

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

April 18, 2019 6:00 p.m. Conference Room

Board Members

Present: David Bunker Dale Ihrke Sullivan Love
Blaine Thomas Mark Christensen Brian Braithwaite
Mack Straw Jay Meacham Chandler Goodwin
Lynn Walker Craig White

Excused: Johnny Revill Commissioner Bill Lee

District Staff: Richard Mickelsen, District Manager
Shannon Hansen, Human Resource/Administrative Assistant
David Barlow, District Engineer
Danette Smith, Board Secretary
Joe Martin, CPA

Others: Brandon Heidelberger, Brown & Caldwell
Brandon Wyatt, Bowen Collins & Associates

Call to Order

David Bunker, Board Chair, called the meeting to order. 6:01 p.m.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the March 21, 2019 Administrative Board Meeting Minutes

Sullivan Love made a motion to approve the minutes of the March 21, 2019 Administrative Board Meeting. Dale Ihrke seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Lynn Walker, Craig White, Jay Meacham, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

- 1. Andritz -Belt Presses**
- 2. Aerzen USA - Blowers**

Rich said Andritz is for the first installment of 30% on the purchase of the belt presses. The Aerzen payment is the 20% down for the blowers we are replacing on the west side.

Mark Christensen made a motion to approve the Consent Calendar. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Lynn Walker, Jay Meacham, Craig White, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.

1 **Finance**

2 **1. Financial Report**

3 Joe Martin presented the financials for February 2019. The budget to actual expenditures are where they are
4 expected. All cities paid their monthly impact fees on time. The auditors will come next month to present. Joe said
5 Craig White had inquired about inventory on our audit. Joe said after asking staff if there are parts on hand, we
6 found about \$225,000.00 in inventory. Joe said we have never really dealt with inventory before. The inventory
7 increased a couple of years ago, when staff was instructed to carry more parts on hand, after the flood and the grinder
8 fire. The inventory information is being put together for the auditors. Joe said he is not sure how that will impact
9 our opinion. Mark Christensen asked if we anticipate an audit finding. Joe said possibly, if so, it would be specific
10 to inventory.

11

12 **Action Items**

13 **1. Wasatch Regional Contract**

14 Rich said this is the final version of the Wasatch Regional Contract. David Bunker said he appreciates Rich
15 pushing so hard to get this in place. It will be good for us to have this option. Craig White said this is a positive for
16 TSSD. By Rich being proactive on this, Craig said it precluded SVSD from going to Wasatch Regional, because
17 they are limited in how much biosolids they can receive.

18

19 **Mark Christensen made a motion to approve the Wasatch Regional Contract. Blaine Thomas seconded the**
20 **motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite,**
21 **Blaine Thomas, Lynn Walker, Craig White, Jay Meacham, Sullivan Love, and Chandler Goodwin. The**
22 **motion passed unanimously.**

23

24 **Communication**

25 **1. Manager’s Report**

26 Rich said House Bill 163 states if any public employees use public property for personal use, they could be held
27 liable. This new law will go into effect June 1. The District needs to have a policy that states the public property is
28 for the use of the District. The Administrative Committee will put something together for next month’s meeting.
29 Rich said he did as the board asked on the cell tower agreement and is now waiting on that. Rich said we have
30 moved ahead with the 2018 Headworks and Collections Shop Improvements and he will keep the board updated on
31 how it is completed in the next 6-8 weeks. Rich said we have ordered the Aerzen Blowers. They will be here mid-
32 May and we are moving forward with removing the other blowers. The RFP for the IGT blowers is ready to go out
33 next Monday.

34 Rich said the 2012 Approved By-Laws state the large procurement threshold is \$50,000. The TSSD Procurement
35 Policy was approved January 19, 2017 with a threshold limit of \$50,000 for large purchases. Brian asked what the
36 current employee handbook says. Rich said the current employee handbook says \$15,000 but is superseded by those
37 two other documents. Brian recommended we update our handbook. Rich said the Administrative Committee has
38 been working diligently going through the handbook, which was updated and revised by a specialist in the industry.
39 As soon as that is ready it will be brought to the board. Rich said the letter from North Pointe was put in the packet
40 to make the Board aware of why he was pushing to get the Wasatch Regional Contract. Rich attended their board
41 meeting where they said they want to increase their tipping fee to \$40/wet ton. They will go through a process to
42 determine that rate, which will probably not be finished until June.

43

44 **Closed Meeting**

45 There was no closed meeting.

46

47 **Adjourn: Brian Braithwaite made a motion to adjourn. Chandler Goodwin seconded the motion. All**
48 **present “Aye”. Meeting adjourned 6:27 p.m.**

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