

**NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE BOARD OF OFFICERS
June 12, 2025, at 7:00 p.m.**

This meeting was hosted via Zoom Application only pursuant to Utah Code 52-4-207(5)(e).

Monthly Meeting of the Board of Officers

Call to Order:

Dr. Stewart Olsen – Vice Chairman called the meeting to order 7:00 p.m.

Board members present:

Dr. Stephen Minton - Chairman

Stewart Olsen - Vice Chairman

Gary Liddiard - Treasurer

Scott Hart - Trustee

Keith Payne - Trustee

Absent Board members:

Duaine Dorton – Trustee

Chad Linebaugh – Trustee

Staff members present:

David Marsella - Fire Chief

Emily Johnson - District Clerk

Joe Martin - Controller

Chris Wright - Public Works Director

Aubree Lincoln - Public Works

Public present:

Thomas Hezseltine-Squire, left at approximately 7:06 p.m.

Ryan Bjerke-Chapman and Cutler LLP, left at approximately 7:19 p.m.

Public Comments:

None.

Squire 2024 Financial Audit Presentation

7:00pm – Thomas Hezseltine, Squire Auditor presented

The Board received a positive audit report from Thomas Hezseltine of Squire, who confirmed that all financial statements would receive an unmodified opinion on the 2024 Financial Statements, indicating no issues with the District's financial management. Thomas explained that due to Federal and State funding exceeding \$750,000 the grants required a single audit, which was nearly complete. The final audit findings will be submitted prior to the State's due date of June 30th.

Scott Hart motioned to change the order of the agenda for the District's bond attorney Ryan Bjerke to move discussions for action item #3 forward to save the District on professional service costs for his attendance. Keith Payne seconded, all aye and no opposed. Motion passed.

Ryan Bjerke-District Bond attorney presented a proposal for a \$3,551,000 sewer revenue bond issuance to secure a State loan. He explained the process, including two upcoming resolutions and a public hearing scheduled for July 10, 2025. Ryan detailed how the new bonds would be subordinate to existing bonds from 2006 until those are paid off and clarified that there is no prepayment penalty on the State loan. Emily mentioned she is working with Japheth from Zion's Bank to develop a repayment plan, which should be ready before the next board meeting.

Gary Liddiard Motioned to move Action Item 3 of tonight's agenda forward in order to utilize the District's bond attorney Ryan Bjerke's legal counsel during the motion. Scott Hart seconded the motion, all aye no

52 opposed. Motion approved.

53 Action Item 3

54 3. **Consideration of a resolution authorizing the issuance and sale of up to \$3,551,000 of the District's** 55 **Sewer Revenue Bonds and providing for related matters**

56 Gary Liddiard motioned to accept the resolution authorizing the issuance and sale of up to \$3,551,000 of the
57 District's Sewer Revenue Bonds and providing for related matters. Keith Payne seconded. All aye, no opposed.
58 Motion passed
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61 **Scott Hart motioned that the board moves from action items back to the regularly scheduled order of the**
62 **agenda. Garry Liddiard seconded the motion, all aye and no opposed. Motion passed, and informational**
63 **items commenced.**

64 Informational Items

65 1. **Fire/EMS Report**

66 Chief Marsella just returned from a wildland tour and will get fire information out to the board and public next
67 week.

- 68 • Fire Chief David Marsella reported that EMS services were busy over Memorial Day weekend,
69 responding to approximately 6-7 search and rescue calls involving injuries from falls and other
70 accidents in remote areas. He stated EMS activity was similar to the previous year's level.
- 71 • The final loan payment for the ambulance was made this month.
- 72 • Billing for wildland services is at \$340,000 for the year, with potential to reach \$640,000 through June,
73 1 crew just returned and 2 crews are currently deployed. The forecast shows a busy wildfire year.
- 74 • 2024 wildland billings should be paid by the Feds this month.
- 75 • Chipping is taking place in the District. The smaller chipper is currently out of service. Weed eating
76 around hydrants has been taking place while the chipper is down. The Chipper is expected to be fixed
77 very soon.
78
79
80

