

**NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE BOARD OF OFFICERS
May 9, 2024, at 7:00 p.m.**

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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, Duaine Dorton-Trustee, Chad Linebaugh, Gary Liddiard.

Staff members present:

David Marsella-Fire Chief, Emily Johnson-District Clerk, Joe Martin-Controller, Chris Wright-Public Works Director, Aubrie Lincoln-Public Works

Public present:

Steve Spiker

Public Comments:

None

Informational Items

1. Fire/EMS Report

Chief Marsella reported,

April is typically the slowest month of the year, an EMT class of 5 was just completed and will be taking their test. 2 employees are completing a fire structure class. Fire mitigation work is being completed which will be funded by the Utah Water Conservancy. Ambulance rates have increased by 7%. An EMS grant has been awarded which is being used for AED and will be placed throughout the station. A reservation to replace the ambulance has been made for 2027. There is no cost at this time and can be cancelled at no cost if we are not in need of it at that time. The Wildland Academy will be May 17th-18th, there will be 1 engine there and Chief Marsella will be in attendance as an instructor/teacher. The Great Basin Incident Management Team has asked Chief Marsella to join their team. He will be assisting with fires during times North Fork is not in danger of fire. Chief Marsella will be on vacation from June 7th-18th. Herber with AJC Architects will be meeting with Chief Marsella and some of the Board tomorrow to look at fire station location possibilities.

2. District Clerk Information

Emily Johnson reported she is working with Joe-District Controller on preparations for the 2023 Financial Audit. If you are aware of any property sales/purchases in the district, please advise the District Office. Check registers were reviewed by the finance committee and board prior to the meeting.

3. Financial Information

Joe Martin-District Controller reported that the audit was postponed for a week due to Caselle issues. The audit is required to be completed by the end of June and expects Squire to report on the 2023 audit at the next board meeting.

The March financial statements were displayed and reviewed. Joe reports that the district is growing but is in a healthy financial position.

4. Water/Wastewater Report

Water Department Information for March

- Our overall water consumption is higher compared to this time last year.
- Aspen Grove wet-well levels are averaging 5.7 feet for March 2024 which is the same from last month. This time last year for March 2023, our average was 4.6 feet. The average is higher this year compared to last.
- Stewart Spring is averaging 55.14 gpm for March 2024, which is similar to last month. This time last year it was averaging 0 gpm for March 2023.
- Stewart spring overflow is running just above 3.10 gpm for the month of March with is down a 10 gpm from last month.
- Unaccounted water
 - Upper Pressure Zone
This might be from the timing of the reads – counting what we used to fill up the tank but has not been used by the upper pressure zone.
- Lower Pressure Zone
Could be meters, could be a leak. Working on meters first.
- Stewart Zone
Same as the Lower pressure zone. Could be meters or leak. Working hard on replacing meters.
- We have replaced 107 meters so far and have 148 meters left to replace as of April 10, 2024.
- We have received 48 1-inch meters and 48 ¾ inch meters. With 48 cellular endpoints.
- Infiltration Sampling is complete.
- Working on designs for 3 water projects. Stewart spring horizontal drilling, Infiltration gallery, and Aspen Grove expansion.
- The plan is to go out to bid this spring.
- We are also working with the Forest Service to see if redevelopment of the spring is an option.
- The application for the lead and copper rule will be complete this week.
- We had 4 PRV's serviced, and 2 altitude valves serviced.

Wastewater Department Information for March

- We have four labs for March. BOD was out of limits on the 6th, 11th, and 20th of March. TSS was out of limits on the 6th of March. Rest was within limits.
- The Plant upgrade is moving forward. We are currently waiting on the state for a construction permit. When we receive the permit, we will be able to go out to bid.
- Working with Sundance to get the drain field radio back up and running. The radio box is built, we are waiting until the snow is gone to install in the lift shack. Which also includes putting up an antenna and landing the wires from the sensors.
- Waiting on a rebuild cost for the screw press. This is part of the plant upgrade.
- The main SCADA server mother board is now fixed.
- We are now running on one MBR.
- We will be doing a lift station and EQ deep clean next week.

Chris advised that moving the garbage during construction will need to be addressed. Duaine invited Chris to attend the June financial committee meeting to discuss garbage funding options.

5. Committee Reports

Duaine Dorton-Finance Committee Chairman reports that his committee met this month, the audit was discussed as well as the LBA for the Fire House Bond, the next step will be to create the LBA.

Chad Linebaugh-Funding Committee Chairman gave thanks to those who supported the 2024 Pancake Breakfast fund raiser. A water grant has been granted by the State for future projects, funds have been received and deposited into the capital fund.

Gary Liddiard-Personnel Committee Chairman reported the posting for the Clerk position is still active. We will leave it open for a couple more weeks to see if we attract more applicants.

Steve Spiker reported that the conservation committee has been working to remove trees and debris from the river/stream and is ready to be chipped by the mitigation team.

Action Items

1. Approval of the April 2024, Meeting Minutes

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

2. Parcel 15:013:0002 Delinquent Fees

Chad Linebaugh motioned to table the matter until Dr. Minton was in attendance. Duaine Dorton seconded this motion. Matter tabled.

At 7:50 p.m. Gary Liddiard motioned to end the May meeting, Duaine Dorton seconded the motion, all aye and no opposed. Meeting dismissed.

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