**North Fork Special Service District**

Monthly Meeting of the Board of Officers

February 10, 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, Chris Wright-Public Works Director, Joseph Martin-Controller, Ryan Taylor-Engineer, David Marsella-Fire Chief, Aubree Lincoln-Public Works*

**Public present:**

*AnnMarie Howard*

*Bryan Kindred*

*Abby-TO Engineers*

*Michael Black*

*Steve Spiker*

*Charlie Smith-TO Engineers*

At 7:02 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 the funds for the new well are ready, the County is writing up an agreement between the County and the District. Chad has expressed to the County the urgency of acquiring these funds so a driller can be secured. Ryan Taylor-Engineer stated there was a bidding process that took place, there was 1 bid that will be voted upon tonight for possible award to move the drilling process along. Dr. Minton thanked Chad and the Sundance Resort for their input and assistance in this process, he feels the entire canyon will benefit from this project.

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

- Chief Marsella sent out the fire reports prior to tonight’s meeting. Chief Marsella reported that January 2022 was our busy month ever with 46 calls for service, our average calls in January is 31. Ambulance billing was just shy of $50,000 last month, the year-end totals were display on the fire report. Gold Cross Billing (GCB) visited the office, the District obtained GCB services in 2019 as a third-party billing and collection service for ambulance transports. Collection rate for 2019 was 83.7% and 2020 was 85.9%. 2021 has a current collection rate of 66.7% with $17,479.65 still in the outstanding collection status (going through insurance processes) and 2021 currently is at a 57.3% collection rate with $44,689.51 in outstanding collection status. The District is doing significantly better with its ambulance collection rate compared to prior years with the former collection agency. GCB stated our District has one of the highest collection rates in the State. Discussions of what factors are causing the raise in transports were speculated including weather conditions and COVID-19 aftermath.

The two full time fire department employees have been hired. Paramedic, Scot Cranney and EMT soon to be AEMT, Sean McCawley. They started full time status February 6th; this will help our staffing issues immensely. The smaller engine (Type 6) has been ordered prior to the 18% rate increase; we anticipate its delivery date to be April 2023.

FirstNet cellular service reported they are adding a cell tower near Aspen Grove, this is an AT&T provider. Construction is anticipated to be done in 18 months. Discussion of fiber internet and it’s expense was discussed, Dr. Minton stated we need to approach how to get fiber internet to the fire and wastewater stations.

***#3 District Clerk Information***

- Emily Johnson-District Clerk presented. Check registers were emailed to the Board and staff prior to this meeting. Emily reported the Utah County Commissioners reappointed Gary Liddiard and Dr. Stephen Minton to serve on the North Fork Board of Officers for a term of 4 years. Yearly training needs to be completed by all Board members through the State Auditors. Emily will send out the links and information for the Board to complete this. March 10th at 6:00 p.m. to 7:00 p.m. will be this year’s training conducted via Zoom prior to the March Board Meeting.

Emily reported that all W2 and 1099 were completed on time and inhouse, which is a cost saver to the District. All State and Federal transparency and financial reporting both quarterly and year-end were completed and submitted on time. Emily asks that anyone selling property contact the District office so utilities can be turned over properly to the new owners.

***#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 December 2021. The 2021 audit preparation has not started so these numbers will change once we cleanup year end journal entries and depreciation entries, audit preparations will start later this month. Joe reported that regarding the new well funds from the County, we will want to add procedures for auditing purposes. Dr. Minton inquired about capital improvement funds. Joe showed these funds on the screen to help everyone understand how to find that information in the financial reports. Discussions of a capital improvement fund took place, Joe explained that by charging the current owners now to put money aside for future improvements that they may not benefit from, isn’t as fair as obtaining a bond where both current and future residents are sharing the cost of new building and future development. He suggested the answer may be to do both, put money aside for needed future improvements or repairs and bond that way current and future District members are paying for major building and repairs. It was recommended the Finance Committee look at the water department cost analysis and repair budget and a recommendation to the Board how to approach maintenance and future additions to the system. Duaine Dorton-Finance Committee Chair ask that all updated information regarding planned maintenance, meters replacement schedules, etc. Aubree stated she would forward that information to the finance committee.

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

- Aubree Lincoln-Public Works presented. Graphs and reports will be distributed to the public through the public notice website. Dr. Minton introduced Chris Wright, the new public works director. Chris gave a brief introduction of himself; he has been at the District for a month now. He comes with 17 years of experience with Provo City in various departments including water, parks, storm water and most recently in the wastewater collections division as a manager.

Aubree showed the reports on screen, the monthly water usage is up from last year. The unaccounted water has increased from last month. Some of that is coming from the lower pressure zone and the Stewart side. This is new and the origin is unknown. There is still unaccounted water in the upper water zone.

SNOTEL is trending close to last year. Deer Creek volume has increased. The upper pressure zone has some meters that may not be reading properly. Public works is testing to see if this can account for some of the water missing in that zone. Chris reported the PRV is being built right now and is approximately 2 weeks out. In the event of an emergency, they have a standard PRV that can be temporarily used.

