

**NORTH FORK SPECIAL SERVICE DISTRICT
MONTHLY MEETING OF THE
BOARD OF OFFICERS AGENDA
July 9, 2026, at 6:30 p.m.**



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

1. Welcome and call to order

Called to order at 6:30 p.m. by Dr. Stewart Olsen- Vice Chair

Board members present:

Stewart Olsen –Vice Chairman

Chad Linebaugh –Trustee

Craig Freeze –Treasurer

Keith Payne –Trustee

Duaine Dorton –Trustee

Kurt Berge–Trustee

Absent Board members:

Dr. Stephen Minton–Chairman

Staff members present:

Emily Johnson –District Clerk

Public present:

None.

Closed Session

2. Closed Session: Discussion of the character, professional competence, or physical or mental health of an individual, pursuant to Utah State Code 52-4-205(1)

At 6:30 p.m. Dr. Stewart Olsen called the meeting to order and motioned to enter into closed session. At 7:00 p.m. Stewart Olsen motion to enter into open session. Duaine Dorton seconded. All aye and no opposed.

Monthly Meeting of the Board of Officers

Board members present:

Dr. Stephen Minton –Chairman

Chad Linebaugh –Trustee

Duaine Dorton –Trustee

Stewart Olsen –Vice Chairman

Keith Payne –Trustee

Craig Freeze –Treasurer

Kurt Burge – Trustee

Absent Board members:

None

Staff members present:

Emily Johnson –District Clerk

Aubree Lincoln –Public Works

Nichole Berge –Fire/EMS

Dawn Anderson –District Clerk

Ryan Taylor –Engineer

Chris Wright–Public Works @7.23 p.m.

Joe Martin – Controller

Mindi Nielson Fire/EMS left

Public present:

Scott Hart

3. Public Comments:

None.

4. Informational Items (Discussion Only)

a. Fire/EMS Report

Chief Marsella provided updates on fire operations, noting that wildland crews have been busy and crossed over a million dollars in billing to the State this week. He explained the Ready, Set, Go evacuation process and clarified that notifications will now go to cell phones rather than phone trees. Ready, Set, Go information is posted on the District's website *northforkdistrictutah.gov*. The Chief also discussed current fire restrictions, explaining that while County fire restrictions are in place, the Forest Service is allowing fires due to their independent status, though he expects this to change soon. Chief reported the Iron Fire Occupational Exposure Notice which effected 5 North Fork Fire wildland employees.

- 22 EMS Transports in 2026
- EMS Billed \$60,610.69
- EMS Collected \$39,374.02
- 22 calls for service in June
- 112 calls for services YTD

b. District Clerk Information

Emily provided updates on policy documentation and grant status. She reported working with the attorney to create a comprehensive one-page policy document, with personnel policy being a priority due to growing staff and leave time concerns. Emily also updated that the infiltration grant has been closed out after delays related to Rocky Mountain Power line burial, with the final \$200,000 being released. Check registers were distributed to the board and staff prior to this meeting. Emily asks if any property purchases or sales in the District contact the District office so services can be transferred to the new owner.

c. Financial Information

Joe Martin-Controller presented. The board reviewed the district's financial audit results, which received an unmodified opinion from auditors, indicating the financial statements are accurate and complete. Joe presented detailed financial reports broken down by department, showing current financial trends and comparing them to previous years.

d. Water and Wastewater Information

Water Department Information for June

- Our overall water consumption is a little higher than this time last year.
- Aspen Grove wet-well levels are averaging 7.7 feet for June 2026 which is higher from last month. Currently it's sitting at 8.3 ft. This time last year, in June 2025, our average was 8 feet.
- Stewart Spring is averaging 53 gpm for June 2026, which is up from as last month. This time last year it was averaging 104 gpm for June 2025.
- Stewart spring overflow is running 37 gpm for the month of June which is down from last month. Total Stewart Spring produced an average of 90 gpm for June 2026.
- Construction is almost complete at the treatment plant
 - o Power conduit is installed. Waiting on RMP to pull and energize the line.
- We found a leak with the new equipment near the leak we just repaired on Stewart rd.
- We are getting a lot of blue stakes on water lines.
- We have had 71 submitted lead and copper surveys up from 34 last month.
- Unaccounted water elimination processes:
 - o We have replaced almost all the service meters including the 6-inch meters.
 - o Corrected meters with wrong calculations, and mismatched register sizes.

- o We have had the spring meters heartbeat checked multiple times
- o We have had 2 leak detection companies conduct leak surveys
- o We have fixed multiple leaks
- o We have replaced 2 leaking hydrants.
- o We have inspected about 50 percent of the hydrants with a camera device.
- o We have had all the PRVs 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
- o We isolated Stewart tank to check for tank leaks.
- o We have two new zero meters ordered to replace the spring meters.
- o We started isolating zones in the system by transferring usage from Stewart to Aspen grove sides.
- o Leak locators came back out.
- o Dug and fixed a leak on Stewart rd.
- o Replaced both spring meters.

Wastewater Department Information for June

- We have one lab for June; all were within limits.
- MBR tank 3 should be online.
- We are still having problems with the blowers. Awaiting electrical engineers' diagnosis
- Sundance is planning to repair our electrical lines that were hit on the upper drain field.
 - o Update they have put a new conduit in now we just need the line put in and wired up.

e. Committee Reports

Stewart Olsen -Wastewater Committee Chair reported that they are meeting weekly with Sundance to monitor the occupancy of the new Inn and sewer flows into the wastewater plant during the current construction for the wastewater plant expansion.

Keith Payne -Conservation Committee Chair reported Joanie Minton will be hosting a presentation regarding noxious weeds. Keith reports there are logs in the river that were left after the wildland crew harvested dead trees in the area, he's working to get those removed before the season changes. There is currently no recycling taking place due to the construction and limited area to collect items.

5. Action Items

a. Approval of June 11, 2026 Board Meeting Minutes

Craig Freeze motioned to accept the June 11, 2026 meeting minutes as written. Duaine Dorton seconded the motion. All aye and no opposed. Motion passed.

b. To Consider adoption of Resolution 2026-03 Capital Asset Limits

Duaine Dorton motioned to adopt Resolution 2026-03 to update the capital asset limits policy. Keith Payne seconded. All aye and no opposed, motion passed.

Adjourn Board of Officers:

At 7:59 p.m. Keith Payne motioned to end the July 9, 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/>