

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

APPROVED

April 15, 2021 6:00 p.m. Conference Room (Electronic)

Board Members

Electronic:

David Bunker	Chandler Goodwin	Brian Braithwaite
Mark Christensen	Sullivan Love	Chris Condie
Craig White	Dale Ihrke	Blaine Thomas
Jay Meacham	Mack Straw	*John Goodman

Excused:

Richard Nielson

District Staff:

Richard Mickelsen, District Manager	Shannon Hansen, Administrative Manager
David Barlow, District Engineer	Danette Smith, Board Secretary
Joe Martin, CPA	

Others:

Brandon Wyatt, Bowen Collins & Associates	Kyle Greene, Squire and Company
Brad Rasmussen, Aqua Engineering	Ryan Bench, Carollo Engineers
Craig Carlile, Ray Quinney & Nebeker	

Call to Order

David Bunker, Board Chair, called the meeting to order 6:02 p.m. David acknowledged the need to hold an electronic meeting.

“I, David Bunker, the Chair of TSSD Board, hereby determine that conducting the Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.”

Public Hearing

1. The 2021 Amended Operation and Maintenance and 2021 Amended Capital Budgets

David Bunker opened the public hearing.

*John Goodman joined the meeting. 6:04 p.m.

There were no public comments.

Sullivan Love made a motion to close the Public Hearing on the 2021 Amended Operation and Maintenance and the 2021 Amended Capital Budgets. Chris Condie seconded the motion. Those voting “Aye” - David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Chris Condie, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the March 18, 2021 Administrative Board Meeting Minutes

Blaine Thomas made a motion to approve the minutes of the March 18, 2021 Administrative Board Meeting. Brian Braithwaite seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen,

1 Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Chris Condie, Jay Meacham,
2 Sullivan Love and Chandler Goodwin. The motion passed unanimously.

3
4 **Consent Calendar**

- 5 1. Archer Western – Pay Request #8
- 6 2. CFP/IFFP Award to Bowen Collins and Associates
- 7 3. 2020 Municipal Wastewater Planning Program (MWPP) Survey

8
9 **Brian Braithwaite made a motion to approve all the items on the Consent Calendar. Mack Straw seconded**
10 **the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian**
11 **Braithwaite, Blaine Thomas, John Goodman, Craig White, Chris Condie, Jay Meacham, Sullivan Love and**
12 **Chandler Goodwin. The motion passed unanimously.**

13
14 **Finance**

15 **1. Financial Report**

16 Joe Martin presented the financials for February 2021. Joe said the financial report shows every asset, liability,
17 income and expense account of the District. Joe encouraged the board to look at the details of these accounts. The
18 impact fee report reflects Lehi’s January impact fees were received in March and we have not yet received their impact
19 fees from February.

20
21 **Action Items**

22 **1. 2020 Audit – Squire and Company**

23 Joe said the 2020 financial numbers, were presented to the board last month. Kyle Greene, Squire and Company,
24 presented the 2020 Audit report. Kyle said the Auditors Responsibility is to express an opinion on the TSSD financial
25 statements based on their audit. Kyle said the auditor’s opinion is the financial statements present fairly, in all material
26 respects, the respective financial position of the District as of December 31, 2020 and 2019. Kyle said no significant
27 control issues were found. The auditors looked at four state compliance requirements issued by the Office of the State
28 Auditor: Budgetary Compliance, Fund Balance, Open and Public Meetings Act, and Fraud Risk Assessment. Kyle said
29 the District did not complete the Fraud Risk Assessment, which was a new requirement in 2020. The assessment is to
30 go through and assess controls and potential risk of fraud. The auditors recommended the District do the assessment as
31 soon as possible. Joe commented that we under the radar on the fraud risk assessment. Joe said we do try to evaluate
32 our own risks and implement our internal controls to safeguard the District’s assets. Joe said we will definitely go
33 through the fraud risk assessment and make sure we are not missing anything. Mark Christensen said yes, please get
34 the assessment done so we can make sure we are compliant. David Bunker said the Finance Committee could discuss
35 the fraud risk assessment and see if there are any changes that need to happen.