There were issues with meter tampers and due to the snow, there were meters inaccessible for the February meter readings. Discussion of the sinking road on Timphaven took place. Chris believes it may be a compaction issues not water leaking. He will investigate it further.

There are issues with the wastewater autosampler, public works was able to get two sample grabs, both under the limits. There were issues accessing the EQ vault because Sundance is using the area for parking, the staff is trying to put cones over the access points on days they plan to get samples to obtain labs for Sundance Resort. Grab samples are not as accurate, but they are “better than nothing” and supply some data. Dr. Minton expressed the importance of getting the samples and documenting them for the compliance agreement between Sundance Resort and the District. Aubree stated that the sampler is freezing, they are working on a remedy to keep the sampler from freezing. The original EQ design plan was to have the sample unit enclosed but Sundance didn’t want to give up parking, which is why it was placed underground. A plan needs to be devised to get samples from the wet well. Dr. Minton stated a solution should be found immediately. Chris, Ryan, and Aubree stated they will work together on this. Aubree reported the SCADA system that monitors the wastewater system has been having issues and not working properly.

Chris reports that he met with Charlie from TO Engineering to discuss the sampling issues for the Sundance Resort and wastewater system to get a good baseline to help plan on upgrades to the system. The polymer has been received and the plant is currently in good working order (with exception to the SCADA computer system).

***#6 Committee Reports***

**Duaine Dorton-Finance and Budget Committee Chairman** stated the committee will look at the capital expense funds and procedures for water.

**Dr. Stephen Minton-Conservation Committee Chairman** stated the water committee has focused on obtaining the well funds and being “shovel ready” to begin drilling for water by going through the bidding process for drilling companies.

**Scott Hart-Fire Committee Chairman** stated the committee is seeking another member.

**Stewart Olsen-Wastewater Committee Chairman** Chad Linebaugh shared that Sundance Resort’s consultants have been working with the District regarding afuturewastewater infrastructure proposal. They are hoping to work with the County on being considered for a grant in the 4-million-dollar range to aid the District. Ryan Taylor stated the next step for the engineers is to work on a phasing plan on how and when future phases can take place. Chad expressed that the legislation session ends on or about March 5th so decisions and plans will need to be made quickly to be considered for these government grants/funds.

Dr. Minton explained that Storyteller Canyon and their engineers visited the District with the wastewater committee and District staff to evaluate the District’s wastewater system. Storyteller Canyon’s engineers came back with a proposal (memo) which include pretreatment, drain field, wastewater plant all within the boundaries of what the District system currently contains including the two tanks and membranes. The District’s engineer, Ryan Taylor reviewed this proposal and felt there were changes that could be approached differently. Ryan made a counter proposal to Storyteller Canyon which he felt would improve the current system and enhance the proposed designs.

Ryan shared a document titled “DRAFT Memorandum to NFSSD from TO Engineers.” The goal of Storyteller Canyon’s memo to the District regarding the wastewater plan tour was to restore or make the hydraulic capacity of the plant work at the original levels that were promised while working with the higher strength BOD and TSS loading that it’s been seeing in the monthly samplings and reporting for a long while. Overall, Ryan agrees with the recommendations made by Storyteller Canyon but TO Engineers took it a step further with where and how to implement these changes as space is a challenge. They also looked at increasing the hydraulic capacity. Ryan explained the diagrams and designs that were drawn. A second story on the back of the existing plant may be a possibility. This included phasing in a third membrane and DAFD system in the future. In the memo from Bowen Collins, Storyteller Canyon engineering consulting firm, estimated the project to be in the 6-million-dollar range. The TO Engineering projection was closer to 8 million dollars which includes upgrade where the Bowen Collins projection didn’t. Bowen Collins addressed additional drain fields, TO Engineers agrees with that but thought water reuse may be a potential option.

Dr. Minton stated that from his perspective there was not adequate duplication, the membranes would still be within the tank. Ryan stated that the District has faced problems with redundancy since to physically replacing the membrane the entire tank must be taken offline. If broken into separate tanks, we no longer have this concern because there would be a dedicated tank for membranes. This will aid the system to work more effectively and to make fixes faster. Dr. Minton stated currently if there is a problem the roof of the plant needs to be removed by a crane which is costly and takes a significant amount of time. Ryan stated he has been communicating with Bowen Collins while composing these plans, but they have not yet responded to the counter memo. He expects to hear back from them on his revisions soon. Chad mentioned, plans are in a time crunch trying to obtain grant funds through the State/County.

**Action Items**

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

Duaine Dorton motioned to accept the January 2021 board meeting minutes as written. Keith Payne seconded. All aye, no opposed. Motion passed.

***#2 Election and Appointment of Board Officers 2022***

Per Resolution #2021-01 the Governance Standards and Rules of Order and Procedures of the North Fork Special Service District *“****The Board will elect a Chair and a Vice-Chair who will serve two-year terms each or until their successors are elected”***

Keith Payne proposed to re-elect the sitting officers. Duaine Dorton nominated Scott Hart as the Vice Chairman.

