**North Fork Special Service District**

Monthly Meeting of the Board of Officers

January 13, 2022 @ 7:00 p.m.

Due to COVID-19 restrictions and concerns, this meeting will be hosted via Zoom Application without an anchor location. Any members of the public that would like to join the public portion of the meeting will need to email a request for invite to the District Clerk at admin@NFSSD.org or call 801.225.7263 or 801.404.4734 prior to the meeting/hearing.

Visit NFSSD.org for additional information including meeting minutes and a link to access The Little Manual for Local and Special Service Districts.

**Board members present:**

*Dr. Stephen Minton-Chairman, Stewart Olsen-Vice Chair, Duaine Dorton, Gary Liddiard, Chad Linebaugh, Keith Payne, Scott Hart*

**Staff members present:**

*Emily Johnson-District Clerk, Joseph Martin-Controller, Ryan Taylor-Engineer, David Marsella-Fire Chief*

**Public present:**

*Abby-TO Engineering*

*Steve Spiker*

*Michael Black*

At approximately 7:00 p.m. the Monthly meeting of the North Fork Board of Officers was brought to order by Dr. Stephen Minton-Chairman.

***Public Comments***

None

**Informational Items**

***#1 Well Update***

Chad Linebaugh-Funding Committee Chairman reported that he has complete confidence that the funding for the new well by Utah County and the State of Utah will be granted in the amount of 3 million dollars. The next step will be the Utah County Commissioners vote on the matter at their next meeting which is this coming Wednesday. Emily Johnson-District Clerk has been put in contact with Ezra with Utah County and they will be coordinating the transfer of the funds. The District may expect to get 90% of these funds up front and the remaining 10% once the well is completed.

Chad expressed his thanks to the members of the District who worked to make this funding happen and for the support of our Utah County Commissioners.

Ryan Taylor-District Engineer reported the next steps will be getting approval from the division of drinking water. Laughlin Water Associates has put together a technical spec and plans, to drill the well. We are hoping to get those plans into the division of drinking water by next week for approval. We will also be reaching out to drillers for bids. His hope is to have more information regarding this by the February 2022 meeting. Part two of the project will be the civil design once the well has been successfully drilled. We need to verify with the Forest Service that all things are “go” including the time the project can begin.

Dr. Minton thanked everyone who assisted in this process to make it happen.

Ryan expressed that then new public works director, Chris Wright begins his employment with the District next week. Ryan is hoping to sit down with him to discuss his role in taking the lead on this project and him reaching out to the Forest Service to coordinate throughout. Chad stated he would be happy to facility introductions between the forest ranger and our new public works director.

Keith Payne-Board Member asked if there has been any discussion regarding the County and the State regarding who will be controlling the water provided by the new well. He asked if they will be requesting for any control or demand on the District since they will be aiding in funding the project. Chad stated that in his discussion with them during this process, they are clearly understanding that the well/water will be managed and operated by the North Fork Special Service District. A contract/agreement will be drawn up by the County attorney that will need to be reviewed by the Board prior to the funds being received.

Scott Hart-Board Member stated that he inquired through UDOT forecasters what the December 2021 snowfall was in our canyon for December. They stated the average going back to 2014 has been 33” of accumulated snow, December 2021 Aspen Grove had 77.5” of accumulated snow which far exceeded the average. (This is in the area where the well site is planned to be). Chad stated that Sundance Resort YTD is 86” and the base is about 49”, we are in a much better position then the past years.

Discussion of drilling bids and processes along with funding and timing was discussed. Dr. Minton stated we need to do as much preparation work as we can to make sure drilling is started as soon as possible.

***#2 Fire/EMS Report***

- Chief Marsella sent out the fire reports prior to tonight’s meeting. He stated all but one check has been received from the wildland deployments for 2021, we are waiting for the last check from the State of California. We have already started the 2022 wildland season, we sent a crew out to Colorado on January 3rd, they have now returned. Our December calls totaled 26 calls (a breakdown of call types was presented to the public for the 2021 year, the grand total was 246). Winter signs are going up tomorrow, there has been an issue with parking and Utah County Sheriff and Sundance Resort Safety have been called to assist.

The District has received a wildland grant in the amount of $9980 and an EMS grant in the amount of $2161.

Fire code for rentals in the District will be distributed and posted. Policies are being created for the new full time fire department staff. Duaine Dorton stated he would like the attorney to be involved in the final draft of these policies.

The new HOA plow company was discussed. Issues have arisen such as covered hydrants and roadblocks. Due to the large snow fall and the learning curve for the new company, be advised that the roads are extremely narrow so delivery trucks and emergency equipment may have difficulty accessing the area.

***#3 District Clerk Information***

- Emily Johnson-District Clerk presented. Check registers were emailed to the Board and staff prior to this meeting. Emily reported that the two seats on the North Fork District Board that were publicly posted to be filled were appointed by the Utah County Commissioners. Dr. Stephen Minton and Gary Liddiard were both reappointed for 4-year terms. Emily stated that in the newly adopted policies of the District, the board would elect a chairperson and vice-chairperson to serve for 2 years or until their successors are elected. Now that the 2022 appointments have been made, the North Fork Board will need to elect their officers in the February 2022 Board Meeting. This will be added to next month’s agenda.

