

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

APPROVED

August 20, 2020

6:00 p.m.

Conference Room (Electronic)

Board Members

Electronic:

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

Excused:

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 & Assoc.
Kasey Chesnut, Horrocks Engineers	Susie Becker, Zions Bank

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 July 16, 2020 Administrative Board Meeting Minutes

Dale Ihrke made a motion to approve the minutes of the July 16, 2020 Administrative Board Meeting. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

- 1. Holbrook Asphalt Pay Request**
- 2. Archer Wester Pay Request**

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

*Blaine Thomas joined the meeting. 6:06 p.m.

1 **Finance**

2 **1. Financial Report**

3 Joe Martin presented the June 2020 financials. Joe said our financial data is recorded by the everyday transactions
4 in Caselle. Most line items are under 50% as we budget conservatively. David Bunker said the impact fees collected
5 by month shows the effects of Covid-19 on building. The first three months of this year we were tracking ahead of last
6 year and then in April the impact fees started to drop.

7 *Katie Koivisto joined the meeting. 6:10 p.m.

8
9 **Action Items**

10 **1. Employee Benefits**

11 David Bunker said this was discussed at last month's meeting. It was tabled and recommended to have the
12 Administration Committee review. The Administration Committee has not had a chance to meet and discuss this.
13 David says when they do meet it will take some time to get to the right place. David said the proposal for this action
14 item is to revert back to the employee benefit allocation we had in January. That will give the board time to work on
15 this issue and communicate it to the employees. David said Brian brought this forward to put on the agenda this
16 month. David said he thinks this is the right thing to do right now and then we can look at this more carefully going
17 forward. Brian said we have gone through eight months this year, and we will be talking about our new budget next
18 month. This has been discussed and tabled and the employees have this piece just sitting out there. Brian said let's
19 just leave it as it was until we are ready to move on it. We have our retreat meeting next month and we will have more
20 information from the Administration Committee and additional districts and what they are doing.

21
22 **Brian Braithwaite made a motion to continue last year's policies in place and revert back to what our policy**
23 **was prior to this current change on the personnel policy for PTO. Blaine Thomas seconded that motion.**

24
25 Chandler Goodwin asked the timeline on this. Chandler said when we are adopting a new budget for next year, we
26 would want to know what the policy is. It seems there needs to be timeline on adopting a new plan. Chandler said
27 logically the policy would go into effect January 1st. Chandler thinks the board should approve something before the
28 end of the year. David Bunker agreed. David said the Administration Committee needs to move forward and there
29 needs to be a lot of work, then brought to the board as a discussion so everyone is on the same page. Then get it
30 adopted by end of the year. Then all the employees will know going into next year what that plan is. Chandler said he
31 is only in favor of voting for this if there is understanding that this is a temporary measure; it is not a permanent
32 change back to the old policy. Brian said it is permanent unless we decide to change it. Chandler said this puts the
33 responsibility on the Administration Committee and Board to get something done by January 1st. Brian said yes.

34 Mark Christensen clarified that the remaining handbook changes are still in place and we are only talking about this
35 specific policy. Brian said yes, PTO and the reimbursement at the end of the year. Rich said he is recommending the
36 motion be to revert back to the sick leave and personal leave policies effective at the first of the year. Rich said PTO
37 can mean different kinds of leave and the way we have it listed previously in the policy was sick leave and personal
38 leave. Brian said he didn't think the new employee handbook removed the accrued sick leave that was out there. Rich
39 said the new handbook has the sick leave policy completely gone. Rich said essentially in 2020 we removed the sick
40 leave policy and replaced it with the personal leave policy but continued to keep on the books the sick leave accounts
41 that eleven employees have in place. Brian said legally we cannot remove that liability. Brian said in his opinion, it is
42 something that we have to address this year as part of our discussion. Brian feels we do not keep it on the books; we
43 pay it out and agree on a plan of how we would do that. Dale said by approving this, will it be the policy through this
44 year, and if there were a change, that would go into effect January 1st. David said the motion is just to go back to the
45 policy that was in effect in January 2020 and it stops there. It is up to the board to adjust that policy if we agree to do
46 that going forward. It could last longer if the board does not take any other action. Brian said that is why he wanted to
47 give clarification; it is going back just so we can resolve any concerns. In Brian's opinion, if we are going to change
48 this, we should get it done in the budget year and have it start January 1st.

1 Those voting “Aye” – David Bunker, Dale Ihrke, Mack Straw, Brian Braithwaite, Blaine Thomas, Craig
2 White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. Those voting
3 “Nay” - Mark Christensen. The motion passed with a majority vote.

4 Mark Christensen said he would have preferred if there were a reverter clause and he agrees with Brian about
5 resolving the issue.

6 7 **2. IRL Agreement**

8 Rich said we currently have agreements to dispose at two landfills. This last year, both of those landfills have said
9 we need to cut back. The number of solids has not decreased. It basically put us at 30-45 wet tons/day that we would
10 not have anywhere to dispose of if we were not composting. Rich said he reached out to Intermountain Regional
11 Landfill (IRL). We did a couple of days of 90 wet tons to them and they think they can take up 150 wet tons/day.
12 They are willing to go with a minimum of 30 wet tons/day and a maximum of 100 wet tons/day Monday-Saturday.
13 They will be the only facility to take on Saturday. North Pointe and Bayview would like us to discontinue taking solids
14 to them after five years. This agreement with IRL gives us another option. Rich said he recommends we accept this
15 agreement. We were first in line with them, so they are willing to work with us. David Bunker this is critical that we
16 have this, it gives us another option. Brian said Rich ought to mention the price he got with this and give himself a pat
17 on the back. Rich said they are giving us the price of \$38/ton which is less than the other two entities. Brian said we
18 can also shift more of the volume to IRL. Dale said also they are a third of the distance from Wasatch Regional
19 Landfill.

