

**NORTH FORK SPECIAL SERVICE DISTRICT
BUDGET HEARING AND
MONTHLY MEETING OF THE BOARD OF OFFICERS AGENDA
November 13, 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:

Stewart Olsen –Vice Chairman	Scott Hart –Trustee arrived at 6:15 p.m.
Chad Linebaugh –Trustee	Keith Payne – Trustee
Duaine Dorton –Trustee	Gary Liddiard– Treasurer joined w/fire staff at station

Absent Board members:

Dr. Stephen Minton –Chairman

Staff members present:

Emily Johnson –District Clerk	Joe Martin –Controller
Aubree Lincoln–Public Works	Chris Wright –Public Works Director Nichole Berge –Fire Dept

Public present:

Jeff Baird
Micheal Black arrived at 6:54 p.m.

2025 Revised & 2026 Budget Hearing

1. Welcome and call to order

Dr. Stewart Olsen – Vice Chairman called the meeting to order 6:00 p.m.

2. Public Comments:

None

3. Budget Line-Item Review

4. Adjourn 2025 Revised and 2026 Budget Hearing and reconvening as Board of Officers

At 6:23 p.m. Duaine Dorton motioned to close the 2025 Revised and 2026 Budget Hearing and reconvene as the board of officers. Keith Payne seconded. All aye and no opposed, the monthly board meeting commenced.

Monthly Meeting of the Board of Officers

5. Informational Items (Discussion Only)

a. Fire/EMS Report

- 2025 there have been 73 EMS transports, billed \$208,666.64, collected \$158,868.65 YTD.
- Compared to 2024 there were 74 EMS transports, billed 212,292.64 collected \$150,340.23.
- There were 26 calls for emergency services in October 2025 and 288 calls YTD.
- 3-year monthly call average is 17.6.
- The Wildland Seasonal Program ended 11/13/2025.

- The District has received the International Association of Fire Chief's Grant in the amount of \$10,000.
- Utah House Bill-48 was discussed at length. The board discussed House Bill 48, which implements a new wildfire risk assessment tax starting January 2026, with initial fees ranging from \$50 to \$200 based on square footage, and subsequent fees determined by compliance with mitigation measures. District Clerk will post information on the District website regarding the issue. Gary Liddiard brought up concerns of double taxation, Chief Marsella will reach out to the District Attorney to get clarification on that issue.
- A fire committee meeting will be scheduled to discuss HB-48 if needed.
- Firewise 2025 Certified.
- Wildland/Grant Revenue gross from 2025 is \$1,659,699.59 YTD.

b. District Clerk Information

- Emily Johnson reported check registers were distributed in the board packet for review prior to the meeting for board and staff to review.
- 2 properties sold in the District this past month.
- 3 NFSSD Board seats have been officially posted by the Utah County Commissioners. Anyone wanting to apply can find instructions on the notices posted at the District Website, District public posting board at the station, or on the Utah Public Notice Website. The last day to submit is December 12, 2025. The Utah County Commissioners are expected to appoint prior to the 2026 fiscal year.
- Emily announced that Dawn Anderson would start as the new office clerk on November 20th, replacing the resigned position.

c. Financial Information

The board held a budget hearing to review the 2025-2026 amended budget and 2026 budget prior to this meeting, with Joe presenting detailed financial plans. The Finance Committee supported the budget, which shows most operating expenses aligning with prior years, though there are notable increases in wages and capital expenditure. Joe explained the budgeting process, including how new positions and projects are funded, and mentioned a new initiative to allocate a portion of Public Works salaries to the garbage fund. The conversation ended with a discussion about how budgeted project expenses are eventually reclassified as assets, providing a more accurate long-term financial picture.

d. Water/Wastewater Reports

Water Department Information for October

- Our overall water consumption is lower than last year. Similar to 2023.
- Aspen Grove wet-well levels are averaging 6.1 feet for October 2025 which is slightly down from last month. This time last year, in October 2024, our average was 7.1 feet.
- Stewart Spring is averaging 64 gpm for October 2025, which is same as last month. This time last year it was averaging 72 gpm for October 2024.
- Stewart spring overflow is running 24 gpm for the month of October which is down from last month. Total, Stewart Spring produced an average of 88 gpm for October.
- Unaccounted water Upper Pressure Zone ■ Still at zero.
- Lower Pressure Zone and Stewart Zone ■ Unaccounted water is 30% all together.
- We have replaced 243 meters so far as of October 7th, 2024. And 242 meters are on cellular endpoints now. We only have a few meters left.
- COP has started construction of the water treatment plant. They have installed the underbuilding pipe lines and are backfilling they are planning to do the foundation soon.
- Aqua is working on master meters and updating the master plan.
- We had a leak detection company go over the system. They found one leak on SCAPO and one on Timphaven Rd side.

