

**NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE
BOARD OF OFFICERS AGENDA
May 14, 2026, 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:

Stewart Olsen –Vice Chairman	Kurt Berge– Trustee	
Chad Linebaugh –Trustee	Keith Payne –Trustee	Craig Freeze –Trustee
Duaine Dorton –Trustee		

Absent Board members:

Dr. Stephen Minton –Chairman

Staff members present:

Emily Johnson –District Clerk	Dawn Anderson –District Clerk	David Marsella –Fire Chief
Chris Wright –Public Works Director	Aubree Lincoln –Public Works	Ryan Taylor –Engineer
Joe Martin – CPA left at approx. 8 p.m.	Heber Slabbert –AJC Architects left 7:25	

Public present:

Paul Stewart	Scott Hart	Jen Rusby left 7:20	Patrick Brennan left 7:55
Chance Hiskey Left 7:10	Tori Hooper	Blaine Yates left 7:30	Miles Spencer left 7:30
JB Armstrong	Mark Flickinger left 8:10	Lee Ann Shell left 7:30	Tonya Radley left 7:55
Nichole Berge	Michael Black left 7:30	David Rowe left	Michael
Nate left 7:30	Robert Davis left 7:00	Diane Flickinger	
Ryan Hunter SIRQ Const. left 7:25			
Blake Yates SIRQ Const. left 7:25			

North Fork Line Burial Project Community Update 6:30 p.m.

Prior to the board meeting resident Paul Stewart invited the community to meet for an update on the current North Fork Line Burial Project outside of the board meeting.

Monthly Meeting of the Board of Officers

1. Welcome and call to order

Called to order at 7:02 p.m. by Dr. Stewart Olsen, Vice Chair

2. Public Comments:

None

3. Informational Items (Discussion Only)

a. New Fire House Project Update

Heber Slabbert of AJC Architects presented revised conceptual drawings of the proposed fire station. Also in attendance was Ryan Hunter and Blake Yates of SIRQ Construction, who provided a revised cost estimate, site analysis, and site cost estimate.

Heber stated that he has been working with Chief Marsella as well as members of the North Fork community and community fire subcommittee which includes developers, contractors, and other local resources to simplify the construction of the building. The goal was to do so without impacting operational capacity while still allowing the option of future growth of the facility.

The community felt they didn't require a community meeting space and the parking space that came with it. By removing the training and community facility and consolidating the administrative spaces into one building they were able to move the building further West away from the hill. This has allowed a significant reduction in site costs and square footage costs. This concept adjustment doesn't seem to effect fire department operations.

Blake Yates shared concept renderings including land elevations. By pushing the building closer to the flatter land towards the loop, they were able to find cost savings on earthwork. The new conceptual estimate shows a reduction of approximately 25% for earthwork and a shorter retaining wall which is added savings. The previous budget for this building project was \$14,349,852. The new building subtotal is \$10,780,207, a difference of \$3,569,645.

Ryan Hunter stated they are carrying significant contingencies, there are still "a lot of unknowns."

b. Fire/EMS Reports

Chief David Marsella reported.

- There were 2 fatalities responded to by the Fire/EMS department in the past month.
- Chief Marsella has been working with the State on an MOU understanding. It allows the District to send employees out on fires through the State agreement and in the event there is a fire in the District, it allows it to be billed to the State.
- There is a nonoperational emergency siren positioned on the top of the wastewater building. Chief intends to remove the siren during the construction of the wastewater plant. There is a secondary siren at the Aspen Grove Camp that will also need to be decommissioned. The County notification system is in place to notify via cell phones of emergency situations in the area and provide evacuation or emergency instructions. <https://member.everbridge.net/>
- The 2026 fire season is concerning, fires are happening earlier in the year than normal. Chief Marsella advised that Deputy Fire Chief, Scott Hart or one of the Engine Bosses may be taking an emergency vehicle home overnight or during the weekend in case they need to respond to a fire during high fire risk days or weekends for added fire protection to the District.
- Fire mitigation and chipping will be taking place throughout the summer.

c. District Clerk Information

Emily Johnson and Dawn Anderson presented.