20
21 **Dale Ihrke made a motion to approve the Municipal Biosolids Disposal Agreement between Intermountain**
22 **Regional Landfill and Timpanogos Special Service District. Katie Koivisto seconded the motion. Those voting**
23 **“Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Craig**
24 **White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion**
25 **passed unanimously.**

26 27 **3. CFP/IFFP/IFA - Move to User Rate Study**

28 Rich said since the last meeting he received additional information from Attorney Jodie Hoffman. There was a
29 slight change in the IFA Report from the draft approved last month. There was some additional language to show our
30 commitment to doing this correctly. The dollar amount went from \$1,777.00 to \$1,776.00 which incorporated the
31 \$45,286.00 left over in the principle for the 2017 Bond. That was listed in the existing user’s credit that needed to be
32 itemized out year by year. That was input which made it \$1 lower. That IFA Report was given to the homebuilder’s
33 association and other developers in the meeting. They reviewed the IFA and agreed that we have done a good job, that
34 we have listened to them and tried to incorporate all the differences we had with the previous lawsuit. They approved
35 that we should move forward with the user rate study now that we have locked in the fees for the IFA.

36 David Bunker said the fee schedule escalates over time. Are they in favor of allowing us to adopt that escalation
37 now or do they suggest we work with them each time we change it? Rich said they understood there is the gross fee
38 ERU of \$1,916.45, and that will be the impact fee and the others are credits for the 2017 bonds and existing user
39 obligation. There was discussion on the infiltration issue, which is listed at the 33 gal/ERU and Keith did a good job
40 explaining that to them.

41
42 **Katie Koivisto made a motion to move to the User Rate Study part of the CFP/IFFP/IFA. Mack Straw**
43 **seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian**
44 **Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and**
45 **Chandler Goodwin. The motion passed unanimously.**

46 47 **4. CL-N1 Project to Horrocks**

48 Rich turned this over to David Barlow to explain. David Barlow said this project is CL-N1 Parallel Westside
49 Interceptor. It is a 66-inch parallel line to our 54-inch line that goes from Saratoga Road to Center Street. This total
50 project is \$15.5 million. This scope is just the design and acquisition part of that. There will be a later contract for

1 construction management. It is anticipated to take until April 2021 for design and then finish up construction in 2022.
2 This scope and fee from Horrocks include quite a bit of design. There are diversion structures on each end, and we
3 have to relocate meters for Saratoga Springs. The design portion came to \$837,415.00, and the acquisition was
4 \$111,740.00 for a total of \$949,155.00. David Bunker asked if the acquisition is a placeholder, is this is mostly in
5 right of way? David Barlow said there are 22 potential parcels that would be impacted, where we would have to get
6 permanent and temporary easements. On the west end of this project there is no where else to put a line so we would
7 have to go on the south side. Brian said the line is paralleling the road, it just hasn't been developed wide enough at
8 this point in time. David Bunker asked if we are staying within the right of way where road is already existing. David
9 Barlow said yes. Richard Nielson said an option for some of that right of way purchase and funding could go through
10 MAG for the corridor preservation dollars that are available. Richard thinks that road is on the long-range plan at
11 MAG. Mark said it is \$15.5 million for CL-N1. What is the total estimate for all segments, CL-N1, CL-N2, CL-N3
12 and CL-R5? David Barlow said CL-N2 and CL-N3 may shift so we do not have a firm cost on those. Rich said an
13 estimate for that whole line is \$80 million. Dale asked when CL-N1 is done, will it be an active line? David Barlow
14 said yes. Dale said this is one of the segments that was required to be done regardless whether there was a satellite
15 plant or not. David said yes, this line would reach capacity before a satellite plant could be built.
16

17 **Brian Braithwaite made a motion to accept the Scope and Fee from Horrocks Engineering for the CL-N1 66-**
18 **Inch Parallel Westside Interceptor at a cost not to exceed \$949,155.00. Katie Koivisto seconded the motion.**
19 **Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine**
20 **Thomas, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin.**
21 **The motion passed unanimously.**
22

23 **Communication**

24 **1. Managers' Report**

25 Rich said the plant is running within parameters. The phosphorus is typically upwards of 1.3-2.3 mg/L for the
26 months of June and July. The modifications we have made to the aerated digester have shown to be effective so far.
27 Rich said the problem you will see now is the total inorganic nitrogen is starting to increase. The state would like to
28 see it below 10.0 mg/L which we have been able to do, but we are starting to see that number rising as we are
29 approaching 24 mgd. The model for the master plan is going to show that we will consistently be above 10.0 mg/L.
30 We are actually seeing what they are modeling and projecting. At this point, there are no criteria from the state for the
31 Total Inorganic Nitrogen.
32

33 **Closed Meeting**

34 There was no closed meeting.
35

36 **Adjourn: Blaine Thomas made a motion to adjourn. Chandler Goodwin seconded the motion. All present**
37 **"Aye". Meeting adjourned 6:44p.m.**
38