

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

August 19, 2021 6:00 p.m. Conference Room

**Board Members:**

**Present:** David Bunker Chandler Goodwin Mark Christensen  
Sullivan Love Brian Braithwaite Craig White  
Dale Ihrke Blaine Thomas Jay Meacham  
Richard Nielson \*Chris Condie

**Excused:** Mack Straw John Goodman

**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 & Associates  
Ryan Bench, Carollo Engineers Trevor Lindley, Brown and Caldwell  
Drew Geiger, Horrocks Engineers

**Call to Order**

David Bunker, Board Chair, called the meeting to order 6:04 p.m.

**Public Comment**

There was no public comment.

**Approval of Minutes**

**1. Approval of the July 15, 2021 Administrative Board Meeting Minutes**

Craig White made a motion to approve the minutes of the July 15, 2021 Administrative Board Meeting. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

**Consent Calendar**

1. Archer Western – Pay Request # 12
2. COP Construction – Pay Request # 3
3. TSSD 2020 Risk Assessment

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

**Finance**

**1. Financial Report**

Joe Martin presented the financials for June 2021. Joe said the District is in good financial position. Joe said the statement of net position report is a good view of the District's financials for board members to review. Brian said the impact fee report shows Eagle Mountain did not remit impact fees for April and June. Shannon said she has talked with Eagle Mountain City, and they were having a problem with printing reports but would be sending in the payments

1 soon. David Bunker said the Administrative Committee discussed having financial reports on a quarterly basis rather  
2 than every month. The financials would still be included in the board packet, but Joe would report quarterly. If there  
3 were questions on the financials, board members could email.

#### 4 **Action Items**

##### 5 **1. Secondary Clarifier Improvements**

6 \*Chris Condie arrived. 6:11 p.m.

7 Rich said this is part of the asset management and there is money budgeted to do the design work. Two items were  
8 added to this project. This scope of work was put together by Brown and Caldwell. Rich said with the Master Plan, we  
9 are looking at putting in new clarifiers, as we go to 40 mgd. If we use some new technology and try a pilot test with  
10 the hydrocyclones, we can waste off the lighter stuff and keep the heavier material in the system. We can eliminate one  
11 of these new clarifiers if this pilot works. Also, we would like to stress test these clarifiers to re-rate them. If it  
12 performs well, we wouldn't need to put in the extra clarifier. The scope of work is for a total cost not to exceed  
13 \$517,521.00. David Bunker asked how long the pilot test would take. Trevor Lindley said you probably would do the  
14 test through a couple of seasons; so, 6 months to a year. Once you enter into a contract with the vendor for the  
15 hydrocyclones, they are on a rent to own basis. They are not very big, and it would fit in a modest building.

16  
17 **Blaine Thomas made a motion to approve the contract with Brown and Caldwell for the Secondary Clarifier  
18 Improvements for a cost not to exceed \$517,521.00. Chandler Goodwin seconded the motion. David Bunker,  
19 Dale Ihrke, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Richard Nielson,  
20 Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

#### 21 **Communication**

##### 22 **1. Managers' Report**

23 Rich said the plant is performing very well right now. We finished the blower installation and are just short of  
24 substantial completion by about 1 week. We will have about 8 weeks to operate and get training in line for staff. Our  
25 yearly average effluent phosphorus is .58 mg/L. The yearly average TIN (Total Organic Nitrogen) is 8.7 mg/L. We do  
26 not have a permit parameter on TIN, but the state would like us to be below 10 mg/L. Our BOD numbers are doing  
27 well. Ammonia numbers are higher than we would like, but that is directly related to some of the struggles with  
28 shutting off blowers. In the future, we should see more consistent ammonia numbers.

29 Rich said there are two projects we are going to submit for the ARPA (America Rescue Plan Act) matching grant  
30 program. The first is the Engineered Wetlands. Rich said we got a letter of support from the Utah Lake Commission.  
31 There is a template letter of support for the cities to sign. Rich asked for each Board Member to take that to their city  
32 councils to get their support. Rich said he is willing to go to the cities and explain more in detail what the project is  
33 and why it is beneficial for the cities and TSSD. Rich has to submit this by September 15<sup>th</sup> so he would like to get  
34 these support letters back by September 13<sup>th</sup>. The next project is the Tertiary Filtration of Treated Wastewater. Rich  
35 said if our clarifiers do not perform well, the tertiary building would be able to catch some solids. Also, if we add  
36 chemical to reduce phosphorus down to .3 mg/L or possible .1 mg/L, we could have an opportunity to do water re-use  
37 with some additional treatment. We will talk more about that option at the board retreat. Rich said there is also a  
38 template letter of support for the cities to sign for this project.

39  
40 **Brian Braithwaite made a motion to go into closed session for the purpose of land acquisition. Dale Ihrke  
41 seconded the motion. David Bunker, Board Chair, took a roll call vote. Those voting "Aye" – David Bunker,  
42 Dale Ihrke, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Richard Nielson,  
43 Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously. 6:28 p.m.**

#### 44 **Closed Meeting**

##### 45 **1. To discuss litigation, property acquisition and personnel**

1       **Craig White made a motion to go back into regular session. Sullivan Love seconded the motion. Those**  
2 **voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie,**  
3 **Craig White, Richard Nielson, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed**  
4 **unanimously.**

5  
6       **Adjourn: Brian Braithwaite made a motion to adjourn. Blaine Thomas seconded the motion. All present**  
7 **“Aye”. Meeting adjourned 6:55 p.m.**

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