

**NORTH FORK SPECIAL SERVICE DISTRICT  
MONTHLY MEETING OF THE  
BOARD OF OFFICERS AGENDA  
December 11, 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

### Board members present:

Dr. Stephen Minton –Chairman  
Scott Hart –Trustee  
Duaine Dorton –Trustee

Stewart Olsen –Vice Chairman  
Chad Linebaugh –Trustee

Gary Liddiard – Treasurer  
Keith Payne – Trustee

### Absent Board members:

### Staff members present:

Emily Johnson –District Clerk  
Aubree Lincoln –Public Works

Joe Martin –Controller  
Chris Wright –Public Works Director

David Marsella –Fire Chief  
Dawn Anderson –District Clerk

## Public present:

## Zoom User (unnamed)

## **Monthly Meeting of the Board of Officers**

## 1. Welcome and call to order

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

## 2. Public Comments:

Chad Linebagh invited the community to the annual tree lighting ceremony at Sundance Mountain Resort December 12, 2025 at 5:00 p.m.

### 3. Informational Items (Discussion Only)

a. Fire/EMS Reports

- There were 74 transports in November 2025
- \$211,902.41 was billed
- \$162,835.96 was collected
- 3-year monthly call average is 13
- 21 emergent calls in November, 309 calls year to date
- EMT class will begin in January 2026
- Hiring for the 2026 Fire Season has begun
- Wildland's gross revenue YTD is 1.68 million
- Utah House Bill-48, there have been several calls from the community inquiring about this bill. Chief Marsella will keep a close eye on the matter.
- Sick Leave for fulltime fire fighters needs to be addressed tonight during the action items.

b. District Clerk Information

- Emily Johnson, District Clerk introduced the new office clerk, Dawn Anderson.

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- All letters of interest for the 3 NFSSD board vacancies must be received by the Board of County Commissioners, Utah County, Utah (“Commission”) on or before 5:00 p.m. on Friday.
- There were 5 properties that were sold in November-early December. Please contact the office if you will be selling properties so the accounts to be transferred to the new owners.
- We have utilized the full 4-Million-dollar wastewater grant through the Governor’s office. We are wrapping up the 3-million-dollar Utah Lake Grant final report and distribution from DEQ. The district’s engineer and public works director have been working closely with the clerk on the wastewater expansion project expense to the grant funds.

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**c. December 12, 2025. Financial Information**

60 Joe Martin, Control went over the October financial statements.

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**d. Water/Wastewater Report**

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**Water Department Information for November**

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- Our overall water consumption is similar to last year.
- Aspen Grove wet-well levels are averaging 5.76 feet for November 2025 which is slightly down from last month. This time last year, in November 2024, our average was 6.43 feet.
- Stewart Spring is averaging 61 gpm for November 2025, which is same as last month. This time last year it was averaging 62 gpm for November 2024.
- Stewart spring overflow is running 10 gpm for the month of November which is down from last month. Total, Stewart Spring produced an average of 71 gpm for November.
- Unaccounted water Upper Pressure Zone ■ Still at zero.
- Lower Pressure Zone and Stewart Zone
- COP has started backfill on the water treatment plant. They are also doing electrical and inside construction.
- Aqua is working on master meters and updating the master plan.
- We are now doing multiple water samples every other week. We are completing the PFAS sampling as well.
- We ordered two new master mag meters for the springs.
- We are waiting on the State in order to change application the Provo Bench Canal water we bought.

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**Wastewater Department Information for November**

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- We have one lab for November, all within limits.
- The plant construction is moving forward they have plumbers and electricians in working.
- We had the roof replaced as it was near its end of life.
- We are working through the process of keeping the plant operational and bringing new equipment online.
- The generator automatic transfer switch has been replaced.
- We now have both MBR’s online in anticipation of the ski season and opening of the Inn.

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**e. Committee Reports**

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**Stewart Olsen -Wastewater Committee Chairman**, reported the new hotel will be brought online pieces at a time. Members of the wastewater committee were able to tour the new Sundance Inn today to better understand the units, size, and infrastructure. The wastewater committee will be meeting each week until the Inn comes online to coordinate connecting the water and wastewater infrastructure system.

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**Scott Hart -Fire Committee Chairman**, reported former NFFD Fire Chief Kenny Johnson, is the new fire chief of Saratoga Springs. Congratulations to Kenny! Emily -District Clerk stated she, Dr. Minton, Chief

97 Marsella met this week with Zions Bank regarding the fire fee study. Zions Bank hopes to get information  
98 back to the District in late December regarding the study. Once the initial study information is received,  
99 Emily will schedule a fire committee meeting to go over the data.  
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01 **4. Action Items**  
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03 **a. Approval of the November 13, 2025 Board Meeting Minutes**  
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05 Duaine Dorton motioned to approve the November 13, 2025 meeting minutes as written. Scott Hart  
06 seconded. All aye and no opposed. Motion passed.  
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08 **b. Adoption of 2026 Annual Meeting Schedule**  
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10 Duaine Dorton motioned to adopt the 2026 Annual Meeting Schedule (second Thursday of each month at  
11 7:00 p.m. via Zoom application without an anchor location). Keith Payne seconded the motion. All aye  
12 and no opposed. Motion passed.  
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14 **c. Adoption of Resolution to appoint a CAO and Records Officer to initiate Data Privacy Program**  
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16 Scott Hart motioned to appoint Emily Johnson CAO and Dawn Anserson Records Officer in order to  
17 initiate the Date Privacy Program for the District. Duaine Dorton seconded. All aye and no opposed.  
18 Motioned passed. Resolution 2025-09  
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20 **d. Adoption of Resolution for PW On-Call Policy and Cyber Security Policy**  
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22 Duaine Dorton motioned to approve the resolutions for PW On-Call Policy and NFSSD Cyber Security  
23 Policy. Keith Payne seconded. All aye and no opposed. Motion passed. Resolution 2025-10 & 2025-11  
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25 **e. Fire Employee Sick Leave Policy**  
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27 Gary Liddiard motioned to approve full time firefighter to go from 4 hour of sick leave per pay period to  
28 5.6 hours per pay period. Duaine Dorton seconded. All aye no opposed. Motion passed.  
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30 **Adjourn Board of Officers:**  
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32 At 8:34 Scott Hart motioned to end the December 11, 2025 Board of Officers Meeting. Duaine Dorton seconded. All  
33 aye and no opposed. Meeting adjourned.  
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- 35 • Meeting recording and notes taken by District Clerk-Emily Johnson.  
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- 37 • Materials presented in the meeting are available at the Utah Public Notice Website which can be accessed  
38 through <https://www.northforkdistrictutah.gov/>  
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