

1 **NORTH FORK SPECIAL SERVICE DISTRICT**  
2 **MONTHLY MEETING OF THE**  
3 **BOARD OF OFFICERS AGENDA**  
4 **January 8, 2026, at 7:00 p.m.**



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

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8 **Monthly Meeting of the Board of Officers**

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10 **Board members present:**

11 Dr. Stephen Minton –Chairman                      Stewart Olsen –Vice Chairman                      Kurt Berge– Trustee  
12 Craige Freeze –Trustee                              Chad Linebaugh –Trustee                              Keith Payne – Trustee  
13 Duaine Dorton –Trustee

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15 **Absent Board members:**

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17 **Staff members present:**

18 Emily Johnson –District Clerk                      Joe Martin –Controller                              David Marsella –Fire Chief  
19 Aubree Lincoln –Public Works                      Chris Wright –Public Works Director                      Dawn Anderson –District Clerk  
20 Nichole Berge –Fire/Paramedic

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22 **Public present:**

23 Scott Hart  
24 Jeff LaBar -Left at approx. 7:15 p.m.

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26 **Monthly Meeting of the Board of Officers**

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28 **1. Welcome and call to order**

29 Called to order at 7:03 p.m. by Dr. Stephen Minton-Chairman

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31 **2. Public Comments:**

32 Jeff LaBar had questions regarding Provo River Water User shares as the company is dissolving. He will call  
33 Chris Wright -Public Works Director, to address his questions offline.

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35 **3. Informational Items (Discussion Only)**

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37 **a. Fire/EMS Reports**

- 38 ○ In 2025 there were 75 ambulance transports, \$214,109.74 was billed and \$168,296.14 collected.
- 39 ○ In 2024 there were 74 ambulance transports, \$212,292.64 was billed and \$150,340.23 collected.
- 40 ○ There were 16 calls for service in December 2025, 325 calls for service YTD.
- 41 ○ The 3-year monthly average of emergency calls is 39.6.

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43 **b. District Clerk Information**

- 44 ○ The 3 vacant seats for the North Fork Board were appointed by the Utah County Commissioners.  
45 The appointments were made to Dr. Stephen Minton-reappointed, Craig Freeze-representative of  
46 Aspen Grove and Kurt Berge-property owner.
- 47 ○ The NFSSD Board officers have been issued their 2026 training modules, they are to return their  
48 certifications and yearly conflict of interest forms to the clerk as soon as possible.
- 49 ○ The 2025 financial audit will take place between April 20<sup>th</sup>-24<sup>th</sup>.

- Sundance Mountain Resort has offered to host a pancake breakfast and community meeting April 25<sup>th</sup>.
- November 2025 check registers were provided to the board and staff prior to the meeting.

### c. Financial Information

Joe Martin, Control went over the November 2025 financial statements.

### d. Water/Wastewater Report

#### Water Department Information for December

- Our overall water consumption is similar to last year.
- Aspen Grove wet-well levels are averaging 5.42 feet for December 2025 which is slightly down from last month. This time last year, in December 2024, our average was 5.86 feet.
- Stewart Spring is averaging 68 gpm for December 2025, which is same as last month. This time last year it was averaging 68 gpm for December 2024.
- Stewart spring overflow is running 2.35 gpm for the month of December which is down from last month. Total, Stewart Spring produced an average of 70.35 gpm for December 2025.
- Unaccounted water
- Upper Pressure Zone
- Still at zero
- Lower Pressure Zone and Stewart Zone
- COP has finished the roof on the water treatment plant. They are also doing electrical and inside construction. The filter canisters have been placed and piping should begin soon.
- 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. Just waiting for them to arrive. Once they arrive, we will need to measure them and order new spools and valves.
- Unaccounted water elimination processes:
- We have replaced almost all the service meters including the 6-inch meters.
- Corrected meters with wrong calculations.
- We have had the spring meters heartbeat checked multiple times
- We have had 2 leak detection companies conduct leak surveys
- We have fixed multiple leaks
- We have replaced 2 leaking hydrants
- We have inspected about 50 percent of the hydrants with a camera device
- We have had all the PRVs inspected and replaced one 6 inch, one 4 inch and two 2-inch PRVs
- We eliminated a section of old pipes on coming from the old Stewart tank
- We isolated Stewart tank to check for tank leaks.
- We have two new zero meters ordered to replace the spring meters.
- We started isolating zones in the system by transferring usage from Stewart to Aspen grove sides.

#### Wastewater Department Information for December

- We have one lab for December; BOD was out of limits.
- The plant construction is moving forward they have plumbers and electricians working.
- The blowers have been placed waiting on stainless steel piping.
- The mixing pumps have been installed.
- We are working through the process of keeping the plant operational and bringing new equipment online by the end of the month.
- We now have both MBRs online.
- We had multiple sewer line sections camera inspected.

- We found a bad connection from the new Sundance maintenance sprung.
- We replaced all the rakes on the fine screen.
- We got the sewer system on the GIS map with GPS accuracy.

#### e. Committee Reports

**Dr. Stephen Mitnon -Water Committee Chair** Infiltration plant was discussed. It's smaller and less intrusive than expected. Completion is expected in Spring 2026.

#### 4. Action Items

##### a. Approval of the December 11, 2025 Board Meeting Minutes

Duaine Dorton motioned to approve the December 11, 2025 Board Meeting Minutes as written. Stewart Olsen Seconded. Craig Freeze recused himself, Kurt Berge recused himself, all others aye and no opposed. Motion passed.

##### b. Appoint NFSSD Chairman to serve 2-year term

Stewart Olsen motioned to reinstate Dr. Stephen Minton as the Chair of the North Fork Special Service District Board for a 2-year term. Chad Linebaugh seconded. Roll call was taken, all aye and no opposed. Motion passed.

##### c. Appoint NFSSD Vice Chair to serve 2-year term

Chad Linebaugh motioned to reinstated Stewart Olsen as the Vice Chair of the North Fork Special Service District Board for a 2-year term. Duaine Dorton seconded the motion. Roll call was taken, all aye and no opposed. Motion passed.

##### d. Appoint NFSSD Treasurer to serve 1-year term

Stewart Olsen motioned to appoint Craig Freeze as the Treasurer of the North Fork Special Service District Board for a term of 1-year due to the retirement mid-term of the former Treasurer, Gary Liddiard. Kurt Berge seconded. Roll call was taken, all aye and no opposed. Motion passed.

##### e. Fulltime Firefighter Vacation Leave

Duaine Dorton motioned to approve the 4 full time fire/EMS employees who work an average 56-hour work week to accrue 5.6 vacation hours per pay period. Craig Freeze seconded. All aye and no opposed. Motion passed.

##### f. AE2S Amendment to Task Order 1 Lead & Copper GIS

Duaine Dorton approved the signing of AE2S Amendment to Task Order 1 for the Lead and Copper GIS. Chad Linebaugh seconded. All aye and no opposed. Motion passed.

#### Adjourn Board of Officers:

At 8:59 Chad Linebaugh motioned to end the January 8, 2026 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/>