NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE BOARD OF OFFICERS
April 10, 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

Call to Order:
Dr. Stephen Minton - Chairman called the meeting to order 7:05 p.m.

Board members present:
Dr. Stephen Minton - Chairman
Stewart Olsen - Vice Chairman
Keith Payne - Trustee
Scott Hart - Trustee
Duaine Dorton - Trustee

Gary Liddiard - Treasurer *arrived at 7:38 p.m.*

Absent Board members:
Chad Linebaugh - Trustee

Staff members present:
David Marsella - Fire Chief
Emily Johnson - District Clerk
Mitchell Waite - District Clerk
Chris Wright - Public Works Director
Aubree Lincoln - Public Works
Joe Martin - Controller
Ryan Taylor - AQUA Engineering

Ryan Taylor *left at 8:28pm*
Joe Martin *left at 8:56pm*

Public present:
Steve Spiker - Resident
Janice Robertson - Wildwood Corporation Board President

Janice Robertson *left at 7:46pm*

Public Comments:
Janice Robertson, president of the Wildwood Corporation, introduced herself. She was asked to join the meeting so she may be informed of the efforts currently taking place in the District. She expressed her concerns regarding water issues and fire dangers in the canyon. Stewart Olsen suggested Janice speak with Chris Wright, the District's Public Works Director, and Dave Marsella, the District's Fire Chief. Dave Marsella discussed the ongoing mitigation work in the canyon, particularly in the Wildwood and Sundance areas, to address fire risks. He offered to meet with Janice to discuss these issues further.

Dr. Minton expresses his concern for the many issues that are present in the District currently. He shares that because there are so many organizations/players in the canyon that each have their own concerns everyone's efforts are going in different directions. Dr. Minton has begun preliminary conversations to help align all the organizations in the canyon to move in a common direction for conservation, water, fire, and other District concerns. The NFSSD Conservation Committee has been speaking to a consulting group who might be able to bring everyone together. Nathan Bracken, the District's legal counsel, introduced the committee to Dan Adams with the Langdon Group who met with the Conservation Committee last month. His group can offer services to the District to help align common goals by identifying all the major organizations in the canyon and conduct interviews to identify the biggest concerns and priorities of each to align and move forward with an end goal of campaigning and educating the community on conservation matters.

The Board reviewed a proposal to hire the Langdon Group to conduct interviews and create a document summarizing the key issues and priorities for the North Fork Canyon community. Dr. Minton advocates for this approach to bring various stakeholders together and develop a unified strategy. The Conservation Committee felt that breaking the assessment up into phases was the best approach. The estimated cost of the first phase, which includes interviews and assessments, is $18,700, with several other entities already pledging contributions. Some board members express concerns about the cost and whether it would lead to concrete actions. Others see value in getting an outside perspective and having a focused plan. With the pledges from other entities, the NFSSD cost would be around $5K, well within the manager's purchasing limits

The group discusses a proposal from the Langdon Group for a community engagement project at length.
The board emphasizes the importance of interviewing regular community members and key stakeholders. They collectively decided to proceed with the first phase and reassess based on initial results before committing further.

Informational Items

1. **Fire/EMS Report**
   Fire Chief David Marsella presented.
   - EMS calls as slightly above normal for this time of year, revenue is up $30,000 from prior years for the first quarter of 2025.
   - Wildland deployment has begun for 2025, $250,000 has been billed for fires.
   - Mitigation Grants have been approved for 2025 crews have begun working in the canyon on fire fuel mitigation.
   - The Countrywide wildfire projection is looking like a busy year with a close watch on New Mexico, Arizona, Texas, and Oklahoma. Utah will be average/minimal. Through July, Utah will be normal fire risk, extended forecast is warmer and drier, but still in our favor.
   - The current Presidential administration is attempting to combine all Federal Wildfire/National Forest (Forest Service, BLM, Fish and Game, National Parks, etc.) programs into one entity, the District will watch how this affects wildland firefighting.
   - Chipping has begun, customers can contact the District office for information or to schedule chipping, prescribed burns can be done up until May 30th.

2. **District Clerk Information**
   Emily Johnson, District Clerk, presented.
   - Mailboxes and Garbage have been successfully moved in the District. Information is available on the District Website.
   - Emily prepared a synopsis for the Langdon Group outlining the North Fork Board and their contact info in preparation for possibly contracting with them for consultation and interviews for bid.
   - Grant and transparency reporting for Q1 has been sent to the County/State.
   - Preparing for the 2025 Pancake Breakfast/Community Meeting is taking place. The breakfast is from 8-11 am and the community meeting is at 11 am on April 26th.
   - Check Register has been sent out in the board packet prior to this meeting for review.

3. **Financial Information**
   Joe Martin-Controller, presented.
   - The unaudited preliminary draft of the 2024 Financials was reviewed. Joe reported that the District is in good financial health with cash balances for the grants and income is up from the previous year.
   - The District is preparing for the 2024 financial audit, the auditors are going to be in the District April 25th conducting their in-house portion of the audit.

- Keith Payne requested a long-term debt schedule. Emily or Joe will send that information out to the board.

