

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

December 19, 2019                      6:00 p.m.                      Conference Room

**Board Members**

**Present:**                      David Bunker                      \*Dale Ihrke                      Lynn Walker                      Jay Meacham  
   Blaine Thomas                      Craig White                      Chandler Goodwin                      Mark Christensen  
   Sullivan Love                      Brian Braithwaite

**Excused:**                      Mack Straw                      Johnny Revill                      Commissioner Bill Lee

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

**Others:**                      Brandon Wyatt, Bowen Collins & Assoc.                      Randy Zollinger, Jacobs Engineering  
   Craig Carlile, Ray Quinney & Nebeker                      Brad Rasmussen, Aqua Engineering

**Call to Order**

David Bunker, Board Chair, called the meeting to order. 6:02 p.m.

**Public Comment**

There was no public comment.

**Approval of Minutes**

**1. Approval of the November 21, 2019 Administrative Board Meeting Minutes**

Brian Braithwaite made a motion to approve the minutes of the November 21, 2019 Administrative Board Meeting. Mark Christensen seconded the motion. Those voting "Aye" – David Bunker, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

**Consent Calendar**

1. 2020 Administrative Board Meeting Schedule
2. Retainage Release – Plant Drain Improvement Project
3. Lone Star Blower - Blowers
4. Neverest Equipment Company – Vacall Jet Truck

Mark Christensen made a motion to approve all the items on the consent calendar as presented. Brian Braithwaite seconded the motion. Those voting "Aye" – David Bunker, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

**Finance**

**1. Financial Report**

Joe said these are the October financial statements. We are about 83% through the year. Most of our expenses are below that. Joe said last year's audit report didn't contain two years because of an inventory issue where we didn't count inventory at the end of the year. This year we are on track to have inventory counted at the end of the year.

1 David Bunker asked if we are on track to hit the impact fee budget for the year. Joe said we will be close, we budgeted  
2 \$6.3 million and we have received \$4.7 million as of the end of October.

3  
4 Rich said he has changed the format for action items to include a summary page with each item with a suggested  
5 motion. Going forward, a significant change in operation or policy will be approved as a resolution and a daily  
6 operation change would be an action item with a suggested motion.

## 7 8 **Action Items**

### 9 **1. Regional Biosolids – Memo of Understanding**

10 Rich said the board wanted to have the MOU modified to be an opt-in for Phase II as opposed to an automatic  
11 initiation. That change was made by our attorney and is ready for the board to adopt. Brian asked if all of the entities  
12 have seen and approved this change. Rich said two of the entities have approved this.

13 \*Dale Ihrke arrived. 6:11 p.m.

14  
15 **Brian Braithwaite made a motion to approve the Regional Biosolids MOU as presented. Sullivan Love**  
16 **seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite,**  
17 **Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion**  
18 **passed unanimously.**

### 19 20 **2. USASP Federal Surplus Property Program**

21 This is a Federal Surplus Property Program. If we sign up for this program, we can obtain Federal Surplus  
22 Properties at about 3% of the listed price. Mark said most of our cities are already doing this.

23  
24 **Mark Christensen made a motion to approve the District participating in the Federal Surplus Property**  
25 **Program. Chandler Goodwin seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark**  
26 **Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Sullivan Love and**  
27 **Chandler Goodwin. The motion passed unanimously.**

### 28 29 **3. Sewer System Management Plan – Resolution 2019-02**

30 Rich said this has been reviewed by staff and our engineer and updated to meet the current status of the facility.  
31 This will put us in line to comply with DWQ recommendations for having a SSMP. Rich recommends the board adopt  
32 this plan as presented.

33  
34 **Brian Braithwaite made a motion to approve Resolution 2019-02 adopting the Timpanogos Special Service**  
35 **District Sewer System Management Plan. Mark Christensen seconded the motion. Those voting “Aye” – David**  
36 **Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay**  
37 **Meacham, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

### 38 39 **4. Carollo Engineers - SOQ**

40 Rich said Carollo Engineers have submitted their SOQ. It has been reviewed by staff and the Engineering  
41 Committee. Rich said they recommend Carollo be added to the TSSD Engineering SOQ list.

