

**NORTH FORK SPECIAL SERVICE DISTRICT  
MONTHLY MEETING OF THE BOARD OF OFFICERS  
July 10, 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. Stephen Minton – Chairman called the meeting to order 7:00 p.m.

**Board members present:**

Dr. Stephen Minton - Chairman

Chad Linebaugh – Trustee

Stewart Olsen - Vice Chairman

Duaine Dorton – Trustee

Keith Payne – Trustee

**Absent Board members:**

Scott Hart – Trustee

Gary Liddiard - Treasurer

**Staff members present:**

David Marsella - Fire Chief

Emily Johnson - District Clerk

Joe Martin - Controller

Chris Wright - Public Works Director

Aubree Lincoln-Public Works arrived at 7:18 p.m.

Ryan Taylor-Engineer Arrived at 7:08 p.m. Left after presenting

**Public present:**

Ryan Bjerke-Chapman and Cutler LLP, left at 7:30 p.m.

Japheth McGee-Zions Bank, left at 7:30 p.m.

**Monthly Meeting of the Board of Officers**

**Public Hearing**

**7:00pm –**

Dr. Minton, Chairman opened the public hearing to receive input from the public regarding the issuance of up to \$3,551,000 of sewer revenue bonds and the potential economic impact the financed project will have on the private sector

In the June 2025 board meeting Ryan Bjerke-District Bond attorney presented a proposal for a \$3,551,000 sewer revenue bond issuance to secure a State loan on behalf of the District. The North Fork Board voted unanimously to approve a resolution authorizing the issuance and sale of up to \$3,551,000 of the District's Sewer Revenue Bonds and providing for related matters.

Steve Spiker asked if the residents' or commercial sewer customers should default on paying the bond back through their district fees, does this fall onto the other members of the District who are not hooked onto the District's sewer system? District's bond attorney, Ryan Bjerke explained that the rates would need to be raised for only sewer users to ensure payment of the bond debt.

The hearing was closed by Dr. Minton at 7:17 p.m.

**Public Comments:**

Steve Spiker gave an update on behalf of the homeowner's association's (HOA) meeting with the Forestry Department.

52 Together they toured the HOA's in the District. They advised that grant funds they had been hoping for didn't come  
53 through, but they would be providing some limited fire mitigation work that will begin July 14<sup>th</sup>. They are expecting 12-  
54 14 days of mitigation coming down SR 92 to the North Fork Fire Station. Additional grants are being pursued, the  
55 main goal of this mitigation is to allow emergency fire vehicles to have road access. The roads are narrow which causes  
56 issues, they need 25 feet of room with no overhead hanging branches. The members of the District will be asked to  
57 clear these types of areas for emergency apparatus. There has been great community involvement with this project and  
58 fire mitigation efforts in and around the District.

59

60 **Action Items**

61

62 **1. Consideration of a master resolution providing for the issuance of sewer revenue bonds and providing  
63 for related matters**

64 Stewart Olsen motioned to accept the master resolution providing for the issuance of sewer revenue bonds  
65 and providing for related matters. Chad Linebaugh seconded.

66 Dr. Stephen Minton, yes

67 Dr. Stewart Olsen, yes

68 Chad Linebaugh, yes

69 Keith Payne, yes

70 Duaine Dorton, yes

71 All yes and no opposed, motion passed.

72

73 **2. Consideration of a supplemental resolution authorizing the issuance of up to \$3,551,000 of Sewer  
74 Revenue Bonds, Series 2025, and providing for related matters**

75 Stewart Oslen motion to accept a supplemental resolution authorizing the issuance of up to \$3,551,000 of  
76 Sewer Revenue Bonds, Series 2025, and providing for related matters. Chad Linebaugh seconded the motion.

77 Dr. Stephen Minton, yes

78 Dr. Stewart Olsen, yes

79 Chad Linebaugh, yes

80 Keith Payne, yes

81 Duaine Dorton, yes

82 All yes and no opposed, motion passed.

83

84 **3. Approval of the June 2025, Monthly Meeting Minutes**

85 Stewart Olsen motioned to approve the June 2025 minutes as written. Keith Payne seconded, all aye and no  
86 opposed. Motion passed.

