**NORTH FORK SPECIAL SERVICE DISTRICT**

**MONTHLY MEETING OF THE BOARD OF OFFICERS**

**December 14, 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 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:**

Stewart Olsen-Vice Chairman, Chad Linebaugh-Trustee, Keith Payne-Trustee, Gary Liddiard-Treasurer, Duaine Dorton-Trustee

**Staff members present:**

Emily Johnson-District Clerk

**Public** **present:**

Steve Spiker-Personnel Committee

At 6:48 p.m. Stewart Olsen motioned to go into closed session to discuss year end personnel reviews. At 7:08 p.m. Duaine Dorton motioned to leave the closed session and enter the December board meeting. Chad Linebaugh seconded. All aye and no opposed.

**Monthly Meeting of the Board of Officers**

At 7:10 p.m. Stewart Olsen brought the meeting to order.

**Board members present:**

Stewart Olsen-Vice Chairman, Chad Linebaugh-Trustee, Keith Payne-Trustee, Gary Liddiard-Treasurer, Duaine Dorton-Trustee, Scott Hart-Trustee

Dr. Stephen Minton-Chairman joined at approximately 7:30 p.m.

**Staff members present:**

Emily Johnson-District Clerk, Joe Martin-Controller, Blake Sonderegger-Engineer, Cassi Atwell-Fire/Paramedic, Brandon Crandall-Engine Boss, David Marsella-Fire Chief, Aubrie Lincoln-Public Works

At 8:29 p.m. Charlie Smith-Engineer arrived to answer questions regarding wastewater then left soon after.

**Public present:**

Bryan Kindred, Craig Cusick, Gene Payne, Ann Marie Howard, Steve Spiker

**Public Comments:**

None

**Informational Items**

1. **Fire/EMS Report**

Chief Marsella reports November there were There were 11 calls for service, 2 EMS transports $6,143.64 was billed and there were $12,310.92 deposits for prior transports in 2023.

The 2023 mitigation reimbursement has received $71,766.00 with 2,243 hours of man hours and 111 hours of chipping and 330 tons of biomass removed. The Forest Fire State Lands Grant has received $8,485.00 totaling $80,251.00 in Wildland Grants for 2023.

Wildland billings for 2023 are currently at $667,562.93.

1. **District Clerk Information**

Emily Johnson reported that the District website NFSSD.org is down due to the web development apps being outdated and no longer supported. She has worked with IT to solve the problem but it’s too old of a system to resolve. This is an action item tonight.

Emily stated she has been trying to reach the County to advertise for 2 board seats that are expiring on 1/1/2024. She will continue to try and find the correct person to assist with this as the staff at the County has changed and no one has responded to email and phone messages.

Emily asked that she be alerted of any exchange of land or sale of land/property so it can be transferred in the District’s system. Check registers were sent to the board prior to this meeting as well as examined by the finance committee in their December meeting.

1. **Financial Information**

Joe Martin reported November financial statements will be sent out after the meeting.

1. **Water/Wastewater Report**

**Water Department Information for November**

* Our overall water consumption is lower than compared to last year.
* Aspen Grove wet-well levels are averaging 7.12 feet for November 2023 which is less than a foot down from last month. This time last year for November 2022, our average was 5.2 feet. The average is about 2 feet higher this year compared to last.
* Stewart Spring is averaging 77.9 gpm for November after it was brought back online. Looking great! This time last year it was averaging 0 gpm for November and December.
* Unaccounted water
	+ Upper Pressure Zone
	+ 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
* Sundance master meters are installed.
* We ordered a 3 in meter for the Stewart Overflow
* We Fixed the Roof at Aspen Grove pump house, it had damage from the 2023 snow season.

**Wastewater Department Information for November**

* We have four labs for November. BOD and TSS was over limits on Nov. 1st. Rest were within limits.
* The Plant upgrade is moving forward.
* Working with Sundance to get the drain field radio back up and running.