Keith Payne motioned to re-elect Dr. Stephen Minton as the NFSSD Chairman. Chad Linebaugh seconded, all in favor no opposed. Dr. Stephen Minton will resume his seat as Chairman of the North Fork Special Service District effective 2022.

Stewart Olsen received 4 votes; Scott Hart received 3 votes. Stewart Olsen will resume his seat as Vice-Chairman of the North Fork Special Service District effective 2022.

Gary Liddiard will resume his seat as Treasurer of the North Fork Special Service District effective 2022.

***#3 Possible Award for Well Drilling***

Ryan Taylor-District Engineer reported bidding procedures were advertised in compliance with State codes and processes, and as a result bids were received from contractors. Ryan announced that the District has approval from the Division of Drinking Water, a start card from the State Engineers office and we have received a bid from a qualified contractor to move forward with the well. A single bid was received, which came from Lang Drilling. Ryan stated he has collaborated with them before; this is a very qualified company and has been successful with complicated drills in the past. The bid is in the amount of $762,716.00 to drill the hole (setting of pipe, electrical, pipe work, etc. will be done by a separate contractor and bid). Ryan recommends the Board award the bid to Lang drilling and approve for them to work with the Forest Service to get a start day for drilling. Stewart Olsen motioned to approve the bid proposal by Lang Drilling and award them the bid. Chad Linebaugh seconded this motion, all aye and no opposed. Motion passed.

***#4 EQ Power Outage Emergency Costs***

Stewart Olsen recapped the power outage at the EQ basins in January 2022. Electrical wires were exposed to water which caused a short in the wires, it’s believed this was caused by an error on the contractor’s side nicking the wires protective casing and exposing the live wires. The question is who is responsible for going to the contractor for reimbursement. Duaine Dorton motioned that the District collect all statements and costs incurred due to this outage including pumping and generator costs and submit them to Tec Excavation for reimbursement. Scott Hart seconded. All aye, no opposed. Motion passed.

***#5 Emergency Procedures***

Stewart Olsen motioned the District and Sundance Resort form an agreement for emergency procedures. Chris Wright and Stewart Olsen will generate the agreement along with an easement agreement between the District and Resort and work with Nathan Bracken-Legal Counsel and Sundance to execute this. Chad Linebaugh seconded. All aye, no opposed. Motion passed.

***#6 Wastewater Formal Dedication from Sundance Resort to NFSSD***

Action Item #5 and #6 have been combined.

***#7 Wastewater Upgrade Concept Draft***

A motion was proposed based on the information discussed in the information presented during the wastewater committee report for the District/Wastewater Committee to empower the District staff and District engineers, TO Engineers to work with the Storyteller Canyon engineers, Bowen Collins to develop a plan for expansion and improvement to the wastewater plant in preparation for possible funding. Stewart Olsen first, Chad Linebaugh seconded. All aye, no opposed. Motion passed.

***#8 Water Line Conifer Lane***

Chris Wright reported that there was a line froze on Conifer Lane last week. In his review of the District minutes from prior years, this has been an ongoing issue and there seems to have been a “handshake agreement” for a structure on this lane to run water through a back yard spicket to help prevent this line from freezing. Unfortunately, this method didn’t work in these extreme conditions. Chris understands that several units on Conifer Lane were built to be seasonal properties and only used in warm weather months but are now being used as a year-round rental.

Stewart Olsen discussed the history of these properties that were hooked into the District system with the understanding they were to be used as seasonal occupancy. After the properties were bough and sold over the years, the new owners have been using this property in a different manner by renting out the unit and renting it during winter/cold months. An in-depth conversation took place regarding District infrastructure, County code, fire concerns and improvement of water systems. Scott Hart asked that the Clerk review the February 4, 2016, Draft Water Use Ordinance regarding water use during winter use.

A motion that the Water Committee is to meet next week with the attorney to find a legal resolution to this matter by Scott Hart, Duaine Dorton seconded. All in favor and no opposed. Motion passed.

*At 9:56 p.m. Keith Payne motioned that the open portion of this meeting end and the closed portion of the meeting commence to discuss legal and personnel issues of the District. Chad seconded, all aye and no opposed. All members of the public were asked to leave the meeting or be sent to the virtual waiting room.*

Roll call: Emily Johnson, Dr. Minton, Duaine Dorton, Keith Payne, Chief Marsella, Aubree Lincoln, Chris Wright, Gary Liddiard, Scott Hart, Chad Linebaugh, Stewart Olsen, no one in virtual waiting room.

At 10:04 p.m. Chris Wright, Aubree Lincoln and Chief Marsella left the meeting.

At approximately 10:06 p.m. Duaine Dorton motioned to leave the closed portion of the meeting and enter back into open session, Chad Linebaugh seconded the motion. All aye, no opposed.

At approximately 10:06 p.m. Duaine Dorton motioned to end the February Meeting of the Board. Keith seconded, all aye and no opposed. Meeting adjourned.

* Minutes noted and recorded by Emily Johnson-District Clerk.
* All materials presented in the meeting are 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.