

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

February 20, 2020

6:00 p.m.

Conference Room

Board Members

Present:

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

District Staff:

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

Others:

Craig Carlile, Ray Quinney & Nebeker	Brandon Wyatt, Bowen Collins & Assoc.
Ryan Bench, Carollo Engineers	

Call to Order

David Bunker, Board Chair, called the meeting to order. 6:01 p.m. David introduced new Board Members, Katie Koivisto, Richard Nielson, and John Goodman.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the January 16, 2020 Administrative Board Meeting Minutes

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

Consent Calendar

- 1. Purchased Loaders - \$492,957.75 from Wheeler (saved over \$60,000)**
- 2. September Board Retreat 9/24/20 starting at 8:00 a.m.**

David Bunker said item two is an amendment to the 2020 schedule. The September 17, 2020 meeting would be changed to September 24, 2020 and would be an all-day board retreat starting at 8:00 a.m. Mark Christensen had a conflict and would not be able to attend. Brian requested to pull that item from the consent calendar for additional discussion.

Chandler Goodwin made a motion to approve the consent calendar tabling item two. Blaine Thomas seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

After discussion, the board decided to hold the board retreat on Thursday, September 10, 2020.

Chandler Goodwin made a motion to amend the 2020 Board Schedule to hold the Board Retreat September 10, 2020 beginning at 8:00 a.m. Dale Ihrke seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay

1 Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed
2 unanimously.

3
4 **Finance – Joe Martin**

5 **1. Financial Report**

6 Joe said the financial statements for 2019 year-end are in dropbox. There are some adjustments that still need to be
7 made, so they are not final. The wastewater treatment income has been reconciled. All the impact fees have been
8 received for 2019. There are some graphs that give a representation of the impact fees received during 2019 compared
9 with 2018. The 2019 ERUs were lower than 2018. Joe said the audit preparation is going well. The auditors are
10 scheduled to come in the first or second week in March.

11 Dale Ihrke said the December check register shows a check for \$19,000.00 to Wasatch Regional Landfill and a
12 check to SNAP Trucking for \$11,000. Dale asked if \$30,000.00 is the average monthly cost for biosolids disposal.
13 Rich said yes.

14
15 **Action Items**

16 **1. 2021 Lehi/American Fork Outfall (CL-R1) – Bowen and Collins Scope and Fee**

17 Rich said Bowen and Collins are on our Master Services Agreement. This line needs to be upsized to a 60-inch.
18 We have budgeted the design for this year. There are about 60 land parcels that need to be addressed with surveying
19 and easements. We need to get started on this as it is going to require a lot of work to get that line to the District. The
20 cost Bowen and Collins gave us is \$598,000.00. We budgeted almost \$1.6 million this year for design.

21 **Katie Koivisto made a motion to approve the Bowen and Collins Scope and Fee proposal for the 2021**
22 **Lehi/American Fork Outfall (CL-R1), not to exceed \$598,000.00. Dale Ihrke seconded that motion. Those**
23 **voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas,**
24 **John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler**
25 **Goodwin. The motion passed unanimously.**

26
27 **2. 2021 60” Outfall Rehabilitation, Plant to BHLS (SR-1) – Bowen and Collins Scope and Fee**

28 Rich said this project is the line from the Boat Harbor Lift Station to the plant. It needs to be lined so it does not
29 continue to degrade. We asked Bowen and Collins to give us a scope and fee, which is design for this year. The cost
30 they gave is \$139,000.00. We budgeted \$310,000.00 for this year.

31 **Brian Braithwaite made a motion to approve the Bowen and Collins Scope and Fee Proposal for the 2021**
32 **60” Outfall Rehabilitation, Plant to Boat Harbor Lift Station (SR-1), not to exceed \$139,000.00. Chandler**
33 **Goodwin seconded the motion.**

34 Jay Meacham asked if the schedule of both of these designs coincide with one another. Rich said yes. There are
35 different staff to address these, and six different sub-contractors working on the first project. The scope shows the
36 timelines. Bowen and Collins will also be doing one more project for us. This as much work as they can take on. We
37 have six additional projects that have not been awarded. We have to go out for RFP and bring in additional firms to
38 support us on these other projects.

39 **Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine**
40 **Thomas, John Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and**
41 **Chandler Goodwin. The motion passed unanimously.**

42
43 **3. 2021 Power Quality Switchgear (EL-1) – Carollo Scope and Fee**

44 Rich said we have had some issues with being able to exercise our backup generators and our power quality here at
45 the plant. We have selected Carollo Engineers to use their electrical expertise and work with our electrical staff. They
46 have put together a scope and fee for \$45,320.00. That cost does not include the switch gears and other items we need
47 to replace. It is for design and to put together a direction how to accomplish the task. We budgeted \$850,000.00. The
48 bulk of that will go to the capital items we need to buy for replacement. They did have an alternative option to
49 measure the power quality. Rich said he is asking them to put in more effort to draw out what that scope will entail
50 and how they are going to do that. Rich said they have been added to our SOQ list, but we do not have an actual

1 agreement with them yet. They said they will comply with agreement recommendations from our attorney, we will
2 have the agreement signed before we move forward with this. This agreement is specifically for this task.

