

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

APPROVED

January 21, 2021 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	*Blaine Thomas
Richard Nielson	Jay Meacham	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
Ryan Bench, Carollo Engineering	Brad Rasmussen, Aqua Engineering
Kasey Chesnut, Horrocks Engineers	

Call to Order

David Bunker, Board Chair, called the meeting to order 6:03 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 December 17, 2020 Administrative Board Meeting Minutes

Dale Ihrke made a motion to approve the minutes of the December 17, 2020 Administrative Board Meeting. Sullivan Love seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, John Goodman, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

- 1. Archer Western – Pay Request #5**
- 2. Aqua Engineering Solids Disposal Planning**
- 3. Marsh Master Order**
- 4. Heavy Equipment Rental for Pond Rehabilitation**
- 5. Loader Order**

1 **Craig White made a motion to approve the Consent Calendar. Chandler Goodwin seconded the motion.**
2 **Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, John Goodman, Craig White,**
3 **Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**
4

5 **Finance**

6 **1. Financial Report**

7 Joe Martin reported on the November 2020 financials. Joe said it is typical to have money in the budget near the
8 end of the year. David Bunker said the unspent money in the capital projects will be allocated back into the capital
9 budgets to be spent on those projects. Joe said we want to be transparent in the budget and it an estimate of what we
10 would spend in one year on these projects. Some of these will last more than one year so there is a ten-year budget for
11 these projects. If we make more progress on a project than anticipated and we spend more than estimated, it may look
12 like we are going over budget, even though the full project is budgeted in the ten-year budget. If we budget the whole
13 project in one year, it will look like we are spending more money in one year than we are actually spending. Joe said
14 those are some of the challenges we face when budgeting for the capital projects.

15 Joe said the impact fee revenue is very similar to where it was a year ago and the ERUs are almost exactly what we
16 did a year ago. Joe said the auditors will be here the first week in March. Joe asked board members to remind their
17 cities to get in the final payments in for the year.

18 *Katie Koivisto, Brian Braithwaite and Blaine Thomas joined the meeting. 6:18 p.m.
19

20 **Action Items**

21 **1. Resolution 2020-01 Update wording to replace with 2017-01**

22 Rich said this resolution was approved in November. There was a typographical error that needs to be corrected.
23 This resolution was amending Resolution 2017-1 not Resolution 2020-01. The cities were sent out the letter informing
24 them this Resolution would be effective 90 days from the approval, which will be February 19th. Lehi City said they
25 would prefer it be effective the beginning of a month such as March 1st. Rich said the board would need to decide if
26 they would like to change the effective date. Rich said Katie Koivisto was to check with the office staff at Lehi and
27 give an update as whether that was a problem. Mark Christensen said his city is queued and have given the date of
28 February 19th for this to be effective. David Bunker said if we are going to change that date, we would need a new
29 resolution. Craig Carlile said yes, if you are going to amend it, you would want a new resolution and put it on the
30 agenda. Katie called Lehi’s finance director and city administrator and they accepted the language in the resolution “to
31 be effective 90 days from the date of the resolution”, which is February 19, 2021.

32 **Katie Koivisto made a motion to correct the typographical error in Resolution 2020-01. Blaine Thomas**
33 **seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian**
34 **Braithwaite, John Goodman, Blaine Thomas, Craig White, Jay Meacham, Katie Koivisto, Richard Nielson,**
35 **Sullivan Love and Chandler Goodwin. The motion passed unanimously.**
36

37 **2. Jet Truck Order**

38 Rich said this is a replacement for one of our jet trucks that has been in service for 12 years. We like to cycle them
39 out after 10 years, but we have been trying to get more out of them. There have been some problems with two trucks
40 that are at the 12-year mark. This truck comes in two pieces, the chassis and the operational portion of the vac truck.
41 There are two separate warranties. This purchase is through state contract from Premier Truck Group for the chassis
42 and Neverest Equipment for the vac truck. The total purchase price is \$416,419.00.