- The Pancake Breakfast and Community Meeting held on April 25th was a success.
- Customers are encouraged to download the Eye-on-Water app to monitor their water use. The app can be found on the District's website <https://www.northforkdistrictutah.gov/eye-on-water>
- Anyone selling or transferring property in the District is asked to contact the District office so services can be switched to the new customer and avoid hookup and transfer fees.
- Check registers were sent to the Board prior to the meeting for review.
- Joe Martin, controller gave an update on 2025 financial audit. Joe is working with Squire to provide them with information needed to complete the audit. He is hoping to have the auditors present at the June board meeting. There is a single audit required for the Federal Grants, but the audit will be completed by the deadline of June 30, 2026.

- Dawn announced that the Pancake Breakfast donations generated to date is \$16,673.55 in combined donations and merchandise sales.

d. Water and Wastewater Information

Water Department Information for April

- Our overall water consumption is similar to this time last year.
- Aspen Grove wet-well levels are averaging 7.15 feet for April 2026 which is higher from last month. This time last year, in April 2025, our average was 6.72 feet.
- Stewart Spring is averaging 44 gpm for April 2026, which is up from as last month. This time last year it was averaging 61 gpm for April 2025. We are currently sitting around 55 gpm.
- Stewart spring overflow is running 23 gpm for the month of April which is down from last month. Total Stewart Spring produced an average of 67 gpm for April 2026.
- Unaccounted water Lower Pressure Zone and Stewart Zone ▪ Replaced both master meters going into the tanks, Stewart meter had build-up in meter lining that makes the reading less accurate. Still need to wire them into our system, waiting for the electricians.
- Construction is almost complete at the treatment plant.
- We will be waiting on power.
- We will be doing our own landscaping.
- We dug up and fixed a leak on Stewart rd. We also installed a new valve to help isolate leaks.
- Repaired a leak on a Timphaven meter setter.
- Replaced both spring meters, removed check valves, and installed with new pipe and isolation valves.
- We are getting a lot of blue stakes on water lines.
- The State added more samples to our biweekly list.
- We have only had 4 lead and copper surveys submitted.
- 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 pipes on coming from the old Stewart Tank
 - We isolated Stewart tank to check for tank leaks.
 - We started isolating zones in the system by transferring usage from Stewart to Aspen grove sides.
 - Leak locators came back out.
 - Dug and fixed a leak on Stewart rd.
 - Replaced both spring meters

Wastewater Department Information for April

- We have one lab for April; all were within limits.
- The blower room has been removed they are planning to pour concrete walls on Monday.
- We are still having issues with the blowers.
- Sundance is planning to repair the electrical lines that were hit on the upper drain field.

e. Committee Reports

Duaine Dorton -Finance and Audit Committee Chair reported that District staff is currently working on the 2025 financial audit. The committee is also considering presenting in the next board meeting a change in the capital expenditure limit.

4. Action Items

a. Approval of April 9, 2026 Board Meeting Minutes

Duaine Dorton abstained. Kurt Berge motioned to approve the April 9, 2026 board meeting minutes as written, Chad Linebaugh seconded the motion. All aye and no opposed. Motion passed.

b. Tier 2 Public Safety & Firefighter Pickups

Keith Payne motioned to table the matter in order for the finance committee to review and offer their recommendation on the Tier 2 contribution option. Craig Freeze second. All aye and no opposed, item tabled.

c. Leak Detection Equipment

Chris Wright proposed that the District purchase leak detection equipment, which costs around \$24,000 and would allow for more frequent leak detection beyond the current annual external company visits. The board discussed tabling the decision pending review by the Finance Committee to ensure budget compatibility, with Chris offering to present financial data showing water costs and potential savings to support the case.

Kurt Berge motioned to approve the purchase leak detection equipment in the amount of \$24,073 pending financial review and approval of the finance committee. Duaine Dorton seconded. All aye and no opposed, motion passed.

d. COP Change Order

The board reviewed 4 separate COP Construction change orders for the Wastewater Expansion Project, including HVAC updates, screw press redundancy, a roll-up door replacement, and facade improvements.

HVAC	\$68,100
Screw Press	\$544,000
Roll Up Door	\$22,500
Siding/Façade	\$95,000

Duaine Dorton motion to accept the 4 proposed change orders for the Wastewater Expansion Project to be funded by the remaining wastewater grants and the wastewater loan. Chad seconded, all aye and no opposed. Motion passed.

Adjourn Board of Officers:

At 8:22 Chad Linebaugh motioned to end the May 14, 2026, Board of Officers Meeting. Duaine Dorton seconded. All aye and no opposed. Meeting adjourned.

- 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 through <https://www.northforkdistrictutah.gov/>