

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

APPROVED

April 23, 2020 6:00 p.m. Conference Room (Electronic)

Board Members

Electronic:

David Bunker	Chandler Goodwin	Brian Braithwaite
Blaine Thomas	Mark Christensen	Sullivan Love
Mack Straw	Richard Nielson	Katie Koivisto
Craig White	Jay Meacham	John Goodman

Excused: Dale Ihrke

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

Others: Craig Carlile, Ray Quinney & Nebeker Brandon Wyatt, Bowen Collins & Assoc.
Kyle Greene, Squire and Company Ryan Bench, Carollo Engineers
Keith Larsen, Bowen Collins & Assoc. Pete Zemke, Brown and Caldwell
Ryan Caplin, Resident

Call to Order

David Bunker, Board Chair, called the meeting to order. 6:03 p.m.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the March 19, 2020 Administrative Board Meeting Minutes

Sullivan Love made a motion to approve the minutes of the March 19, 2020 Administrative Board Meeting. Brian Braithwaite seconded the motion. Those voting "Aye" – David Bunker, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

- 1. Zions Bank – Bond Payment**
- 2. Dewatering Building Improvements - Pay Request No. 2**

Chandler Goodwin made a motion to approve the Consent Calendar as presented. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Finance – Audit Report Update

Joe Martin presented the financials from 2019. Joe said revenues from 2019 are up from 2018. Revenues increased by 18.8% due to an increase in wastewater received and treated by the district. Treatment rates have not

1 increased since July 2014. Operating expenses increased 11.3%. The largest increase was for repairs and maintenance.
2 The biggest expenses are depreciation, salaries and benefits, and interest expense.

3 Kyle Greene, Squire and Company presented the 2019 Audit. Kyle said the auditor's opinion was the 2019
4 financials presented fairly, in all material respects, the financial position of Timpanogos Special Service District a
5 clean report. Kyle said there were no matters to report on the internal controls of the District. Kyle said the District
6 complied in all material aspects with state compliance requirements. Kyle said the last payment on the 2010 Bonds
7 will be this June-July and they will then be defeased and taken off the books (\$45 million). Next years financials will
8 look much different. Brian Braithwaite asked if there were any repercussions from the inventory issues from year.
9 Kyle said there was a little cleanup of the inventory but nothing significant. The inventory is being tracked and
10 monitored appropriately now. David Bunker said when we defeased the bonds we weren't able to know rate, could
11 Joe find that out that rate. Joe said yes.

12 Brian asked the board members if they had seen any impact in the building growth from the pandemic. Mark
13 Christensen said they are still getting many permits in Saratoga Springs. Mark asked Joe to track impact fees. David
14 Bunker said he is not seeing a decline yet but expects to see a gap between where we are now and the next phase. He
15 is anticipating a decrease. Mack agreed he is not seeing an impact yet. Mark said may depend on what happens with
16 the lending industry. Katie said Lehi is still growing, but waiting for the ripple effect, they are not seeing an impact
17 now.

18 **Action Items**

19 **1. 2019 Financial Audit**

20
21
22 **Brian Braithwaite made a motion to accept the 2019 Financial Audit for Timpanogos Special Service**
23 **District. Katie Koivisto seconded the motion. Those voting "Aye" – David Bunker, Mark Christensen, Mack**
24 **Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie**
25 **Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

26 **2. Award Contractor for Blower Installation**

27 Rich said Brown and Caldwell is managing a budget of \$10,894,805 for this project. We have paid Lonestar
28 Blower \$748,790 to start fabrication, along with a contingency of \$955,685. The bids received is in the range
29 comparable to the remaining amount of \$9,190,0330. Rich said we received 5 bids from contractors who have already
30 been pre-approved by the District. Archer Western came in with the lowest bid at \$7,614,650.50. Rich said they
31 recommend we award the bid to Archer Western with Skyline Electric doing the electrical.

32 Rich said they were planning to go watch testing of the blowers at Lonestar, but due to Covid-19, they are not
33 allowing anyone at the facility to witness the testing. We will be able to view the testing electronically. David
34 Bunker asked the substantial completion date. Peter Zemke, Brown and Caldwell, said the substantial completion date
35 is 365 days from date of notice to proceed.
36

37
38 **Brian Braithwaite made a motion for Richard Mickelsen to execute an agreement with Archer Western**
39 **Construction for the TSSD Process Aeration Systems Improvements Blower Installation in the amount of**
40 **\$7,614,650.50. Mack Straw seconded the motion. Those voting "Aye" – David Bunker, Mark Christensen,**
41 **Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson,**
42 **Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

43 **3. Municipal Wastewater Planning Program (MWPP) - Annual Report to State**

44 Rich said he has submitted the Annual MWPP to the state. It is in Dropbox for the board to review.
45

46
47 **Blaine Thomas made a motion to accept the Municipal Wastewater Planning Program report. Richard**
48 **Nielsen seconded the motion. Those voting "Aye" – David Bunker, Mark Christensen, Mack Straw, Brian**
49 **Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto,**
50 **Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

1
2 **4. Surplus Update**

3 Rich said this is an updated surplus list. We sold some of the surplus and have lowered the price on those that did
4 not sell. We have also added some additional items to this list.
5

6 **Chandler Goodwin made a motion to surplus the items on the Updated Surplus list. Blaine Thomas**
7 **seconded the motion. Those voting “Aye” – David Bunker, Mark Christensen, Mack Straw, Brian Braithwaite,**
8 **Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love**
9 **and Chandler Goodwin. The motion passed unanimously.**
10

