

1 **NORTH FORK SPECIAL SERVICE DISTRICT**
2 **MONTHLY MEETING OF THE**
3 **BOARD OF OFFICERS AGENDA**
4 **April 9, 2026, at 7:00 p.m.**



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

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

10 **Board members present:**

11 Dr. Stephen Minton –Chairman @ 7:07 Stewart Olsen –Vice Chairman Kurt Berge– Trustee
12 Chad Linebaugh –Trustee Keith Payne –Trustee @ 7:03 Craig Freeze –Trustee

15 **Absent Board members:**

16 Duaine Dorton –Trustee

18 **Staff members present:**

19 Emily Johnson –District Clerk Dawn Anderson –District Clerk David Marsella –Fire Chief
20 Chris Wright –Public Works Director Aubree Lincoln –Public Works Ryan Taylor –Engineer

22 **Public present:**

23 Paul Stewart left appx 8:00
24 Micheal Black
25 Emely Hardt left appx 8:45
26 Scott Hart
27 Jeff LaBar left appx 8:30

29 **Monthly Meeting of the Board of Officers**

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

32 Called to order at 7:03 p.m. by Dr. Stewart Olsen

34 **2. Public Comments:**

35 None

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

39 **a. North Fork Line Burial Project**

40 Paul Stewart presented.

- 41 • Completed: Ida’s, Redford’s, Eleanor’s, Old Bridge, Upper Timphaven, Green Grove access
- 42 • 4/6-24: Resort areas
- 43 • 4/20-5/20: Timphaven (top to bottom)
- 44 • 5/1-5/15: Stewart/Mia’s (Both top and bottom)
- 45 • 5/15-6/26: SR92 (Upper and Lower)
- 46 • Upper Lift areas in June/July
- 47 • Big Pine likely in June/July
- 48 • Titan will run powerlines and make connections Apr-Aug as sections are completed
- 49 • Individual property owner trenching

- Owners need to notify RMP of intent.
- Meter upgrades
- HOAs should coordinate.
- Lumen/CenturyLink lines
- RMP does not share conduit.
- If we want poles down; NFSSD, BYU and UVU need to combine lobby efforts.
- We will need to pay for fiber or make a strong case why it is in Lumen's business model.
- Easements resolved.
- Road access (both SR 92 and community roads)
- Please be patient, do not ask contractor to stop

b. Fire/EMS Reports

Fire Chief David Marsella presented.

2026 YTD Totals:

- 17 Transports
- EMS Billings \$44,570.89
- EMS Collected \$18,746.83
- 77 calls for service YTD

Notes of Interest:

- EMT Class 2026
- Hiring for the 2026 Fire Season / Training
- Wildland Gross Revenue \$1,673,051.22 Million (Completed)
- Forestry, Fire State Lands Grant \$10,000.00 Equip./PPE (26)(Completed)
- Utah DNR Grant \$180,000.00 Mitigation (26-27)
- Utah Water Conservancy Grant \$45,000.00 Mitigation (26)
- 5 Deployment in Feb. and Mar.
- Type VI (Wildland) Brush Truck has Arrived (B-212)

Maps of significant wildland fire potential outlook for May-July 2026 were reviewed. Above average potential for wildfire is expected in June and July 2026 for Utah.

c. District Clerk Information

Emily Johnson and Dawn Anderson presented.

- The Pancake Breakfast & Community Meeting will be held Saturday, April 25th at the Sundance Mountain Resort.
- 2025 Financial Audit is still underway. The in-house audit visit will be held April 23rd at the District offices.
- February check registers were distributed to the board prior to this meeting and reviewed in the monthly financial committee.

d. Financial Information

Joe Martin-Controller was not in attendance of meeting.

e. Water/Wastewater Report

Water Department Information for March

- Our overall water consumption is similar to this time last year.

- Aspen Grove wet-well levels are averaging 6.37 feet for March 2026 which is higher from last month. Currently it is sitting at about 7.45 feet. This time last year, in March 2025, our average was 5.6 feet.
- Stewart Spring is averaging 46 gpm for March 2026, which is up from last month. This time last year it was averaging 59 gpm for March 2025. We are currently sitting around 55 gpm.
- Stewart spring overflow is running 0 gpm for the month of March which is down from last month. Total Stewart Spring produced an average of 46 gpm for March 2026.
- Unaccounted water
- Lower Pressure Zone and Stewart Zone
- Replaced both master meters going into the tanks, Stewart meter had buildup in meter lining that makes the reading less accurate. Still need to wire them into our system, waiting for the electricians.
- Construction is going on inside the building.
- We may have power going up Stewart road soon.
- We have two companies coming in April to demo leak detection equipment.
- We have a leak locate company coming in April to isolate the leak on upper Stewart Rd. so we can dig it up and fix it.
- The State added more samples to our biweekly list.
- We are filing an objection to the division of water rights on the Proposed determination file.
- The fire control panel went out we are looking into options.
- Unaccounted water elimination processes:
- We have replaced almost all the service meters including the 6-inch meters.
- Corrected meters with wrong calculations, and mismatched register sizes.
- 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 PRV's inspected and replaced one 6 inch one 4 inch and two 2-inch PRV's
- We eliminated a section of old pipe 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 March

- We have one lab for March; all were within 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.

f. Committee Reports

44
45 **Scott Hart -Fire Committee**

46 Scott reports the fire committee is with HOAs in the District to defend against bark beetles.

47
48 **Water Committee**

49 The water committee met to discuss the 2027 lead and copper reporting. The EPA requires water systems to identify what
50 materials are used in service lines (the pipes connecting homes to the main line). The committee recommends a survey be sent
51 out electronically to all customers.

52
53 **If the District does not gather enough information through this survey:**

- 54
- We will be required to do more in-home water sampling
 - Sampling is time-consuming, expensive, and inconvenient for residents
 - Our required number of samples has already increased to 20 homes
- 56

57
58 **Sampling Requirements Include:**

- Must be taken first thing in the morning
 - After several hours of no water use
 - Must be the first draw from the tap inside the home
- 61

62
63 **4. Action Items**

64
65 **a. Approval of March 12, 2026 Board Meeting Minutes**

66 Chad Linebaugh motioned to approve the March 12, 2026 board meeting minutes as written, Kurt Berge
67 seconded the motion. All aye and no opposed. Motion passed.

68
69 **b. Water Infiltration Project Final Funding**

70 Dr. Stephen Minton motioned to approve the finance and water committees' recommendation to fund
71 the remainder of the water infiltration project with capital improvement funds (PTIF). Craig Freeze
72 seconded, all aye and no opposed. Motion passed.

73
74 **Adjourn Board of Officers:**

75 At 8:58 Chad Linebaugh motioned to end the April 12, 2026, Board of Officers Meeting. Keith Payne seconded. All aye
76 and no opposed. Meeting adjourned.

- 77
- Meeting recording and notes taken by District Clerks-Emily Johnson & Dawn Anderson
 - Materials presented in the meeting are available at the Utah Public Notice Website which can be accessed
80 through <https://www.northforkdistrictutah.gov/>
- 81
82