

Timpanogos Special Service District
Administrative Board
Electronic Meeting Minutes
6400 North 5050 West Utah County, Utah

APPROVED

April 28, 2022

6:00 p.m.

Conference Room/Electronic Zoom Meeting

Board Members:

Present:

David Bunker	Chandler Goodwin	Sullivan Love
Mark Christensen	Blaine Thomas	Dale Ihrke
John Goodman	Chris Condie	Jay Meacham

Electronically:

Craig White	Richard Nielson	Brian Braithwaite
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Excused:

Mack Straw

District Staff:

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

Others:

Wade Stinson, Aqua Engineering	Brandon Wyatt, Bowen Collins & Associates
Jason Poulson, Pleasant Grove City	Martha Wingate, Ray Quinney & Nebeker
McKay Pearson, Ray Quinney & Nebeker	
LeGrand Bitter, Utah Association of Special Districts	

Call to Order

David Bunker, Board Chair, called the meeting to order 6:00 p.m. David said there are some board members attending online. Rich said two cameras were installed in the conference room to assist with electronic board meetings where some board members are attending in person, and some are attending electronically.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the March 17, 2022 Administrative Board Meeting Minutes

Jay Meacham made a motion to approve the minutes of the March 17, 2022 Administrative Board Meeting. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, John Goodman, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

1. TSSD Check Register
2. COP Pay Request #9
3. Bowen Collins & Associates: TO-2022-1 Boat Harbor Lift Station Design and Construction Management
4. Brown & Caldwell: TO 2022-06 Engineered Wetland/NEPA/Facility Plan
5. Brown & Caldwell: Package C Addendum 1

Chris Condie made a motion to approve the Consent Calendar as presented. Jay Meacham seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, John Goodman, Brian Braithwaite,

1 **Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler**
2 **Goodwin. The motion passed unanimously.**

3
4 **Financial Report**

5 Joe Martin presented the financial statements for March. Joe said each board member should have received an email
6 from Rich regarding the cities impact fee audits. We want to make sure the correct people in each city receive those so
7 the auditors can make contact and schedule to get those completed. Joe said the 2021 audit is mostly done. Because
8 there is the question of what the District is actually going to receive, and AR is such a big part, the auditors will wait to
9 issue the audit opinion until that piece is done. Joe said the impact fee report is also in the board packet for review.

10
11 **Action Items**

12 There were no action items.

13
14 **Communication**

15 **1. Manager's Report**

16 Rich said the plant is running well. The total effluent phosphorus for last month was .8 mg/L, with a yearly average
17 of .49 mg/L. The District is well within permit parameters. David Bunker asked Rich to explain how individual meters
18 are being read as the plant influent meter is not reading correctly. Rich said each of the meters throughout the District
19 are calibrated quarterly. The influent meter at the plant was corrected to the numbers on the manager's report and that
20 should correlate with the flows from all the cities. Rich said the flows from the ten member cities come into six meters
21 just before the final plant influent meter. We look at those six meters and how they correlate with the plant influent
22 meter. We look to see what is off, within a percentage of error, and keep a close watch on that. As it changes, we try to
23 make sure it is as accurate as possible. Rich said we have tried to be transparent when there have been errors and have
24 tried to correct that with calibration. David Bunker said the point is that the cities are not relying on the District's final
25 influent meter to calculate their flow.

26 Rich notified the board that Dr. Erica Gaddis, DWQ Director, has resigned. John Mackay is currently taking
27 responsibility there. Rich said he has been asked to speak at the 2nd Utah Lake Symposium Tuesday, May 3rd at 6 p.m.
28 He will give an update how Utah Lake POTWs will clean the nutrients with the 2015 law that all POTWs will need to be
29 less than 1mg/L phosphorus. Rich said he will also report on research being done here at the District in conjunction with
30 the Utah State Legislators and the Limno Corral project.

31
32 **2. TSSD Board Training – LeGrand Bitter**

33 Rich said LeGrand Bitter is the Executive Director at the Utah Association of Special Service Districts. Mr. Bitter
34 presented an overview of 2022 legislative session and focused on bills that would affect Districts. The UASD followed
35 241 bills and supported 63, of which 49 passed. Bills that passed will become effective May 4, 2022.

36 Mr. Bitter presented the Annual Open and Public Meeting training to the Board, which will keep Board members
37 compliant with the annual training requirement.

38
39 **Closed Meeting**

40 There was no closed meeting.

41
42 **Adjourn: Chandler Goodwin made a motion to adjourn. Sullivan Love seconded the motion. All present**
43 **“Aye”. Meeting adjourned. 7:18 p.m.**