11 **5. Asphalt Overlay**

12 Rich said this bid was done following the state procurement bid policy. This is to overlay the asphalt in the plant.
13 Rich said they contacted and verified that this was good bid price. Mack asked Rich who they checked with. John
14 Goodman said the Pleasant Grove street department felt that the pricing on this was good. David Bunker asked what
15 type of seal coat this is. David Barlow said he was not sure; it is not specified in the state procurement. David
16 Bunker said there is a big difference in type HA5 which he has had better experience with, and type 1 which is not
17 good, and type 2, 3 which is a little better. David Bunker said he would rather pay a little more and have it last longer.
18 David Barlow said we had this done three years ago by the same company and it is starting to wear. Mack said he
19 agreed HA5 is the best.
20

21 **Brian Braithwaite made a motion to continue to have David Barlow get bids with HA5 sealant and to specify**
22 **the seal type on the bid from Eccles Paving. Blaine Thomas seconded the motion. Those voting “Aye” –**
23 **David Bunker, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig**
24 **White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion**
25 **passed unanimously.**
26

27 **6. Pandemic Plan**

28 Rich said this policy is a general plan for all pandemic outbreaks and not very detailed for a particular outbreak.
29 There are four levels to this plan: 1) regular operations 2) social distancing - where we are now 3) shift
30 change/isolation 4) rotation/furlough/layoff. Rich said this has not been submitted to state, he wanted to bring to the
31 board first. Brian said Craig White’s plan is more comprehensive and asked if the board could get a copy of it. Rich
32 said he would have a copy put in Dropbox. Craig White said we need to adopt something now to add to our
33 emergency documents, and it could be updated later.
34

35 **Katie Koivisto made a motion to adopt the Pandemic Policy for Timpanogos Special Service District as it**
36 **stands. Brian Braithwaite seconded the motion. Those voting “Aye” – David Bunker, Mark Christensen,**
37 **Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson,**
38 **Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**
39

40 **7. Dewatering Building Improvements – Change Order No. 1**

41 Rich said the contractor put the belt presses in and the feet were incorrectly installed by the vendor. The vendor is
42 willing to pay the cost to fix that part of the change order, about \$13,000. Rich said he noticed the conveyor motor
43 sticking out in the walkway. They said to shortening it would make it back up. Rich said we have been running the
44 other presses that way and there have not been any backups. Rich had them make a change to shorten the conveyor for
45 the additional \$7,333 of the \$20,405.84 change order. They have already lifted and changed the press feet and the
46 conveyors will be installed in the next 2-3 weeks.
47

48 **Blaine Thomas made a motion to approve Change Order No. 1 for the Dewatering Building Improvements**
49 **in the amount of \$20,405.84. Katie Koivisto seconded the motion. Those voting “Aye” – David Bunker, Mark**

1 Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham,
2 Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.
3

4 8. Capital Facilities Plan Draft (April 2020)

5 Rich said this CFP will cover 10 years of projects and will look at 40 years and buildout. Rich said they have hired
6 Jodi Hoffman to review the documents. This looks at the collections system, and the plant treatment. This draft does
7 not include primary clarifier with anaerobic digestion because that had not been decided yet. Jodi Hoffman, Hoffman
8 Law, has reviewed the collection system data submitted by the member cities. Keith Larsen, Bowen Collins and
9 Associates said they incorporated comments received from TSSD staff, Jodi Hoffman and the committee meetings.
10 David Bunker asked if Jodie Hoffman looked at growth table (Table 2-3 page 31) with and without IM Flash and also
11 infiltration. Rich said she had and provided input about peak flow and IM Flash. Keith Larsen provided additional
12 narrative to address peak flow and IM Flash. Rich said if this is approved tonight, we will get with Zions, who are
13 doing our IFFA and user rate study, then meet with the homebuilder's association and the ombudsman. Brian asked
14 about infiltration associated with existing users and growth and development (page 28-29). Brian clarified infiltration
15 is projected at 33.3 gpd/ERC for new development, but it has been observed at 49.3 gpd/ERC for existing users.
16

17 **Brian Braithwaite made a motion to edit the narrative to change the existing infiltration to the observed 49.3**
18 **gpd/ERC and accept the Capital Facilities Plan Draft dated April 2020 and to proceed to Zions for the IFFA**
19 **and user rate study. Mack Straw seconded the motion. Those voting "Aye" – David Bunker, Mark**
20 **Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham,**
21 **Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**
22

23 Communication

24 1. Manager's Report

25 Rich said the plant is running well. The effluent phosphorus average so far this year is .57 mg/L. Rich said DWQ
26 is studying Covid-19 in wastewater and the correlation to the known active cases. We are accepted with Utah DWQ's
27 to work together taking samples as part of this study. Sullivan asked about how they detail this and how they will drill
28 this down. Rich said DWQ does not know if there is correlation. That is the study. They will be using RNA to test
29 for Covid-19, they want to see if they can pull it out and see a correlation. Sullivan asked if one person sheds more
30 than another? Rich said he does not now but the reasoning of known flow, Covid-19 concentration, and known
31 population could provide information that could be used as a valuable tool.
32

33 Closed Meeting

34 There was no closed meeting.
35

36 **Adjourn: Blaine Thomas made a motion to adjourn. Brian Braithwaite seconded the motion. All present**
37 **"Aye". Meeting adjourned 7:20 p.m.**
38