87

88 **Informational Items**

89

90 **1. Fire/EMS Report**

91 Chief Marsella

- 92
- 93
- 94
- 95
- 96
- 97
- 98
- 99
- 00
- 01
- 02
- 46 transports / Billed \$135,678.58 / Collected \$92,402.28
  - 22 Calls for service - May (YTD-168)
  - 2 crews currently deployed to Southern Utah – one chipping crew is currently available in the District
  - YTD \$792,928.72 has been billed for Wildland reimbursement
  - The fire classes taking place are now complete including Structural firefighting class 1-2, EMT Advanced and Chain Saw
  - Mitigation Fuels State Grant

- 03
- Work being done on HWY 92 which Steve Spiker spoke about is being covered by a grant
  - Currently the District staffs Firefighter/EMS: 4 full-time and 40 part-time and Wildland: 3 full-time / 12 part-time/seasonal
- 04
- 05
- 06

07

## 2. District Clerk Information

08 Emily Johnson, District Clerk, presented.

- 09
- Completed 2024 Audit
  - URS Audit – making changes to full time firefighter hours reporting per the audit and changing personnel policies to match the changes. She will be working through these matters with the Personnel Committee
  - Software issues due to migration over to .gov. The new personnel emails can be found on the District's website <https://www.northforkdistrictutah.gov/>
  - Wastewater Bond postings have been completed, the target date to close on the bond will be in August 2025.
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17

18

## 3. Financial Information

19 Joe Martin-Controller

- 20
- Financial reporting for May has been sent to the Board and staff– working on final numbers and will be sent out once completed
  - Final audit report has been completed and uploaded to the State with the financial certification
  - Created department financial statements based on final audit numbers. Squire doesn't provide the service- considered an extra report so this is now being done internally.
  -
- 21
- 22
- 23
- 24
- 25

26

## 4. Water/Wastewater Report

27 Water Department Information for June

- 28
- Our overall water consumption is lower than last year but higher than the prior years.
  - Aspen Grove wet-well levels are averaging 8.7 feet for June 2025 which is slightly higher than last month. This time last year, in June 2024, our average was 8.9 feet.
  - Stewart Spring is averaging 113 gpm for June 2025, which is slightly higher than last month. This time last year it was averaging 84 gpm for June 2024.
  - Stewart spring overflow is running 96 gpm for the month of June which is up from last month. Total, Stewart Spring produced an average of 209 gpm for June.
  - Unaccounted water Upper Pressure Zone ▪ Still at zero.
  - Lower Pressure Zone and Stewart Zone ▪ Unaccounted water had dropped from 36% to 13%!
  - We have replaced 231 meters so far as of June 10th, 2024. And 213 meters are on cellular endpoints now.
  - Aqua Engineering is working on the design of the Drinking water treatment facility. We are close to having final plans.
  - We are finalizing the contract with COP Construction on the treatment building.
  - Aqua is working on master meters and updating the master plan.
  - The homeowners on Stewart Rd have made a connection to the new line.
  - We dug up both ends of the old pipe and capped them.
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46

47 Wastewater Department Information for June

- 48
- We have one lab for June, all were within limits.
  - One of the two EQ mixing pump went out and we have one on order for replacement. We are looking into other mixing options.
- 49
- 50

- 51           • Finalizing the asset document for the DEQ loan.  
52           • Lift station cleaning was completed while Sundance was shut down.  
53           • Construction: All non-essential supplies from the plant are now at Aline Storage.  
54           • They are getting close to having the excavation complete.  
55           • Still getting pricing on: HVAC system.  
56           • Possible secondary sludge press.

57

## 58        5. Committee Reports

59

60       **The Personnel Committee reported** the secondary clerk position has been filled by Colette Crawford. Colette  
61       will report directly to District Clerk, Emily Johnson and secondarily to Chairman, Dr. Minton. The committee  
62       also asked all managers to begin conducting mid-year check in with their employees, goal reviews and  
63       expectations, and discuss any areas of improvement

64

65       **The Garbage Committee reported** they are meeting to address issues with non-residents using dumpsters and  
66       considering charging an extra fee for Airbnb's. They plan to research what other communities are doing  
67       regarding the garbage/dumpster issue

68

### 69       Adjourn Board of Officers:

70       At 8:30 p.m. Scott Duaine Dorton motioned to end the Board of Officers Meeting. Kieth Payne seconded. All aye and  
71       no opposed. Meeting adjourned.

- 72           • Meeting recording and notes taken by District Clerk-Emily Johnson.  
73           • Materials presented in the meeting are available at the Utah Public Notice Website which can be accessed  
74       through <https://www.northforkdistrictutah.gov/>