

**NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE
BOARD OF OFFICERS AGENDA
June 11, 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:

Dr. Stephen Minton –Chairman 7:08	Stewart Olsen –Vice Chairman	Kurt Berge– Trustee
Chad Linebaugh –Trustee	Keith Payne –Trustee	Craig Freeze –Treasurer
Duaine Dorton –Trustee		

Absent Board members:

None

Staff members present:

Emily Johnson –District Clerk	Dawn Anderson –District Clerk	Joe Martin – Controller
Chris Wright –Public Works Director	Aubree Lincoln –Public Works	M. Neilson–Fire/EMS left 8:00
Scott Hart – Fire Chief	Thomas Hezseltine – Squire left 7:10	Nichole Berge – Fire/EMS 7:22

Public present:

Emily Moench
Paul Stewart
Michael Miller
Kline Nelson 7:38

Monthly Meeting of the Board of Officers

1. Welcome and call to order

Called to order at 7:00 p.m. by Dr. Stewart Olsen-Vice Chair

2. Public Comments:

Paul Stewart reported that construction was progressing well with some recent disruptions on Timphaven due to water and CenturyLink line cuts, and work was scheduled to begin in Big Pine the following week. The team also discussed ongoing work on SR-92, starting from the top end near Aspen Road and working down to the firehouse, with plans to extend to the dark side and Stewart Road areas for Rocky Mountain Power.

3. Informational Items (Discussion Only)

a. 2025 Financial Audit Report

Thomas Hezseltine with Squire presented the 2025 financial audit results, indicating a clean opinion was planned for all audits including State compliance and Federal single audits. He expressed there was increased complexity of grant funding requiring more time and effort on this year's audit.

b. Fire/EMS Report

Deputy Fire Chief Scott Hart reported on recent fire and EMS activities, including calls at Stewart Falls, South Fork, and the top of Timpanogos, and mentioned that Wildland crews are working on fire mitigation and tree removal at Timphaven Rd and Green Grove Rd. Scott noted that the State has implemented Level 1 fire restrictions and that Utah is experiencing red flag conditions. Chad raised a

concern about road closures on Timphaven Rd affecting traffic flow, Scott agreed to address to ensure one road remains open.

c. District Clerk Information

Emily Johnson and Dawn Anderson presented. Emily Johnson provided an update on district clerk activities, including progress on the financial audits, the handling of five property sales, and plans to review and update payment procedures and late fees policies by the next board meeting.

d. Financial Information

Joe Martin-Controller presented. Joe presented the District's financial position, noting significant improvements with assets increasing from \$11 million to \$21 million and net position reaching \$24 million, largely due to grant funding and capital investments. Joe will be sending out the May 2026 financial report after tonight's meeting.

e. Water and Wastewater Information

Water Department Information for May

- Our overall water consumption is lower to this time last year.
- Aspen Grove wet-well levels are averaging 7.7 feet for May 2026 which is higher from last month. Currently its sitting at 8.3 ft. This time last year, in May 2025, our average was 8 feet.
- Stewart Spring is averaging 53 gpm for May 2026, which is up from as last month. This time last year it was averaging 104 gpm for May 2025.
- Stewart spring overflow is running 37 gpm for the month of May which is down from last month. Total Stewart Spring produced an average of 90 gpm for May 2026.
- Unaccounted water director 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.
- Landscaping is complete.
- Repaired a leak on Timphaven caused by the power line going in.
- Dug up and fixed a valve by the crossover.
- We are getting a lot of blue stakes on water lines.
- We have had 17 submit lead and copper surveys up from 4 last month.
- We have been working on Aspen Grove pump house
- Leak Equipment has been purchased should receive it any day.
- 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.
- Leak locators came back out.
- Dug and fixed a leak on Stewart rd.
- Replaced both spring meters.

Wastewater Department Information for May

- We have one lab for May; all were within limits.
- MBR tank 3 is finished, they are trying to reduce water loss.
- We are still having issues with the blowers we are waiting for electrical engineers
- Sundance is planning to repair our electrical lines that were hit on the upper drain field.

f. Committee Reports

Duaine Dorton -Finance and Audit Committee Chair reported that District staff is currently working through the 2025 financial audit. The committee also reviewed the two actions items that will be presented tonight.

4. Action Items

a. Approval of May 14, 2026 Board Meeting Minutes

Stewart Olsen motioned to approve the May 14, 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

The North Fork finance committee supports the recommendation of the Fire Chief that the District opt to pick up the 1.25% increase to Tier 2 public safety & fire retirement pickup. Stewart Olson motion to accept, Kurt Berge seconded. All aye and no opposed. Motion passed.

c. To Consider Revising Capital Asset Limits

Kurt Berge motioned to adjust the capital asset limit from \$1,000 to \$10,000. Craig Freeze seconded. All aye, no opposed. Motion passed.

Adjourn Board of Officers:

At 8:11 p.m. Chad Linebaugh motioned to end the June 11, 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/>