

**NORTH FORK SPECIAL SERVICE DISTRICT  
MONTHLY MEETING OF THE  
BOARD OF OFFICERS AGENDA  
September 10, 2026, at 7:00 p.m.**



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

**Board members present:**

|                             |                              |                                     |
|-----------------------------|------------------------------|-------------------------------------|
| Dr. Stephen Minton—Chairman | Stewart Olsen –Vice Chairman | Duaine Dorton –Trustee              |
| Chad Linebaugh—Trustee 7:01 | Craig Freeze—Treasurer       | Keith Payne –Trustee arrived @ 7:23 |

**Absent Board members:**

Kurt Berge—Trustee

**Staff members present:**

|                                          |                               |                                          |
|------------------------------------------|-------------------------------|------------------------------------------|
| Emily Johnson –District Clerk            | Dawn Anderson –District Clerk | David Marsella –Fire Chief               |
| Chris Wright –Public Works Director      | Aubree Lincoln –Public Works  | Joe Martin –Controller 7:03 left at 8:45 |
| Mindi Neilsen –Fire/EMS left before 8:46 |                               |                                          |

**Public present:**

Michael Miller  
Bert Thomas 801.368.2003  
Scott Hart @7:31

**Monthly Meeting of the Board of Officers**

**1. Welcome and call to order at 7:01 by Dr. Stephen Minton, Chairman**

**2. Public Comments:**

- Paul Stewart sent an email update on the Rocky Mountain Power Line Burial Project, the District Clerk read the following: “Underground Solutions is finishing up at Conifer this week and then moving down to Wildwood. Still trying to get the asphalt scheduled for everywhere they’ve been. I will be driving around with the Contractor in the next two weeks to identify areas that need to be restored- repaired. There are multiple areas on Timphaven that were disturbed and need Landscaping. The biggest repair is at the corner of Timp above my home, which is Resort property. Czar and Nalu are aware and will be involved. If the board has specific areas that they want me to look at, please advise. Thanks, Paul Stewart”
- Duaine Dorton mentioned concerns of traffic and parking in the District. The group discussed traffic and parking issues in the canyon, with Craig and others noting that parking violations are creating safety hazards for emergency vehicles. They explored potential solutions including better signage, no-parking zones, and enforcement through tickets, though concerns were raised about who would handle enforcement. Chief Marsella will reach out to UDOT and UHP about resolution options and safety concerns.
- Bert Thomas provided public comments about water line replacement needs in SCAPO and expressed support for using bonds to address infrastructure costs.

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

**a. Fire/EMS Report**

- It’s been a “normal” summer for transports in the District trending with prior years, 192 calls YTD.
- There have been new hires to assist in fire mitigation and chipping in cooperation with members of the

community including a “tree group” which Sundance Mountain Resort aided with.

- The wildland crews have been deploying all across America this season and have surpassed their busiest year in gross revenue billings of \$1,915,041.38.
- Chief Marsella reported he saw more mitigation work done in the District this year than there ever has been in his time at the District. He stated this has been quality work done by Scott Hart and the fire committee, Burt Thomas, Sundance Mountain Resort, and other members of the community.

#### **b. District Clerk Information**

- Check Registers were distributed to the board prior to the board meeting.
- Reach out to the District Clerk if you are selling property in the District so accounts can be moved over to the new owner.
- Destination Healthy Skin free skin cancer screenings at Sundance will be held September 26<sup>th</sup> and 27<sup>th</sup> from 10:00 a.m. to 4:00 p.m. at Sundance Parking Lot C, no appointment is necessary.

#### **c. Financial Information**

Joe Martin, District Controller sent out the financial statements prior to the meeting. He reports that the District is in a “good financial shape.” The finance committee met with department heads last week to go over department financial positions.

