustee, Duaine Dorton-Trustee arrived at 6:34 p.m., Gary Liddiard-Trustee arrived at 6:57 p.m.

**Staff members present:**

Chris Wright-Public Works Director, Aubree Lincoln-Public Works, Emily Johnson-District Clerk, Nichole Berge-Paramedic/Firefighter, Cassie Atwell-Paramedic/Firefighter, Joe Martin-Controller

Charlie Smith-District Engineer arrived at 7:02 p.m. and left after he presented on the wastewater information.

**Public present:**

AnnMarie Howard arrived at 6:34 p.m.

**Public Comments:**

None

**Monthly Meeting of the Board of Officers**

At 7:00 p.m. Gary Liddiard motioned to leave the budget hearing and enter the monthly meeting of the board of officers. Stewart Olsen seconded, all aye and no opposed. Dr. Stephen Minton brought the meeting to order.

**Public present:**

AnnMarie Howard arrived at 6:34 p.m.

**Public Comments:**

None

**Informational Items**

1. **Fire/EMS Report**

Chief David Marsella reported that year to date there have been 69 medical transports, $175,990.60 has been billed for and of that $132,485.95 has been collected. October there were 15 emergency calls, 260 calls year to date.

Wildland revenues for the mitigation grant reimbursement is $71,766.00 with 2,243 hours of chipping completed. There have been $442,201.69 of billing submitted for wildland deployments, a crew is currently dispatched to Alabama with the brush truck and Chief Marsella is in route to Tennessee with the second crew in engine 213.

Chief Marsella is asking if there are any additional questions regarding the architectural plans for the new fire station, to submit them to him.

1. **District Clerk Information**

Emily Johnson reported she has been working with department heads to complete the budget. The third quarter just ended, all State and Federal required reporting has been submitted. Check registers were distributed for both the finance committee and board of officers prior to this meeting.

1. **Financial Information**

Joe Martin reported he will distribute the October 2023 financial statements; we will move forward with November statements at the December meeting.

1. **Water/Wastewater Report**

**Water Department Information for October**

* Our overall water consumption is higher than compared to past years.
* Aspen Grove wet-well levels are averaging 7.74 feet for October 2023 which is down from last month. This time last year for October 2022, our average was 5.70 feet. The average is 2 feet higher this year compared to last.
* Unaccounted water
	+ Upper Pressure Zone
		- We will have more accurate number next month. We had the source meters calibrated.
	+ 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.
* Stewart Spring rehab is 100 percent complete.
* Infiltration Sampling has begun. Once a month for 6 months
* Endress Hauser did a verification/calibration check on the meters at the Stewart Tank and Conifer Tank
* Sundance master meters are installed.

**Wastewater Department Information for October**

* We have three labs for October. BOD was over limits on one of the labs. Rest was within limits.
* The Plant upgrade is moving forward we are at the 60% design should be done in the next week.
* Working with Sundance to get the drain field radio back up and running.
* Plant is running great still operating on one side.

Charlie Smith-District engineer reported the 60% wastewater design will be available to the wastewater committee tomorrow to review. He is asking that the committee meets prior to Thanksgiving for approval so they can move on to the 90% design. Chris Wright will arrange that meeting.

Chris Wright reported that he met with the Forest Service. They went on an excursion to the Timp Spring; it was a long hike. He reported there was a lot of water up there, a lot of it is not being captured. Chris displayed photos he took during the hike. Origins of the spring were discussed, it’s unclear who built the vault originally. The vault is above Theater in the Pines. One line goes through Theater of the Pines, the other goes to the campgrounds.

Off to the side of the trail there is a 1” meter and elevation valve approximately 1 mile up the trail. The meter is 1” but the pipes are 3”. Chris reported there are a lot of “unknowns” by the Forest Service Engineer and the District. The engineer is new, he is going to look further into the history and future of the spring. Ryan Taylor put a rough estimate to redevelop this spring to catch water to get it into the District’s system at 250,000 to 300,000 due to the location. Laying the pipe depending on size and depth, could be up to half a million. It’s anticipated the project could be upwards of 1 million dollars to get flows to the District due to the location which was described by Chris “1-mile up Timp Trail, there is a drainage that they hiked up”. Chris displayed video of the flows and area, the District’s priority dates for water rights is a lot sooner than the Forest Service rights. He will continue to work with the Forest Service and their engineer.

1. **Committee Reports**

Duaine Dorton-Finance and Budget Committee Chairman reported the committee met again this month to discuss tonight’s budgets and hearing. The Finance Committee meets the first Thursday of each month at approximately 5 p.m. via Zoom application.

**Action Items**

1. **Approval of the October 12, 2023, Meeting Minutes**

Stewart Olsen motioned to approve the minutes as written. Duaine Dorton seconded. All aye and no opposed. Motion passed.

1. **Approval of the October 18, 2023, Work Session Minutes**

Duaine Dorton and Chad Linebaugh recused themselves as they were not in attendance. Gary Liddiard motioned to approve the minutes as written, Scott Hart seconded. All aye and no opposed. Motion passed.

1. **Adoption of the Revised 2023 Budget**

Duaine Dorton motioned to adopt the revised 2023 budget; Gary Liddiard seconded. All aye and no opposed. Motion passed.

1. **Adoption of the 2024 Budget**

Gary Liddiard motioned to adopt the 2024 budget. Chad Linebaugh seconded. All aye and no opposed. Motion passed.

At 8:04 p.m. Scott Hart motioned to close the November 2023 meeting of the board of officers. Keith Payne 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.