

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

**APPROVED**

December 17, 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 Richard Nielson  
Jay Meacham Blaine Thomas

**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  
Trevor Lindley, Brown and Caldwell Ryan Bench, Carollo Engineering  
Brad Rasmussen, Aqua Engineering

**Call to Order**

David Bunker, Board Chair, called the meeting to order 6:02 p.m. David acknowledged the need to hold an electronic meeting.

“I, David Bunker, the Chair of TSSD Board, hereby determine that conducting the Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.”

**Public Comment**

There was no public comment.

**Approval of Minutes**

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

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

**Consent Calendar**

**1. Archer Western – Pay Request #4**

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

1 **Finance**

2 **1. Financial Report**

3 Joe Martin presented the October 2020 financials. Joe said he is working on November financials and would try to  
4 get those in dropbox tonight. Joe said the December financials will be part of the audit. Impact fees have been paid on  
5 returned on time to the District by all entities for two months in a row. Joe said the ERU/s are starting to drop off  
6 some. David Bunker asked when we expect the Audit to begin. Joe said they usually come February or March and  
7 present at the April meeting. Joe said he and Shannon will complete their work on the financials during January and  
8 February. Joe said he could send the draft unaudited financials to the Board if they wish to review them. David said  
9 that would be nice to see where we are at year's end.

10  
11 **Action Items**

12 **1. Employee Benefit**

13 Rich said the board adopted a new employee handbook in May. There were some changes in that handbook that  
14 the employees had comments. The Administration Committee looked at those comments and through discussion, this  
15 sick leave policy was presented to replace the personal leave policy. Rich said full time employees would accrue sick  
16 leave at the rate of 3.6923 hours per pay period. There are three sick leave conversion options, which employees are  
17 able to participate in after they have accumulated in excess of 160 hrs. Employees would then be about to convert  
18 unused sick leave earned from the first pay period to the last pay period of the calendar year to either A-vacation leave  
19 at a rate of 50%, B-cash payment at a rate of 50% or C-a qualified retirement account at a rate of 50%. The sick leave  
20 policy states that an employee separating from service shall not be compensated for any unused sick leave. Rich said  
21 this policy was presented to the employees and they are grateful for the benefits received and are happy to have this  
22 benefit in their benefit package.

23 Mark said he is not comfortable with option A – converting unused sick leave to vacation, as it creates a potential  
24 liability. He is fine with the rest of the policy. David Bunker asked what if the vacation leave is required to be used  
25 within a year of converting it. Mark said he believes if it is being converted to vacation, it is expanding the liability;  
26 and it will perpetuate the accumulation. Rich said there is a cap on the vacation leave, and this will not be in excess of  
27 that cap. Rich does not see how it adds to the liability. David said if someone converts their sick leave to vacation but  
28 hit their cap, then at the end of year they use it or lose it. Rich said correct, it is use it or lose it when the year rolls  
29 over. Mark said it is filling the bank faster. Rich said the conversion would happen at the end of the year. David said  
30 he was fine with the conversion to vacation, knowing there is a cap on vacation. Brian Braithwaite said it was  
31 somewhat of an unlimited bank and now it is limited, and it gives Rich flexibility to work with the employees and is a  
32 good tool because it has that cap. Chandler and Katie agreed with Brian. Blaine said a retiring employee should be  
33 able to convert 100% of unused sick leave earned that year to their retirement account. David said that would be  
34 another discussion, and this policy can be looked at and amended in the future if needed. David Bunker is comfortable  
35 with the language the way it is now.

36  
37 **Brian Braithwaite made a motion to accept the Sick Leave Policy as presented. Katie Koivisto seconded the**  
38 **motion. Those voting “Aye” – David Bunker, Dale Ihrke, Brian Braithwaite, Blaine Thomas, Craig White, Jay**  
39 **Meacham, Katie Koivisto, Richard Nielson, Sullivan Love and Chandler Goodwin. Those voting “Nay” – Mark**  
40 **Christensen. The motion passed with a majority vote.**