42  
43 **Dale Ihrke made a motion to approve Carollo Engineers for the TSSD Engineering SOQ list. Jay Meacham**  
44 **seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite,**  
45 **Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion**  
46 **passed unanimously.**

### 47 48 **5. Treatment Train Option – Resolution 2019-03**

49 Rich said we asked Aqua Engineering to evaluate the treatment train option and there has been discussion on this  
50 for a couple of months. Brad Rasmussen, Aqua Engineering, said they met with the Engineering Committee a week

1 ago and there were a couple of changes made: hauling costs were removed from O & M costs, the drying alternative  
2 was credited \$.30/lb. for nitrogen and phosphorus as it is Class A, it can be land applied and has value for nutrients,  
3 and a line was added for landfill costs at \$50/ton on all alternatives.

4 Brad said the drying pelletizer system was added to this. With the dryer, landfill costs would be substantially less  
5 because there would not be nearly as much water going in the landfill. With PCAD - Primary Clarification Anaerobic  
6 Digestion, initially the capital costs (30 mgd) are more expensive, but there is some credit in the O& M for the gas  
7 used. Dale said if we go PCAD and landfill for twenty years, we would be looking at an additional \$50 million in  
8 disposal, whereas with the pelletizer we are looking around \$16 million. But, when added up, it looks like PCAD is a  
9 lower cost. Brad said over 20 years, net present worth, PCAD is the most cost effective for TSSD. Brad said this idea  
10 makes sense, and if you want to dry the solids, there would be half as many, so the drying costs would go down. The  
11 drying option is something that ought to be investigated in the overall master plan. Brian said we are going to learn  
12 whether our product is something interesting to others to haul away. That way we would get rid of hauling costs, and  
13 land to disburse it. Brian said, in his opinion, this is a conservative view.

14  
15 **Mark Christensen made a motion to approve Resolution 2019-03 Adopting Primary Clarifier Anaerobic**  
16 **Digestion (PCAD) as the Treatment Train Option for Timpanogos Special Service District. Brian Braithwaite**  
17 **seconded the motion.**

18 Dale said if we get into the master plan and a better option comes up, and this resolution says we are going with  
19 PCAD, how does that play out? Mark said we would adopt another resolution at that time that supersedes this one.

20  
21 **Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker,**  
22 **Blaine Thomas, Craig White, Jay Meacham, Sullivan Love and Chandler Goodwin. The motion passed**  
23 **unanimously.**

## 24 25 **Communication**

### 26 **1. Manager’s Report**

27 Rich said he presented to the Utah Lake Water Quality Science Panel. Rich took their information and had some  
28 disagreements on some viewpoints and brought his concerns to the steering committee. Erica Gaddis, DWQ, asked  
29 Rich to present his position to the Utah Lake Commission. Rich expressed that there should be more POTW’s  
30 represented at this voting level of the steering committee. Rich let them know we want to continue complying with the  
31 total phosphorus limit, but felt we were underrepresented. It is going through a public comment now and Rich feels  
32 that DWQ will be able to choose whatever value they want to impose. Rich is trying to place his input where it can  
33 matter now.

34 Rich said the belt presses have been delivered and installed in the dewatering building. We are working with  
35 Bowen & Collins and Jodie Hoffman on a final draft of the CFP/IFFP. Updates will be given as it comes along. Rich  
36 said the plant performance is doing well. On the effluent total phosphorus year to date up to November we are at 1.14  
37 mg/L. For the year end we will be at about 1.07 mg/L. Rich said with some of the things he has initiated, hopefully by  
38 next year we will be in compliance under the 1mg/L so we will be ahead of schedule.

39  
40 Sullivan Love said the board has had discussion about moving from a County ruled Special Service District to a  
41 local district. Sullivan thought it might be better to approach this now with the turmoil going on with the county  
42 commission, and while there are just three commissioners instead of trying to convince more. Brian said the biggest  
43 part of this is getting the cities on board and he thinks the county will follow with the cities’ preference.

## 44 45 **Closed Meeting**

46 There was no closed meeting.

47  
48 **Adjourn: Blaine Thomas made a motion to adjourn. Dale Ihrke seconded the motion. All present “Aye”.**  
49 **Meeting adjourned 6:31 p.m.**