

1 **NORTH FORK SPECIAL SERVICE DISTRICT**
2 **MONTHLY MEETING OF THE**
3 **BOARD OF OFFICERS AGENDA**
4 **March 12, 2026, at 7:00 p.m.**



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

7
8 **Monthly Meeting of the Board of Officers**
9

10 **Board members present:**

11 Dr. Stephen Minton –Chairman @ 7:28 p.m. Stewart Olsen –Vice Chairman Kurt Berge– Trustee
12 Chad Linebaugh –Trustee Duaine Dorton –Trustee

13
14
15 **Absent Board members:**

16 Keith Payne & Craig Freeze

17
18 **Staff members present:**

19 Emily Johnson –District Clerk Dawn Anderson –District Clerk
20 Chris Wright –Public Works Director Aubree Lincoln –Public Works

21
22 **Public present:**

23 Scott Hart–Deputy Fire Chief
24 Michael

25
26 **Monthly Meeting of the Board of Officers**
27

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

29 Called to order at 7:05 p.m. by Dr. Stewart Olsen-Vice Chairman

30
31 **2. Public Comments:**

32 None

33
34 **3. Informational Items (Discussion Only)**

35
36 **a. Fire/EMS Reports**

37 Chief Marsella was not in attendance of tonight's meeting, he has been on deployment for wildland fires in
38 Texas.

39
40 **b. District Clerk Information**

41 Emily Johnson and Dawn Anderson presented.

- 42 • The Pancake Breakfast & Community Meeting will be held Saturday, April 25th at the Sundance
43 Mountain Resort.
- 44 • If there are any homes or properties being sold in the District, please contact the District office so we
45 can have the property transferred properly.
- 46 • Emily has been working with the County and Aspen Grove to get information to complete the Zions
47 fire fee analysis. Dr. Minton will be meeting with Zions and members of the fire committee early next
48 week to get a data analysis update.
- 49 • The 2025 Financial Audit has been engaged and is now taking place with Squire. The auditors will be
50 visiting the District on the last week of April to do in-house review. All board members are

51 encouraged to stop in and speak with the auditors if they have questions for them. Squire will be
52 asked to attend a finance/audit committee meeting and board meeting once the audit is completed to
53 present their findings.

- 54 • Dawn will be working on a potential Utah Retirement System (URS) employee benefit change to be
55 discussed at next month's meeting. The URS system will be down for the next 30 days while they are
56 implementing a new data system.

57 c. Financial Information

58 Joe was not in attendance. Joe met with Chris Wright, public works director, and the finance committee
59 last week to go over financial information regarding water, wastewater, and garbage departments. Chief
60 Marsella and Chris will meet regularly with the finance committee to go over their budgets and to better
61 understand the reporting system and financial state of their departments.

62 d. Water/Wastewater Report

63 Water Department Information for February

- 64 • Our overall water consumption is lower than in the last two years.
- 65 • Aspen Grove wet-well levels are averaging 5.07 feet for February 2026 which is slightly down from last
66 month. This time last year, in February 2025, our average was 5.3 feet.
- 67 • Stewart Spring is averaging 44 gpm for February 2026, which is up from as last month. This time last
68 year it was averaging 70 gpm for February 2025. This is down because of altering water valves in
69 searching for leaks.
- 70 • Stewart spring overflow is running 1.88 gpm for the month of February which is down from last
71 month. Total Stewart Spring produced an average of 45.88 gpm for February 2026.
- 72 • Unaccounted water
 - 73 ○ Lower Pressure Zone and Stewart Zone
- 74 • Construction is going on inside the building.
- 75 • We may have power going up Stewart road soon.
- 76 • We have two companies coming in April to demo leak detection equipment.
- 77 • We have a leak locate company coming in April to isolate the leak on upper Stewart Rd. So we can dig
78 it up and fix it.
- 79 • The State added more samples to our biweekly list.
- 80 • We are filing an objection to the division of water rights on the Proposed determination file.
- 81 • The fire control panel went out we are looking into options.
- 82 • Unaccounted water elimination processes:
 - 83 ○ We have replaced almost all the service meters including the 6-inch meters.
 - 84 ○ Corrected meters with wrong calculations, and mismatched register sizes.
 - 85 ○ We have had the spring meters heartbeat checked multiple times
 - 86 ○ We have had 2 leak detection companies **conduct leak surveys**
 - 87 ○ We have fixed multiple leaks
 - 88 ○ We have replaced 2 leaking hydrants.
 - 89 ○ We have inspected about 50 percent of the hydrants with a camera device.
 - 90 ○ We have had all the PRV's inspected and replaced one 6 inch one 4 inch and two 2 inch PRV's
 - 91 ○ We eliminated a section of old pipe on coming from the old Stewart Tank
 - 92 ○ We isolated Stewart tank to check for tank leaks.
 - 93 ○ We have two new zero meters ordered to replace the spring meters.
 - 94 ○ We started isolating zones in the system by transferring usage from Stewart to Aspen grove
95 sides.

