

NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE BOARD OF OFFICERS
August 14, 2025, at 6:00 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

Board members present:

Dr. Stephen Minton - Chairman	Stewart Olsen - Vice Chairman	Duaine Dorton – Trustee
Chad Linebaugh – Trustee	Keith Payne – Trustee	
Scott Hart-Trustee arrived at 6:12 p.m.	Duaine Dorton -Trustee joined at 6:48 p.m.	

Absent Board members:

Staff members present:

David Marsella - Fire Chief left during meeting for fire	
Emily Johnson - District Clerk	Joe Martin - Controller
Chris Wright - Public Works Director	Aubree Lincoln-Public Works arrived at 6:28 p.m.

Public present:

None

1. Welcome and call to order

Dr. Stephen Minton – Chairman called the meeting to order 6:04 p.m.

Monthly Meeting of the Board of Officers

2. Public Comments:

Steve Spiker was unable to attend the meeting but asked that a message be read to the board in his absence. The clerk read the following message:

“Thank you for your ongoing work keeping our community safe and our water clean. I’ve heard concerns about the cost of the new fire station, and some feel their voices aren’t being heard. Although I attend most meetings, I’m unclear about how much more I’ll pay, for example, it could mean tripling my payment to over \$600 a month. It’s important we communicate any increases transparently, so residents understand the reasons and benefits behind building a new fire station. If provided with accurate information, I’m happy to help answer community questions. Sorry I couldn’t be there tonight due to travel -Steve Spiker.”

- Dr. Minton stated the District needs to start an educational process for homeowners in the District including costs and needs.
- Scott Hart expressed that the potential purchase of property for a fire station is a step in providing cost information due to the negotiation process. Chad Linebaugh expressed a plan needs to be devised to get information out sooner than later.
- Stewart Olsen stated plans for information regarding the new fire station are taking place with the HOA’s and community involvement.
- Duaine Dorton asked if assigning a person to lead the project on how to get information out and bring it back to the board for recommendation.
- The Langdon Group study and consultations have been underway, Dr. Minton will Call Dan Adams and ask him to present his findings to the board which may give some clarity of community concerns and interest.
- Stewart Olsen explained we will be sharing information through the District’s website and through the

HOA's and multiple meetings and a video regarding fire and fire house costs. Stewart expressed the importance of getting accurate information out to the public.

- Gary Liddiard expressed the importance of understanding insurance companies and fire protection.

3. Closed strategy session to discuss the purchase, exchange, or lease of real property pursuant to Section 52-4-205(d) of the Utah Open and Public Meetings Act. At 6:05 p.m. Stewart Olsen motion to enter a closed strategy session. Chad Linebaugh seconded, all aye and no opposed. Duaine Dorton recused himself. Closed session commenced.

At approximately 6:47 p.m. Keith Payne motioned to reconvene in an open session. Gary Liddiard seconded, all aye and no opposed. Members of the waiting room were invited into the meeting.

4. Action Items

a. Approval of 2025 Annual Meeting Schedule for NFSSD Board

Scott Hart motioned to approve the 2025 annual meeting schedule. Duaine Dorton seconded. All aye and no opposed, motion passed.

b. Approval of the July 2025, Monthly Meeting Minutes

Chad Linebaugh motioned to approve the July 2025 monthly meeting minutes as written. Duaine Dorton seconded. All aye and no opposed. Motion passed.

c. Scheduling of Public Hearing to Approve Fee Schedule Update

Duaine Dorton motioned to recommend the scheduling of the public hearing to potentially approve fee schedule updates on September 11, 2025. Stewart Olsen seconded. All aye and no opposed, motion passed.

5. Informational Items (Discussion Only)

a. Fire/EMS Report

Scott Hart presented, Chief Marsella left the call, he is currently on a wildland fire.

- Year to date there have been 208 calls for emergency services, 57 transports
- Year to date billed \$166,383.57 and collected \$111,394.34 for EMS services.
- 34 calls for services in July 2025/3 year average is 30.3.
- Willand has billed for \$1,172,211.08 for 2025.
- Architectural plans have been in review for the potential new fire station.
- Chief is working with Lexipol to create personnel policies.
- Chief is working with Vector Solutions to replace our current training and staffing software.
- Chief Marsella created a draft memo regarding the potential questions from customers regarding the need for a new fire station for the board and staff to review.

b. District Clerk Information

Emily Johnson, District Clerk, presented.

- Introduction of the new secondary clerk, Colette Crawford was made.
- Check registers were sent out in the board packet for review prior to the meeting, there were no questions regarding the report.
- There were 9 properties sold in the District in the past month. Anyone selling a property should contact the District so services can be transferred to the new owner.

c. Financial Information

Joe Martin-Controller presented. Joe reviewed the financial reports that were sent out prior to the meeting in the board packet. Department heads were encouraged to look at the budgeted vs expenditure and ask questions if needed to understand the reports. Joe reports the District is “doing well,” there are a lot of projects, so we are spending more money than prior years. Wildland revenue is being collected earlier this year than in past years, the forecast is for another “banner year” for the wildland program. He asks that department heads reach out to him with questions or attend the monthly finance committee meeting.

d. Water/Wastewater Reports

Water Department Information for July

- Our overall water consumption is lower than last year but higher than the prior years.
- Aspen Grove wet-well levels are averaging 8.0 feet for July 2025 which is slightly down from last month. This time last year, in July 2024, our average was 8.7 feet.
- Stewart Spring is averaging 115 gpm for July 2025, which is same as last month. This time last year it was averaging 112 gpm for July 2024.
- Stewart spring overflow is running 17 gpm for the month of July which is down from last month. Total, Stewart Spring produced an average of 132 gpm for July.
- Unaccounted water Upper Pressure Zone ▪ Still at zero.
- Lower Pressure Zone and Stewart Zone ▪ Unaccounted water is back up to 30% all together.
- We have replaced 237 meters so far as of July 10th, 2024. And 218 meters are on cellular endpoints now. We only have a few meters left.
- We are trying to locate the last meters. We may have to hire a company to do a concrete Xray.
- Aqua Engineering is working on the design of the Drinking water treatment facility. COP has applied to a building permit. We are working on an easement for the building and pipeline.
- Aqua is working on master meters and updating the master plan.

Wastewater Department Information for July

- We have one lab for July, TSS was the only one out of limits, which was the same as last month’s sample.
- Finalizing the asset document for the DEQ loan.
- Found a bad solenoid valve on the fine screen. It’s been ordered and will be replaced next week.
- Construction: Working on the concrete walls.
- The retaining wall is done.

e. Committee Reports

None.

Adjourn Board of Officers:

At 8:16 p.m. Chad Linebaugh motioned to end the Board of Officers Meeting. Duaine Dorton seconded. All aye and no opposed. Meeting adjourned.

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