We did have a sewer issue with groundwater getting into the system. Wastewater Department information for NOV

* Last bullet:  Sentence  doesn't make sense.
* Recommend: " Which caused havoc at the treatment plant. Operating temperature was lowered and inflow was doubled, necessitating placing the second MBR online. We are currently running both sides.
1. **Committee Reports**

**Dr. Stephen Minton-Water Committee Chairman** reported they have met on several occasions, they met earlier today. Dr. Minton thanked Storyteller Canyon for their efforts in aiding the District in successfully finding grants the District is eligible for. This has benefited the District a great deal in projects pertaining to water and wastewater.

Dr. Minton stated there has been some confusion regarding the district water moratorium. He explained that by adopting the District’s water dedication and connection policy in early 2023 (effective February 1, 2023), the water moratorium was repealed. Any future connections will be subject to District regulations and supply availability.

Dr. Minton stated the committee is reviewing along with the District and Sundance Resort engineers, a will serve for the Sundance Resort Inn. Chris Wright explained that Storyteller Canyon applied to the District for water rights to be transferred, that was approved. This is being reviewed with the district engineers and district legal counsel for a number of rights to be dedicated to the District for a will serve to be granted. Dr. Minton stated that after the water committee along with the district engineer and legal counsel will be working with district staff and Storyteller/Sundance resort regarding the will serve which Utah County requires for building permits. Gene Payne-Storyteller Canyon discussed the water shares intended to be deeded to the District including the Hamblin rights and the peak water use calculation for net water use. Discussion of projects to bring water sources to the District through the grant monies received were discussed in depth.

Blake-District Engineer state they have been working with LEI-Storyteller Canyon’s engineer on some of the new required water rights and areas of conservation of water such as repairing leaking in the existing infrastructure. He stated that even with the increase of water from the redevelopment of the springs and other efforts to improve water sources, the goal is to add water by repairing or replacing old pipes, meter, etc. Dr. Minton expressed the importance of water conservation efforts in the canyon. He explained that District staff has been working hard to replace old and leaking pipes as well as meters to reduce the amount of unaccounted water as well as the well and spring projects to end the water moratorium. 2023 was a great snow/water year, but drought is always a threat, a continual conversation will need to be had withing the District regarding water use, sources, and water conservation. Blake Sonderegger stated there are required water storage requirements that are being met.

**Duaine Dorton-Finance Committee Chairman** reported his committee met this month. Japheth, from Zions bank joined to discuss the fire house funding. The bond attorney for the District is working with the County on the structure of the building committee, a timeline is being constructed for funding and construction.

**Stewart Olsen-Wastewater Committee Chairman** reports his committee has done the 50% completion evaluation of the wastewater plant design and it’s going well. Chris Wright stated adding the UV option into the plans will be discussed in the action items tonight.

**Action Items**

1. **Approval of the November 2023, Meeting Minutes**

Duaine Dorton moved to approve the minutes as written. Chad Linebaugh seconded. All aye and no opposed. Motion passed.

1. **Web Site Reconstruction**

No motions or votes were made, District Clerk will find other bids for website development.

1. **Lead & Copper**

Chad Linebaugh motioned to approve for District engineer to seek grants for lead and copper testing on behalf of the District; Scott Hart seconded. All aye and no opposed. Motion passed.

1. **Stewart Directional Drilling**

Gary Liddiard motioned to table this matter until a cost can be determined. Keith Payne seconded. All aye and no opposed. Matter tabled.

1. **WasteWater UV System**

Duaine Dorton motioned to deny this matter, Keith Payne seconded. All aye, matter denied.

1. **Water Transfer**

Craig Cusick owns two separate lots (right next to each other) in Sundance. The two lots are located on Old Bridge Road (just off of Eleanors road). One of the lots (parcel 15:009:0013) has a fully active water share and the other lot (parcel 15:009:0049) does not. Craig would like to transfer the water share from parcel 15:009:0013 to parcel 15:009:0049.

Gary Liddiard motioned to table this matter until Stewart Olsen can further research the properties of customer Craig Cusick and transfer of water share. Keith Payne seconded the motion, all aye and no opposed.

At 8:14 p.m. Stewart Olson motioned to close the December 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.