4. Water/Wastewater Report

Water Department Information for March

- Our overall water consumption is higher than in past years.
- Aspen Grove wet-well levels are averaging 5.55 feet for March 2025 which is slightly higher than last month. This time last year, in March 2024, our average was 5.77 feet.
- Stewart Spring is averaging 58.5 gpm for March 2025, which is slightly lower than last month. This time last year it was averaging 55.1 gpm for March 2024.
- 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 69.11 gpm for March.
- Unaccounted water
    - Upper Pressure Zone
        - Glad to announce its back to zero.
    - Lower Pressure Zone
        - Its is both lower than last month but we are unsure why it's still high.
- We have replaced 219 meters as of March 5th, 2024. And 202 meters are on cellular endpoints now.
- Aqua Engineering is working on the design of the Drinking water treatment facility. We have decided to go with the cartridge filter system and are waiting for building design. Currently working on the 60 percent drawings.
- We awarded Jensen engineering for the horizontal drilling of Stewart Spring. The protest period is over and there were no protests. Hopefully in the next few weeks we will have an approved change application. Once we have all the documents, we plan to have them drill in the spring.
- Aqua is working on master meters and updating the master plan.
- We are working with APCO to have the meters put on to the SCADA system.
- We finished the leak detection. They located 4 leaks in the system. And multiple leaks on the customer lines.
- We fixed what we believe was the biggest leak on Timphaven Rd. at an estimate of 20 to 30 gpm.

Wastewater Department Information for December

- We have one lab for March. BOD was out of limits. TSS and FOG were within limits.
- Had a VFD for the blower having issues. We replaced a connection port and had to update PLC parameters.
- Working on an asset document.
- We will start the MBR, EQ, Lift station cleaning while Sundance is shut down.
- Contacted Val Kotter to do an inspection and possible pipe grouting under the stream by the RCC.
- We are getting ready for construction to start.
    - We will need to relocate all non-essential supplies from the plant to a storage unit and are in the process of this right now.
    - Garbage was relocated to Stewart Rd.
    - Mailboxes were relocated next to wildwood
    - Heavy Construction will be starting this week
- If funding is available, we are working on change orders.
    - Old PLC replacement 120,000
    - HVAC system 14,000 design
    - Asphalt/parking lot repairs
    - New polymer skid
    - Wall next to fire station 128,000
    - Toolcat 84,000

- Possible secondary sludge press
- Still working on securing quotes.

Chris gave a slideshow presentation with pictures of projects that have been taking place in the District including the garbage and mailbox relocation and large water leak repair.

5. Committee Reports

Duaine Dorton-Finance Committee Chair reported this committee reviewed District grants. He reported grant spending looks good, we are on track with the exception of the DEQ loan which is still in progress. The fire rate study was reviewed, 2025 budget numbers were updated which caused a percentage rate increase for the next 5 years. An updated version of the rate study from Zions has been provided to Dr. Minton for review in order for the District to move forward with a possible rate hearing.

Action Items

1. Approval of the March 13, 2025, Meeting Minutes

Duaine Dorton motioned to approve the March 13, 2025, meeting minutes as written. Scott Hart seconded. All aye, no opposed. Motion passed.

2. Potential Awarding of RFQ Engineering Pool

A request for statements of qualifications (RFQ) was posted by the District March 4th for 2025-2026 North Fork Special Service District Engineering Pool. Qualified vendors were asked to submit their qualifications by April 4th. On April 7th, a bid evaluation committee of 3 met to review the proposals and score them per the RFQ criteria. 3 vendors made submissions, Ardurra specifically submitted to be utilized for work on our GIS System, APCO who specializes in PLC and SCADA systems and AE2S Engineering. All 3 scored above the 75% criteria threshold and were eligible to be considered for the District engineering pool.
Stewart Olsen motioned to approve the 3 vendors the review committee reviewed and scored into the District's approved vendor list. Duaine Dorton seconded. All aye, no opposed. Motion passed.

3. Potential Awarding of PLC, SCADA Programming, and Instrumentation Bid

A request for statements of qualifications (RFQ) was posted by the District March 25th for District Instrumentation and Control Hardware for Wastewater Treatment Plant Upgrade. Qualified vendors were asked to submit their qualifications by April 3rd. On April 7th, a bid evaluation committee of 3 met to review the proposals and score them per the RFQ criteria. 1 vendor submitted, APCO. This bid included the LPC and VT-SCADA upgrade in the amount of $526,374 which included tax. Stewart Olsen motioned to accept APCO's bid minus tax in the amount of $513,979. Duaine Dorton seconded, all aye and no opposed. Motion passed.

4. Potential Purchase of Tool CAT

Chris reported that the recent projects within the District have been completed with the District's backhoe but has been difficult and time consuming given the size and speed of the equipment. Chris shared the need for a Tool Cat for use in the District for upcoming projects and maintenance. A quote has been received, Chris would like to move forward given the lead time until delivery. A State Contract NASPO in the amount of $84,501.76 was submitted. Scott Hart motioned to authorize the purchase of the Tool CAT. Stewart Olsen seconded. All aye, no opposed. Motion passed.

5. Construction Manager Gen. Contractor for Drinking Water Facility

District Engineer, Ryan Taylor, would like to go out to bid for a Construction Manager and General Contractor (CMGC) prior to drawings for the Drinking Water Facility which is being built using grant funding. The monies are contracted to be spent by December 31, 2025. He expressed having a CMGC the project timeline may expedite as they can aid with the design and planning processes and have a better understanding of the cost of materials. Stewart Olsen motioned to approve going out to bid for a General Contractor for the Drinking Water

Facility. Duaine Dorton seconded. All aye, no opposed. Motion passed.

Adjourn Board of Officers:
At 9:43 p.m. Duaine Dorton motioned to end the Board of Officers Meeting. Keith Payne seconded. All aye no opposed. Meeting adjourned.

- Meeting recording and notes taken by District Clerk-Emily Johnson.
- Minutes reviewed by District Clerk-Mitchell Waite.
- Materials presented in the meeting are available at the Utah Public Notice Website which can be accessed through NFSSD.org