36 **Craig White made a motion to accept the 2020 Audit. Blaine Thomas seconded the motion. Those voting**
37 **“Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John**
38 **Goodman, Craig White, Chris Condie, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion**
39 **passed unanimously.**

40
41 **2. Adopt the 2021 Amended Operations and Maintenance and 2021 Amended Capital Budgets**

42 Rich said the State of Utah is going to give us \$366,638.00 this year to do the Utah Lake Study. We need to
43 document that we are going to receive the money from them and that we are going to spend that money. We have
44 changed the line-item Professional Services to reflect that. In the Capital Budget we needed to add \$200,000.00 to
45 replace the CMMS system to update the Collections lines systems to go from paper to electronic. Instead of changing
46 the overall dollar amount we took the money from the plant expansion and moved it to the CMMS System line item.

47 **Brian Braithwaite made a motion to approve the 2021 Amended Operations and Maintenance and 2021**
48 **Amended Capital Budgets. Sullivan Love seconded the motion. Those voting “Aye” – David Bunker, Dale**
49 **Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Chris**
50 **Condie, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

1
2 **3. Resolution 2021-02 Technology Resolution**

3 Rich said it was brought to his attention that a technology stipend was available for board members in 2015. Rich
4 said he could not find any supporting documentation regarding the stipend. This Technology Resolution would make it
5 official to give a \$500 stipend to each board member. The stipend would be used for needs to complete their duties as
6 a District Board Member. Rich said if a board member needs to purchase a computer, a new battery or anything that
7 helps to fulfill responsibilities as a board member, this stipend can be used to purchase those items. David Bunker said
8 each board member would receive this stipend once per term. The board discussed whether it should be per term or per
9 board position. Craig Carlile said a sentence could be added to say, "if there is change in the board member serving,
10 during the term, the new board member would receive \$500.00 regardless of whether the outgoing member had already
11 used the \$500.00." David Bunker asked for the language to be added to the resolution.

12 **Mark Christensen made a motion to approve Resolution 2021-02 Technology Resolution, with the direction**
13 **to Craig Carlile to add the descriptive sentence that was identified for the Board. Sullivan Love seconded the**
14 **motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite,**
15 **Blaine Thomas, John Goodman, Craig White, Chris Condie, Jay Meacham, Sullivan Love and Chandler**
16 **Goodwin. The motion passed unanimously.**

17
18 **Communication**

19 **1. Managers' Report**

20 Rich said the plant is running well. Last month Rich reported the flows were down and there were concerns with
21 the calibrations of the flow meters. The report came back that the influent flow meter needed to be adjusted. Rich said
22 that was done. Rich has been monitoring those for several weeks and is confident that the numbers are correct. Rich
23 said we have three blowers online in one building and we have three blowers to put in on the east side.

24 Rich said there was the WEAU virtual conference this week and TSSD was put in for several awards. Shaun Peters,
25 maintenance foreman, was selected as outstanding maintenance individual. Rich said Shaun does a fantastic job. We
26 were also selected as outstanding pretreatment program in the State. Rich said we appreciate David Land and Shawn
27 Parker for the work they have been doing. We were entered for the plant of the year over 5 mgd and we won that as
28 well. One key project they noted was our ability to get our phosphorus limit below 1mg/L as well as meet our other
29 parameters. Because we won three different awards, we were eligible for an excellence award which they granted us.
30 Sullivan said thank you for the good work and to pass on congratulations to all who won awards. David Bunker said
31 thank you to Rich and all the great personnel that are keeping the plant going and doing an important job.

32 David Bunker said he and Rich have discussed when the board will be able to go back to meeting in person. David
33 said the board can meet at the District and keep 6 feet distance apart. David said he would like feedback from the
34 board about getting together for May's meeting. We can try to maintain a zoom presence but that gets a little harder for
35 all to participate especially if everyone is spread out. The intention would be to meet at the District office for May's
36 meeting.

37 **Chandler Goodwin made a motion to go into closed session for purpose of land acquisition. Mark**
38 **Christensen seconded the motion. There was a roll call vote. Those voting "Aye" – David Bunker, Dale Ihrke,**
39 **Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Chris**
40 **Condie, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously. 6:53 p.m.**

41
42 **Closed Meeting**

43 **1. To discuss litigation, property acquisition and personnel**

44 **Blaine Thomas made a motion to go back into regular session. Chris Condie seconded the motion. Those**
45 **voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas,**
46 **John Goodman, Craig White, Chris Condie, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion**
47 **passed unanimously.**

48 **Adjourn: Brian Braithwaite made a motion to adjourn. Dale Ihrke seconded the motion. All present "Aye".**
49 **Meeting adjourned 7:30 p.m.**