

Timpanogos Special Service District
Administrative Board
Electronic Meeting Minutes
6400 North 5050 West Utah County, Utah

APPROVED

January 19, 2023

6:00 p.m.

Conference Room/Electronic Meeting

Board Members:

Present: David Bunker (Chair) Sullivan Love (Vice Chair) Blaine Thomas
Neal Winterton Brian Braithwaite Chandler Goodwin
Jay Meacham

Electronic: Mark Christensen Richard Nielson Mack Straw
Lon Lott Craig White Chris Condie

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

Others: Mark Bell, Hayes Godfrey Bell Wade Stinson, Aqua Engineering
Brandon Wyatt, Bowen Collins Associates

Electronic: Johnathan Ward, Zions Public Finance

Call to Order

David Bunker, Board Chair, called the meeting to order 6:00 p.m.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the December 15, 2022 Administrative Board Meeting Minutes

Jay Meacham made a motion to approve the minutes of the December 15, 2022 Administrative Board Meeting. Chandler Goodwin seconded the motion. Those voting "Aye" – David Bunker, Lon Lott, Mark Christensen, Blaine Thomas, Chris Condie, Craig White, Brian Braithwaite, Jay Meacham, Richard Nielson, Neal Winterton, Mack Straw, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

1. TSSD Check Register
2. CL-N1: Sundt Pay Request No.3
3. TO 2022-06 Package D Utah Lake Shoreline and Wetlands Restoration – Amendment No. 2 Facility Plan/NEPA and Related Information Workshops

Blaine Thomas made a motion to approve all items on the Consent Calendar as presented. Brian Braithwaite seconded the motion. Those voting "Aye" – David Bunker, Lon Lott, Mark Christensen, Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love, Brian Braithwaite, Neal Winterton, and Chandler Goodwin. The motion passed unanimously.

Finance

1. Financial Report

The financials were in dropbox for the board to review.

1
2 **2. S & P Reports**

3 Rich said Standards & Poor's audited the District and submitted a report for our bonding. They raised their credit
4 ranking of the District from AA- to AA. Rich said that is a good rating for the District.
5

6 **3. 2021 Impact Fee Report**

7 Rich said last year the District failed to present the impact fee report for 2021. It is in this packet for the board to
8 review.
9

10 **Action Items**

11 **1. Award Bond Council**

12 Brian Braithwaite, Finance Committee Chair, said the District posted a request for proposals to provide Bond
13 Council for the District. Two proposals were received from very qualified entities. On January 11th the award
14 committee evaluated and scored the proposals. Chapman and Cutler LLP received the highest score.
15

16 **Brian Braithwaite made a motion to accept the proposal and award Chapman and Cutler LLP as Bond**
17 **Council for the District. Mack Straw seconded the motion. Those voting "Aye" – David Bunker, Lon Lott, Mark**
18 **Christensen, Blaine Thomas, Chris Condie, Craig White, Brian Braithwaite, Jay Meacham, Richard Nielson,**
19 **Neal Winterton, Mack Straw, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**
20

21 **2. TSSD Board Elections**

22 David Bunker said it is time to elect a Board Chair and Vice Chair. The Board also needs to discuss the position of
23 Board Treasurer.
24

25 Board Chair:

26 **Blaine Thomas nominated Chandler Goodwin for Board Chair. Lon Lott seconded the nomination for**
27 **Chandler Goodwin.**

28 **Chandler Goodwin nominated Sullivan Love for Board Chair. Brian Braithwaite seconded the nomination**
29 **for Sullivan Love.**

30 **The Board took a vote for Board Chair. Sullivan Love was voted in as Board Chair with the majority vote.**
31

32 Board Vice Chair:

33 **Mack Straw nominated Chandler Goodwin as Board Vice Chair. Sullivan Love seconded the nomination for**
34 **Chandler Goodwin.**

35 **Blaine Thomas nominated Jay Meacham as Board Vice Chair. Brian Braithwaite seconded the nomination**
36 **for Jay Meacham.**

37 **The Board took a vote for Board Vice Chair. Jay Meacham was voted in as Board Vice Chair with the**
38 **majority vote.**
39

40 David Bunker said Craig White has served as Board Treasurer for many years. He is very knowledgeable and has
41 done a fantastic job. Craig will be retiring and leaving the Board in a few months. David recommended the Board elect
42 a Treasurer Pro-Tempore who will replace Craig when he leaves. That person can shadow Craig and make sure they
43 understand the responsibilities of the position. Brian Braithwaite said Craig has been on the finance committee and has
44 been a huge help and to have Craig continue to serve until he leaves is valuable; especially as we discuss bonding.
45

46 Board Treasurer:

47 **Chris Condie nominated Brian Braithwaite as Board Treasurer. Blaine Thomas seconded the nomination for**
48 **Brian Braithwaite. There were no other nominations, consequently Brian Braithwaite was elected Board**
49 **Treasurer.**
50

1 Sullivan Love extended his thanks to David Bunker, and Craig White.

2 **Communication**

3 **1. TSSD Electronic Meeting Resolution 2023-01**

4 Rich said we have several things incorporated into our By-Laws on electronic meetings. In order to comply with
5 Utah public meetings electronic meetings law, our legal counsel has drafted this resolution. The board needs to discuss
6 whether they want to allow voting by proxy. Rich said we are not currently using voting by proxy and if the Board
7 wants to allow it, there needs to be a policy. Rich said the board's decision will be put in the resolution to vote on next
8 month.

9 David Bunker said some of the committees have already looked at this. We have not allowed voting by-proxy in the
10 past, but that does not mean the board cannot allow it now. David said this means if a board member is not present at
11 board meeting, they may give their vote to another board member, who would be allowed to step in and vote for that
12 absent member. Brian said we have a large board, and he does not see a need for proxy voting and due to the fact that
13 there is electronic voting, this should be a mute issue. In most cases, if it is important enough for the member to be
14 there, they should be able to allocate the time. Brian said he does not support it as he does not see there is a need.
15 Chandler said he agreed and is not in favor of voting by proxy. David Bunker also agreed. There weren't any board
16 members in favor of voting by proxy. David said this resolution would be brought back for approval next month.

17
18 **2. Manager's Report**

19 Rich said this report is a summary of 2022. Rich said next month there will be a new formatted report with
20 additional information and parameters we are tracking. This report shows the 2022 effluent average total phosphorus
21 was .77 mg/L. We are required to be under 1.24 mg/L. Next year we will have to be under 1 mg/L, and we are actually
22 meeting that now. The plant is running well. Rich said the phosphorus was higher during August and September due to
23 moving some operations to reduce odors going to our neighbors. Rich said we will try to be mindful of our neighbors
24 and controlling odors, but also need to keep our phosphorus down to meet our permit. David Bunker thanked Rich and
25 staff for working hard to keep us in compliance. It is a balancing act, and the board appreciates Rich's management of
26 that.

27
28 **Adjourn: Chris Condie made a motion to adjourn. Blaine Thomas seconded the motion. All present "Aye."**
29 **Meeting adjourned. 6:29 p.m.**

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