***#4 Financial Information***

- Joseph Martin-Controller (Joe) sent out the financial reports prior to this meeting. Joe shared his screen to view the financial statements for November 2021. Anyone with questions is welcomed to contact him or the District Clerk. Joe reported that the finance committee had an in-depth meeting and discussed the reports in detail. The District is in a positive net position of 7.8 million. Of the 7.8 million 5.4 million is restricted in capital assets (buildings, engines, etc.). He repots the District is in a good financial shape. Joe reviewed the reports provided prior to this meeting to the public, board, and staff. We are a single District with multiple departments, but the budget will reflect the entire entity.

***#5 Water/Wastewater Report***

- Ryan Taylor-Engineer presented. Graphs and reports will be distributed to the public through the public notice website. (Ryan was filling in for the Public Works staff who were not present at tonight’s meeting). Ryan went over the graphs and data for December 2021. Water usage trend is going down due to the hard work to find leaks and make repairs by the District staff. Unaccounted water is 5.3% which is still attributed to the upper pressure zone that has been being resealed. Wastewater labs are looking good, although BOD has been staying above levels. The autosampler has still not arrived so there will be a gap in the data. SCADA system is failing, this needs to be addressed next month. Polymer was delayed a few weeks, due to this pumper trucks have been utilized which will come at a cost to hold us over until Polymer is received.

Duaine Dorton inquired about the new EQ basins. Ryan stated they are working as they should. There were delays in Oct/Nov in cleaning the grease traps which caused a fair amount of BOD to enter the EQ tanks. The basins, and the treatment plant are getting a nice even flow, things are working much better due to that. We are still trying to optimize the pretreatment, overall, its working well.

Dr. Minton announced that the Hiring Committee has worked hard to post and hire for the Public Works Director position, after reviewing the applicants. There was one applicant that stood out due to their extensive experience in water and wastewater and has some education in wildland fire and as an EMT. After interviewing with the committee, this person was offered the position and they accepted. His first day will be January 20th, his name is Chris Wright. Chad Linebaugh and Duaine Dorton thanked the committee for their work on the hiring process and stated that they excited about the qualifications this person brings to this position and Chris’s enthusiasm to be a part of the District.

***#6 Committee Reports***

**Duaine Dorton-Finance and Budget Committee Chairman** reported the finance committee met this month. The budget process moving forward was discussed, we have plan in place to make it more streamline especially for the staff. The risk assessment was discussed and will be done for the auditors.

**Chad Linebaugh-Funding Committee Chairman** reported that Sundance Resort will continue to host the annual pancake breakfast and community meeting. April 30th will be the anticipated funding event day should COVID not be an issue. Chad invites the NFSSD Board to attend the community meeting in an effort to recognize the board's service.  This will also be a nice opportunity to discuss any district community topics if applicable.  Chad will plan to conduct this community meeting and welcomes the board to join and present any topics as needed. Chief Marsella thanked Chad on behalf of the origination for hosting this event and expressed his excitement to get out and meet the public in this community setting.

**Stewart Olsen-Wastewater Committee Chairman**  Ryan Taylor spoke on behalf of the committee. He stated he received a report from Sundance Resort (Resort) concerning the wastewater treatment plant and thanked them for sending it. The Resort acknowledging problems that have been concerning to the District for some time. The committee looks forward to working with the Resort to find some solutions in the next coming weeks and months. Chad reported that the funding committee, and through the Resort would like to pursue more State and County funding to help offset the cost of wastewater efficiency and capacity. State legislation opens in two days and based on the response from the Board, the funding committee working with the wastewater committee hopes to move forward in seeking additional funding for wastewater projects.

**Gary Liddiard-Personnel Committee Chairman** thanked the Hiring Committee for assisting the Personnel Committee and their efforts to find and hire the new public works director.

**Dr. Stephen Minton-Conservation Committee Chairman** reported that due to COVID and some other illnesses going around, it may not be until the Summer that the committee can gather. He would like to enroll members of the community to join in the conservation committee and its efforts. He feels this could bring our community together to make Sundance an example of conservation.

**Action Items**

***#1 Approval of the December 2021 Board Meeting Minutes***

Duaine Dorton moved to accept the December 9, 2021, Board Meeting Minutes as written. Scott Hart seconded the motion. All aye, no opposed. Motion passed.

Stewart Olsen moved to accept the December 29, 2021 Closed Session Meeting Minutes as written. Keith Payne seconded the motion. All aye, no opposed. Motion passed.

***Closing Comments/Questions***

Steve Spiker-Resident asked if the well and snowfall is improving the outlook of water in the District, and if new builds will be considered. Ryan Taylor explained that water rights and physical water have both been a concern of the District. The well will provide wet water (physical water) for our customers but the water rights which allows us the ability to divert that water and use it will continue to be an issue. If water rights are what is holing up any new building in the District, this will continue to be an issue but if it’s physical water the well should help any building issues. Until water is coming out of the well and is testing, there are no promises of water delivery. Gary Liddiard explained that the District has a Water Moratorium. He was advised to call Stewart Olsen for further information regarding this.

At approximately 8:17 p.m. Keith Payne motioned to close the monthly meeting of the board. Stewart Olsen seconded the motion. All aye, no opposed. The meeting ended.

* Minutes noted and recorded by Emily Johnson-District Clerk.
* All materials presented in the meeting will be posted as an attachment to the meeting minutes at NFSSD.org and on the Utah Public Notice Website which can be accessed through NFSSD.org.