43 **Katie Koivisto made a motion to approve the Jet Truck Order for \$416, 419.00. Brian Braithwaite seconded**
44 **the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian**
45 **Braithwaite, John Goodman, Blaine Thomas, Craig White, Jay Meacham, Katie Koivisto, Richard Nielson,**
46 **Sullivan Love and Chandler Goodwin. The motion passed unanimously.**
47

48 **3. Resolution 2021-01 Timpanogos Special Service District Administrative Board Offices**

49 Rich said with the many projects we are doing; we withhold 5% retainage from the contractors on those. We are
50 trying to put that retainage into a separate account so they can accrue interest. Rich tried to create this retainage

1 account and the bank required documentation of the signing authority. Rich said Resolution 2021-01 documents the
2 board offices.

3 Rich said he intended to have the vote for board chair and vice chair, required every two years per the by-laws, be
4 part of this action item. Craig Carlile recommended having a separate action item to vote for chair and vice chair, as
5 members of the public may be interested in the participating. Craig said this resolution could still be approved tonight
6 but the vote should be postponed until next month's meeting. David Bunker said we would put the vote for chair and
7 vice chair on the next agenda. Katie Koivisto asked the perks of being the chair or vice chair. David Bunker said the
8 compensation is the same as any board member. Rich said the board chair chooses who is chairs each committee, who
9 sits on each committee, and is the primary personnel officer, which is delegated to the district manager for the day-to-
10 day operations. The chair also has the authority to sign checks and sets the board meeting agenda. The board vice-
11 chair steps in if the board chair is absent and the also chairs the administration committee.

12 **Dale Ihrke made a motion to approve Resolution 2021-01 Timpanogos Special Service District**
13 **Administrative Board Offices. Brian Braithwaite seconded the motion. Those voting "Aye" – David Bunker,**
14 **Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, John Goodman, Blaine Thomas, Craig White,**
15 **Jay Meacham, Katie Koivisto, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed**
16 **unanimously.**

17 **Communication**

18 **1. Managers' Report**

19 Rich said this is mainly a year-end report. We are required to be under 1 mg/L on effluent total phosphorus by
20 2023. The yearly average is .75 mg/L. Rich said we have made operational changes to make that work. The other
21 number to keep in mind is the effluent total inorganic nitrogen, which is an average of 9.46 mg/L. As the flow
22 increases that number will go up. The plant is not designed to do TIN below 10 mg/L. The state would like us to be at
23 10mg/L, but they cannot require it. Rich said he will talk more about that in the master plan report next month. Rich
24 said we are seeing an increase in TSS due to the blower project. We are staying within permit limits and by June
25 hopefully the new blowers will be in and we will see improvement.
26

27 Rich said there is a legislative bill that has not been introduced with a lot of conversation on changing how the Utah
28 Lake Commission operates and who has authority over the lake. Rich said he hopes when that bill comes out that the
29 cities will have some input on what is happening. Rich said they had a work session with the Utah Lake Commission
30 earlier today. Representative Brady Brammer, sponsor of this bill, gave discussion as to why it is important to change
31 the way this is working and why local has all the burden of funding to clean the lake when this is a state asset. Rich
32 doesn't think there is understanding in all the work going to clean the lake. The Utah Lake Water Quality study is not
33 going to clean the lake, it is going to put a loading parameter on the wastewater treatment plants. Rich said that is why
34 he started the Utah Lake Solutions and got funding from the state legislature. We need to look at something more long
35 term that would potentially bind the phosphorus. The District is contributing \$100,000 a year and the state of Utah is
36 essentially putting in \$200,000 to augment the study we are doing. Brady Brammer suggested to decrease the surface
37 area of the lake, deepen it and retain more water. Rich said there is a lot of underlying information that was missed in
38 respects to the clean water act. Rich said if the lake is made into a deep cold-water body, we will be required to go
39 down to .1 mg/L phosphorus. It will change what we have to do, and those options have been incorporated into the
40 master plan. David Bunker said what is being suggested would create an entity that would extend ½ mile beyond the
41 shoreline which would take into account TSSD. The entity would become equivalent to a municipality and would end
42 up having authority to bond, receive appropriations, and to affect zoning and economic development. David said it
43 will affect every entity that is part of TSSD.
44

45 **Closed Meeting**

46 **1. To discuss litigation, property acquisition and personnel**

47 **There was no closed session.**

48 **Adjourn: Blaine Thomas made a motion to adjourn. Mack Straw seconded the motion. All present "Aye".**
49 **Meeting adjourned 7:04 p.m.**