

**NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE BOARD OF OFFICERS
February 8, 2024, at 7:00 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, email a request for invite for a link 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.

Monthly Meeting of the Board of Officers

At 7:01 p.m. the meeting was brought to order by Vice Chairman, Stewart Olsen.

Board members present:

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

* Dr. Stephen Minton-Chairman joined the meeting at 7:09 p.m.

Staff members present:

Emily Johnson-District Clerk, Joe Martin-Controller, Blake Sonderegger-Engineer, David Marsella-Fire Chief, Aubrie Lincoln-Public Works, Charlie Smith-Engineer

Public present:

Ann Marie Howard

Public Comments:

None

Informational Items

1. Fire/EMS Report

Chief David Marsella distributed fire and EMS reports to the board and public prior to this meeting.

- 2023-year end totaled 83 transports. \$215,830.46 was billed and year to date \$150,563.70 has been collected for transport income.
- Wildland gross total for 2023 was \$745,053.46. Of that \$664,802.46 was billed and collected for wildland deployments and \$80,251.00 was received in reimbursement grants.
- There were 37 calls for emergency services in January 2024.
- The 3-year monthly emergency call average is 44.
- Wildland firefighter class 6 and EMT courses will be taking place at station 1 and station 2 throughout February.
- There was a chimney fire in the District in January, it was contained with no structural damage or injuries.
- Architectural plans for the proposed fire station, discussions of the future of the fire house were spoke about in depth.

2. District Clerk Information

Emily Johnson reported the website is being rebuilt. She is asking for feedback on the site and a small bio and pictures from the board/staff to add to the site.

The 4th quarter reporting has been submitted. Year end reporting and taxes have been completed. Emily reports she

was able to complete the W2's inhouse again this year. This information was uploaded to the Federal government website and tax information distributed to employees. Joe Martin completed the 1099's and has uploaded them to the State.

Check registers were distributed to the Board and finance committee prior to this meeting for review.

The two open board appointments will close on February 16th, the Commissioners will address the appointments at the February 21st commissioners meeting.

3. Financial Information

Joe Martin reported the year-end financial report will be provided at the March meeting. Audit preparations will be taking place for the 2023 financial audit. Discussions of a garbage committee and the rising costs of dumping the compactor took place.

4. Water/Wastewater Report

Graphs and reports were distributed to the board and public prior to this meeting.

Water Department Information for January

- Our overall water consumption is higher compared to this time last year.
- Aspen Grove wet-well levels are averaging 5.9 feet for January 2024 which is a half a foot down from last month. This time last year for January 2023, our average was 4.6 feet. The average is higher this year compared to last.
- Stewart Spring is averaging 56.26 gpm for January 2024. This time last year it was averaging 0 gpm for January 2023.
- Stewart spring overflow is running just above 32 gpm for the month of January.
- Unaccounted water
 - Upper Pressure Zone
 - Lower/Stewart Zone
- We have 100 meters on order.
- Infiltration Sampling has begun. Once a month for 6 months

Wastewater Department Information for January

- We have two labs for January. BOD and TSS were out of limits on the 9th of January. Rest was within limits.
- The Plant upgrade is moving forward.
- Working with Sundance to get the drain field radio back up and running.

5. Committee Reports

Dr. Stephen Minton-Water Committee Chairman reported that the Water Committee met to discuss viable options of improving our water sources. The District's engineers gave cost estimate for each of the options to prioritize the needs and budget of the District. The water committee has developed a recommendation that will be presented to the board tonight on the approach to improve our water system.

4 options researched to develop water sources in the District:

1. Directional drilling at Stewart Spring. (Drilling from the Spring horizontally into the mountain, opposed to downwards into the ground like a well).
2. A water infiltration system
3. Redevelopment of the Aspen Grove Spring

4. To work with the Forest Service to develop the Timpanogos Spring

Dr. Minton discussed each option in detail including cost estimates. The recommendation of the North Fork Water Committee to the North Fork Board of Officers, is to move forward on all 4 options using grant funds related to the failed well and new grants to maximize the potential for water sources. These projects are to be done somewhat simultaneously.

Duaine Dorton-Finance Committee Chairman reported his committee met this month. Japheth with Zions and Nathan, legal counsel are working with the Utah County Commissioners to develop an LBA (local building authority) to oversee proposed fire house remodel. More information will be available at the March meeting.

Gary Liddiard-Personnel Committee Chairman reported he has met with department heads to create a structured review procedure for employees and year end reviews. He will have more information in the future meetings.

Action Items

1. **Approval of the January 2024, Meeting Minutes**

Duaine Dorton moved to accept the minutes as written. Keith Payne seconded. All aye and no opposed. Motion passed.

2. **Stewart Spring Horizontal Drilling Design**

Gary Liddiard moved to accept the Stewart Spring drilling design as recommended by the NFSSD Water Committee. Stewart Olsen seconded the motion. All aye and no opposed. Motion passed.

3. **Aspen Grove Redevelopment Design**

Action Items 3 & 4 were combined.

Stewart Olsen motioned to approve the Aspen Grove redevelopment design and the infiltration gallery design as recommended by the NFSSD Water Committee. Gary Liddiard seconded the motion, all aye and no opposed. Motion passed.

4. **Infiltration Gallery Design**

Action Items 3 & 4 were combined.

At 8:52 p.m. Stewart Olsen motioned to close the February 2024 meeting of the board of officers. Gary Liddiard 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.