#### **d. Water and Wastewater Information**

##### **Water Department Information for August**

- Our overall water consumption is lower than in the last two years.
- Aspen Grove wet-well levels are averaging 6.8 feet for August 2026 which is the down by a foot from last month. This time last year, in August 2025, our average was 7.25 feet.
- Stewart Spring is averaging 76 gpm for August 2026, which is a little down from last month. This time last year it was averaging 102 gpm for August 2025.
- Stewart spring overflow is running 29 gpm for the month of August which is down from last month. Total Stewart Spring produced an average of 105 gpm for August 2026, same as last month.
- Construction is almost complete at the treatment plant
  - Power conduit is installed. Waiting on RMP to pull and energize the line.
  - We still need to have additional equipment/it has been ordered
- We asphalted the leak we fixed on Stewart Road.
- We removed trees by the WTF and planted new ones.
- Had on-site hands-on training on the leak equipment.
- We have been working with the asphalt guys to raise all the meters and valves
- We have had 86 submit lead and copper surveys, up from 15 last month.
- 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 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.
- Fixed a double leak on Stewart Rd.

#### **Wastewater Department Information for August**

- We completed one lab test in August, and all results were within limits. FOG was reported as not detected; because the lab cannot measure below 5 mg/L, the result is below the detectable limit.
- MBR tank 3 is online and running.
- MBR 1 and 2 have the new Kubota membranes installed.
- They will be working on installing new piping and pumps.
- Kubota will be out this month to start up MBR 1 and 2
- Siding should be going on soon
- We should have the paving done by the end of the month.
- Sundance is planning to repair our electrical lines that were hit on the upper drain field.
  - 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 their committee is meeting regularly with Sundance Mountain Resort as the wastewater plant expansion is coming online. He stated that “everything is going very well.” The plant is running on one tank with the DAF handling the flows better than it ever has. A tour of the facility will be taking place with members of the Board and Sundance Mountain Resort later this month.

**Scott Hart –Fire Committee Chair** reported their committee will continue working on fire mitigation in the canyon.

#### **f. Discussion on Holding a Possible Hearing in October 2026 to Update District Water Fee and Rates (Discussion Only)**

The board reviewed the proposed Water Master Plan, which detailed critical projects such as replacing old water lines to address unaccounted water loss and improve fire flows. A significant discussion ensued about the best approach to raise water rates, with options including a one-time 45% increase or smaller, staggered increases, and the possibility of using bond financing to manage the financial impact. The water department is currently in the application process for water grants with the Division of Drinking Water, their board will meet in approximately 60 days to make a determination on the application which could result in a loan and or grant. The Board plans to schedule committee meetings in the coming weeks to further discuss water rate increases, bonding options, and community engagement. Chris Wright and the water committee will continue to analyze different options with specific numbers and timelines.

#### **g. Discussion on Holding a Possible Hearing in October 2026 to Update District Fire Fees (Discussion Only)**

The group discussed the need to raise fire fees to address increasing expenses. Stewart Olsen emphasized that each area should pay for itself and acknowledged that the increases would be painful for everyone. The board agreed on the necessity of raising fees but needs to determine the best approach and timing for implementation. They also discussed the importance of engaging the community through a face-to-face meeting once the plan is finalized, while keeping in mind the upcoming budget deadline in October.

47 **5. Action Items**

48  
49 **a. Approval of August 13, 2026 Board Meeting Minutes**

50 Duaine Dorton motioned to accept the August 13, 2026 meeting minutes as written. Stewart Olsen  
51 second the motion. All aye and no opposed, motion passed.

52  
53 **b. To Consider Adopting the NFSSD Water Master Plan**

54 The board discussed adopting a master water plan that identifies approximately \$3 million in needed  
55 projects, including new lines and replacement of old infrastructure to reduce water loss and improve  
56 system reliability. Chris explained that current water fees are insufficient to cover operating costs, let alone  
57 fund capital improvements, and the board needs to consider increasing water rates. The board  
58 acknowledged that while rate increases are challenging given economic pressures, they must act to ensure  
59 financial viability and maintain service quality.

60  
61 Duaine Dorton motioned to accept the NFSSD Water Master Plan. Craig Freeze seconded the motion.  
62 All aye and no opposed, motion passed.

63  
64 At 9:17 Chad motioned to end the September 10, 2026, Board of Officers Meeting. Duaine Dorton seconded. All aye  
65 and no opposed. Meeting adjourned.

- 66  
67 • Meeting recording and notes taken by District Clerks-Emily Johnson & Dawn Anderson  
68 • Materials presented in the meeting are available at the Utah Public Notice Website which can be accessed  
69 through <https://www.northforkdistrictutah.gov/>