3 **Brian Braithwaite made a motion to approve the Scope and Fee proposal from Carollo for the 2021 Power**
4 **Quality Switch Gear (EL-1), not to exceed \$45,320.00 and contingent upon the successful completion of an**
5 **executed agreement between TSSD and Carollo. Jay Meacham seconded the motion. Those voting “Aye” –**
6 **David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman,**
7 **Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The**
8 **motion passed unanimously.**

9
10 **4. 54” Spot Repair – Notice of Award to National Power Rodding for \$125,00.00 Base Bid plus \$16,500.00**
11 **Bid Alternate – JUB Engineers**

12 Rich said in 2018 we cleaned the 54” line that collects water from Lehi, Saratoga Springs and Eagle Mountain. We
13 noticed there was a pretty significant leak in one of the joints. That needs to be repaired. Another project this year, is
14 to put a parallel line right next to this line. JUB has been working on this for the last six months or more. We went out
15 for bid and there were two bids. National Power Rodding came in with the lowest bid at \$125,000.00. We have some
16 options that are bid alternatives for needs that might arise as the project continues. With the bid alternatives it was
17 \$16,500.00 with a total amount of \$141,500.00.

18 **Craig White made a motion to approve the Notice of Award to National Power Rodding for \$125,000.00 plus**
19 **\$16,500.00 for a total of \$141,500.00 for the 54” Spot Repair. Dale Ihrke seconded the motion. Those voting**
20 **“Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, John**
21 **Goodman, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin.**
22 **The motion passed unanimously.**

23
24 **Communication**

25 Rich said DWQ has approved the construction for the blower project. Brown and Caldwell are working with us on
26 this project. The information package has been sent to the firms who have went the preapproval process. We will put
27 it out for about 8 weeks for them to give proposals. Our engineers have seen an increase in bid projects as much as
28 25% and we want to give them a chance to plan their time schedule to do this project. Rich said board members
29 should have received the survey on the master plan and asked them to complete the survey if they haven’t already.
30 There will be a kickoff meeting on February 27th.

31 Rich said in December the board approved a change in how we are going to treat our waste streams. There are
32 primary clarifiers, anaerobic digesters and potentially a satellite plant we want to look at as part of the master plan.
33 That is estimated to cost around \$100 million. We want to have a good master plan and know what we are going to do
34 and how we are going to do it. We have a lot of information to put in and narrow that down so we can have an
35 overview of the direction will take us to the next 10, 20 and 40 years.

36
37 **1. Utah Water Quality Board – HAB public comment**

38 Rich said the Utah Water Quality Board, the governing body that directs DEQ, which directs DWQ, which directs
39 us, is out for public comment on the HAB (Harmful Algal Bloom) swim advisory. Rich presented to the board that
40 they should comply with the regulations set forth by the EPA. Rich said he plans to comment during the public
41 comment period to say, simplify this so the publics know whether or not to use the water body. We are part of the
42 Wasatch Front Water Quality Council (WFWQC) and they will give a detailed scientific background on their public
43 comment.

44
45 **2. Legislative Activity – Appropriation Think Before you flush and Utah Lake Solutions**

46 Rich said the legislature is in session. There was a presentation by WFWQC to the committee to educate them on
47 not flushing wipes. The legislators thought it was great and are appropriating \$150,000.00 to get that information out.
48 The legislators asked Rich to come present to them. They like our Utah Lake Solutions with our Limno Corrals and
49 also the research proposal we submitted to the science panel for the Utah Lake Water Quality Study. They have given
50 us \$100,000.00 in addition to \$100,000.00 set aside by the Board for the project. We have purchased the Limno

1 Corrals and the science panel has recommended we do a soft start as they want to have some input on those
2 experiments. We want to ensure they can withstand the winds and wave action. We are moving forward in
3 conjunction with DWQ.
4

5 **3. Staff – Biosolids report to Operations**

6 Rich said Biosolids has been reporting directly to him, he moved them under operations. That change was made
7 today, and it minimizes the number of people reporting to him and he can put more focus on supervisor role rather than
8 working the day to day operations.
9

10 **4. Manager’s Report**

11 The plant was in full compliance for the month of January. The average effluent phosphorus is at .41 mg/L so far.
12 Brian said it is important that we continue to stay proactively involved in the legislative activities. If we are not in
13 front of this, we are going to end up with our residents having huge expenses that we do not need. Brian asked Rich to
14 let the board know when he meets with the legislature so they can keep their legislators informed. Brian asked if there
15 was potential of getting more funding. Rich said Senator Stratton is asking for \$200,000. The \$100,000.00 is going to
16 Utah Lake Solutions Project and he wants to spend \$25,000.00 on evaluating the harmful algal bloom. He also would
17 like to look at solutions to clean up the lake with the other \$75,000.00.
18

19 **Closed Meeting**

20 There was no closed meeting.
21

22 **Adjourn: Brian Braithwaite made a motion to adjourn. Blaine Thomas seconded the motion. All present**
23 **“Aye”. Meeting adjourned 6:40 p.m.**
24