41  
42 **2. Task Order NO. ES 2020-02 – Carollo Engineers**

43 Rich said this is a continuation of the switchgear project to provide the opportunity for our generators to be  
44 exercised individually. The design has been in progress. We are getting ready to send the RFP out, and we have pre-  
45 qualified contractors. Carollo has put together this scope of work based on a time and expense basis, which shall not  
46 exceed \$272,094.00. Rich said they were under budget on the last part of this project. There were a few concerns in  
47 the scope; the shop drawing reviews up to 470 hours and up to \$83,600.00 for labor on that. The switch gears are part  
48 of the contractor's obligation to purchase the right switch gear that will meet the specifications in the drawings. Rich  
49 said they recommend sticking with Carollo to do this task order for a not to exceed amount of \$272,094.00. Jay said  
50 Rich was going to check on a couple items with Carollo and asked if he had done that. Rich said yes, the main one

1 was the shop drawings and reviews. Because the contractor is in charge of purchasing that switch gear, we want to  
2 make sure that purchase meets our qualifications. David Barlow said there are over 90 submittals and they estimate  
3 half of those will be returned to evaluate again and each one they estimate 3-4 hours. It is probably overkill but they  
4 just want to make sure it is covered. Dale asked if the engineer has to review the drawings prepared by the contractor.  
5 David Barlow said yes, there are plans and specs that were finished today that will go out to the pre-qualified  
6 contractors, but the contractor will be required to provide the submittal drawings.  
7

8 **Richard Nielson made a motion to accept and approve Task Order No. ES 2020-02 from Carollo Engineers**  
9 **as presented. Dale Ihrke seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark**  
10 **Christensen, Brian Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Katie Koivisto, Richard Nielson,**  
11 **Sullivan Love and Chandler Goodwin. The motion passed unanimously.**  
12

### 13 **3. Regional Biosolids Program Phase II**

14 Rich said there are three entities left in this study. Phase II task order goes into detail on the different options.  
15 Specifically, on-site composting, land application(monofil) as well as one other new option. There was no dollar value  
16 on how much this was going to cost. Rich said with that in mind, he recommends we opt out of Phase II and move  
17 forward with other options such as primary clarifiers and anaerobic digestion and looking at other options for  
18 biosolids. David Bunker said he agrees with Rich, we are in the middle of getting information about our plant and  
19 where we are headed with the biosolids. Dale said if we do not participate is this going to die out. Rich said yes, he  
20 believes so. There is no reason we could not do a MOU in the future if we could help each other out but we have to  
21 take care of ourselves at this point.  
22

23 **Craig White made a motion to withdraw from participating in Phase II of the Regional Biosolids Study.**  
24 **Sullivan Love seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian**  
25 **Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Katie Koivisto, Richard Nielson, Sullivan Love and**  
26 **Chandler Goodwin. The motion passed unanimously.**  
27

## 28 **Communication**

### 29 **1. Managers’ Report**

30 Rich said there was a plant back-up which caused some flow difference for one day. That was resolved and back  
31 up and running. Other than that, the plant is running well. Rich said our Total Inorganic Nitrogen is on the rise, trying  
32 to optimize our phosphorus. The total ytd phosphorus is well below the 1 mg/L, so we will meet our 2020 requirement  
33 of phosphorus below 1 mg/L. We are struggling some with the blower conversions. They are not fully installed, and  
34 we are having a bit of complication making sure we maintain air, but we are still able to stay within permit parameters.  
35

### 36 **Closed Meeting**

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

38 **Dale Ihrke made a motion to go into closed session for property acquisition and personnel. Sullivan Love**  
39 **seconded the motion. David Bunker called for a roll call vote. Those voting “Aye” – David Bunker, Dale Ihrke,**  
40 **Mark Christensen, Brian Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Richard Nielson, Katie**  
41 **Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously. 6:48 p.m.**  
42

43 **Blaine Thomas made a motion to go back into regular session. Sullivan Love seconded. Those voting “Aye”**  
44 **– David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Blaine Thomas, Craig White, Jay**  
45 **Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed**  
46 **unanimously. 9:05 p.m.**  
47

48 **Adjourn: Dale Ihrke made a motion to adjourn. Sullivan Love seconded the motion. All present “Aye”.**  
49 **Meeting adjourned 9:11 p.m.**  
50