Wastewater Department Information for February

- We have one lab for February; BOD was out of limits.
- The plant construction is moving forward. We should have wastewater flowing through the new equipment next week.
- The next phase will be demolition of the blower room and construct mbr 3 tank.
- We have seen a change in the wastewater coming in and have been making changes to accommodate the paper clogging the fine screen. Our changes seem to be working.
- We installed Starlink as a backup internet system. We lost a phone line that controlled the backup call out and the fire control panel. The fire control is now on Starlink and the back up call out system is now a VoIP line.
- The generator control panel was having issues. We had Cummins service come out. They are scheduled to come back the 19th to repair that panel and the Automatic transfer switch to the lift station.

Committee Reports

Chad Linebaugh-Fundraising Committee Chair reported.

- Sundance Mountain Resort will be hosting a pancake breakfast and community meeting April 25, 2026.
- Chad has emailed the proposed community meeting agenda to all board members for review and feedback.
- Chad has reach out to David Parker to offer him time to address county funding/town issues at the upcoming community meeting.
- Chad has proposed awarding the “Pillar of our Community” at this year’s community meeting to Stewart Olsen in recognition of his years of service to the North Fork community.
- Chad stated he would share resort snowpack data with the District of inclusion in the community meeting presentation.

Deputy Fire Chief Scott Hart-Fire Committee Chair reported.

- There are currently 2 wildland crews deployed to Texas on wildland fires.
- Dr. Minton and staff have been working with Zions Bank on a fire fee study.
- Emily will schedule and announce a fire committee meeting once fire fee and related information is closer to final draft for broader input, prior to the community meeting on April 25th.
- Chief Hart discussed the current wildland deployments, employee burn out and mental health of the crews due to the wildland season starting so early this year. He will be working closely with Chief Marsella to ensure the wellbeing of our crews and to adequately cover the District for what is expected to be a high-risk wildfire season due to the lack of snow this season.

The Wastewater Committee has been meeting each Tuesday morning with Sundance Mountain Resort to fine tune the onboarding of the new Inn to the District’s wastewater system. Results have been favorable.

4. Action Items

a. Approval of February 12, 2026 Board Meeting Minutes

Duaine Dorton motioned to approve the February 12, 2026 board meeting minutes as written. Stewart Olsen seconded the motion. All aye and no opposed. Motion passed.

b. 2026 Risk Assessment

Duaine Dorton motioned to approve the 2026 Risk Assessment as prepared by the finance committee. Kurt Berge seconded the motion. All aye and no opposed. Motion passed.

49 **Adjourn Board of Officers:**

50 At 8:11 Chad Linebaugh motioned to end the March 12, 2026 Board of Officers Meeting. Duaine Dorton seconded.
51 All aye and no opposed. Meeting adjourned.

52

53 • Meeting recording and notes taken by District Clerk-Emily Johnson.

54 • Materials presented in the meeting are available at the Utah Public Notice Website which can be accessed
55 through <https://www.northforkdistrictutah.gov/>

56

57