81 2. **District Clerk Information**

82 Emily Johnson, District Clerk, presented.

- 83 • Emily discussed changes to the District's website and email addresses due to new legislation and legal
84 requirements. The District website and email addresses will need to be changed from .ORG to .GOV.
85 The website has been changed from nfssd.org to <https://www.northforkdistrictutah.gov/>. District
86 staff emails are currently being created and will be converted to .GOV prior to the June 30th deadline.
87 A passthrough has been created so the website and emails can be accessed through the old addresses,
88 but she asks that new addresses be dispersed moving forward.
- 89 • The 2024 Financial Audit is going through final phases and was reviewed during the Finance
90 Committee Meeting as well as here tonight.
- 91 • Preparations for the wastewater DEQ loan/bond have been in the works. District staff and Ryan, the
92 bond attorney, have met with the State of Utah to prepare closing bond documents, everything in on
93 track.
- 94 • Caselle has changed their online platform. The North Fork District was one of the first customers to
95 be converted, which caused IT issues for the majority of the day today. The board expressed concerns
96 about ongoing issues with Cassell and questioned whether we should seek another service. Joe and
97 Emily noted that it is widely used in Utah government and may be the best available option currently.
98

99 3. **Financial Information**

00 Joe Martin-Controller was unable to prepare reports for tonight's meeting due to the Caselle implementation
01 taking place and audit matters. Reports will be issued as soon as possible, depending on access to the Caselle

server.

4. Water/Wastewater Report

Water Department Information for May

- Our overall water consumption is higher compared to past years.
- Aspen Grove wet-well levels are averaging 8.02 feet for May 2025 which is slightly higher than last month. This time last year, in May 2024, our average was 8.63 feet.
- Stewart Spring is averaging 104 gpm for May 2025, which is higher than last month. This time last year it was averaging 55 gpm for May 2024.
- Stewart spring overflow is running 126 gpm for the month of May which is up from last month. Total, Stewart Spring produced an average of 230 gpm for May.
- Unaccounted water
- Upper Pressure Zone
- Still at zero.
- Lower Pressure Zone
- We have seen a huge decrease in uncounted water from last month, going from 40% down to 17%.
- Stewart Zone
- We do have an increase on this side, but all of our usage also when up. We still have one known leak on this line to address, having to work with homeowners first.
- Overall, our uncounted water is actually down 5% system wide.
- We have replaced 231 meters so far as of May 10th, 2024. And 213 meters are on cellular endpoints now.
- Aqua Engineering is working on the design of the Drinking water treatment facility.
- We have a CMGC out to bid for the water treatment facility.
- Aqua is working on master meters and updating the master plan.
- We fixed a leaking Hydrant on Children's Road. While fixing it we located 2 buried valves.
- We are working with the homeowners on Stewart Road to see if we can have them connect to the new high-pressure line and abandon the main line with a water leak.
- We have been working on a water conservation plan to submit to the State.

Wastewater Department Information for May

- We have one lab for May, all were within limits.
- One of the two EQ mixing pumps went out and we have one on order for replacement. We are looking into other mixing options.
- Finalizing the asset document for the DEQ loan.
- Lift station cleaning was completed while Sundance was shut down.
- Construction:
- All non-essential supplies from the plant are now at Aline Storage.
- They are getting close to having the excavation complete.
- Still getting pricing on:
- HVAC system
- Possible secondary sludge press

5. Committee Reports

None

Action Items

49 **1. Approval of the May, 8, 2025 Monthly Meeting Minutes**

50 Scott Hart motioned to approve the May 8, 2025 meeting minutes as written. Gary Liddiard seconded, Kieth
51 Payne abstained. All others aye, no opposed. Motion passed.

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53 **2. Approval of the May 22, 2025 Special Meeting Minutes**

54 Keith Payne motioned to approve the May 22, 2025 meeting minutes as written. Scott Hart seconded. All others
55 aye, no opposed. Motion passed.

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57 **Adjourn Board of Officers:**

58 At 7:55 p.m. Scott Hart motioned to end the Board of Officers Meeting. Kieth Payne seconded. All aye and no opposed.
59 Meeting adjourned.

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- 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
61 through <https://www.northforkdistrictutah.gov/>
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