- We dug up to repair the Stewart leak location and there was no leak.
- We did asphalt by Three sisters to protect three water valves.
- We did asphalt on multiple meters to move the cellular endpoints to a better location.
- We are now doing multiple water samples every other week. We are completing the PFAS sampling as well.
- We purchased a generator for the Stewart tank pumps. Now that we have two homes on the pressure line we need to have generator backup.
- We need to decide what we want to do with siding

Wastewater Department Information for October

- We have one lab for October, BOD and TSS were out of limits.
- The plant construction is moving forward they are still working on the foundation.
- We plan to have the addition roofed and equipment installed in November.
- We are working through the process of keeping the plant operational and bringing new equipment online.
- We need to decide on a secondary screw press
- We need to decide on what we want to do with siding
- The generator automatic transfer switch is having issues, and we have our supplier looking for parts. Currently if we lose power, we will have to manually transfer the switches.

e. Committee Reports

Keith Payne-Conservation Committee reported they are still removing wood from dead trees. Chief Marsella had a prescribed burn on Elenors Road for fire mitigation which aided in cleaning up that area.

Stewart Olsen reported that Steve Spiker, who currently is serving as chairman of the Personnel Committee and a major organizer in the District through his volunteer work, is moving from the District boundaries. Steve is credited with the impressive efforts he has coordinated between the North Fork District and the HOA's in the area.

6. Action Items

a. Consideration of PW Truck Lease vs. Purchase

The Board and staff evaluated options for public works truck fleet management. Chris Wright presented two main scenarios: keeping one current truck (F-150) and selling the other (RAM), which would cost \$127,000, or leasing two new trucks for approximately \$120,000.

Duaine Dorton calculated that both options would result in significant costs, with the purchase option potentially leading to negative equity in three years. Stewart Olsen noted that the trucks were in good condition and suggested that keeping them might be more cost-effective, though the group was constrained by lease terms that limit their ability to sell the vehicles independently.

Duaine Dorton motion to keep the F-150, sell the RAM truck, and purchase a new vehicle for approximately \$130,000, with funding to be placed in both the 2025 and 2026 budgets. Scott Hart seconded, none opposed. Motion passed.

b. Approval of the October 9, 2025 Board Meeting Minutes

Gary Liddiard motioned to approve the October 9, 2025 Board Meeting Minutes as written. Duaine Dorton seconded the motion. All aye and no opposed. Motion passed.

c. Approval of the October 14, 2025 Fall Community Meeting Minutes

Chad Linebaugh motioned to approve the October 14, 2025 Fall Community Meeting Minutes as written. Keith Payne seconded the motion. Duaine Dorton and Gary Liddiard abstained as they were not in

attendance. All aye and no opposed. Motion passed.

d. Approval of the November 5, 2025 Special Meeting Minutes

Duaine Dorton motioned to approve the November 5, 2025 Special Meeting Minutes as written. Chad Linebaugh seconded. Gary Liddiard recused himself as he was not in attendance. All aye and no opposed. Motion passed.

e. Adoption of the 2025 Revised Budget

Duaine Dorton motioned to approve the 2025 revised budget with the addition of \$160,000 for the public works department vehicles. Chad Linebaugh seconded the motion. All aye and no opposed, motion passed.

f. Adoption of the 2026 Budget

Keith Payne motioned to approve the adoption of the 2026 budget. Duaine Dorton seconded the motion. All aye and no opposed. Motion passed.

g. Update PW On-Call Policy

Chris Wright presented a revised public works on-call policy that changes on-call compensation time and accrual rate. The new policy is in line with industry standards and aims to improve operational efficiency.

Duaine Dorton motioned to accept the public works on-call policy as written. Gary Liddiard seconded. All aye and no opposed. Motion passed.

h. Cyber Security Policy

Chris Wright and his staff presented a cybersecurity policy they have been working on with the District's IT provider, Bee-Tech. This will be a district-wide cybersecurity policy.

Duaine Dorton motioned to accept the cybersecurity policy as written. Keith Payne seconded this motion. All aye and no opposed. Motion passed.

i. Alisyn Webb Fees

The board discussed a request from Jeff to forgive late fees for his great-aunt's small, property. District Clerk, Emily explained that the district had properly notified the owner about the fees, which included fire, late and interest fees. The board voted 5-1 to decline the request for fee forgiveness, citing concerns about setting a precedent and maintaining consistency with other district members.

Duaine Dorton motioned to decline the forgiveness of late fees for District customer Alisyn Webb. Chad Linebaugh seconded this motion. Stewart Olsen recused himself, Gary Liddiard opposed, all other ayes. Motioned carried.

Adjourn Board of Officers:

At 8:17 p.m. Scott Hart motioned to end the November 13, 2025 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/>