

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

July 19, 2018 6:00 p.m. Conference Room

Board Members

Present:

David Bunker	Dale Ihrke	Craig White
Jay Meacham	Mark Christensen	Sullivan Love
Lynn Walker	Chris Condie	Blaine Thomas
Brian Braithwaite	Chandler Goodwin	Mack Straw
Commissioner Bill Lee		

District Staff:

David Barlow, District Engineer
Danette Smith, Board Secretary
Alan Robinson, Maintenance Coordinator
Michael Scheetz, Lab Director

Others:

Craig Carlile, Ray Quinney and Nebeker
Brandon Wyatt, Bowen Collins & Associates
Brandon Heidelberger, Brown and Caldwell
Randy Zollinger, Jacobs Engineering
Richard Mickelsen

Call to Order

David Bunker, Board Chair, called the meeting to order. 6:03 p.m.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the June 21, 2018 Administrative Board Meeting Minutes
2. Approval of the June 27, 2018 Special Administrative Board Meeting Minutes

Blaine Thomas made a motion to approve the minutes from the June 21, 2018 Administrative Board Meeting and the minutes from the June 27, 2018 Special Administrative Board Meeting. Brian Braithwaite seconded the motion. Those voting "Aye" – David Bunker, Mack Straw, Brian Braithwaite, Lynn Walker, Blaine Thomas, Chris Condie, Craig White, Commissioner Bill Lee, Jay Meacham, Dale Ihrke, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

There were no items on the consent calendar.

Finance

1. Financial Report

Joe Martin was not present. David Bunker said he spoke with Joe and there were some issues with getting the financials ready for tonight and he would have the financials ready for board meeting next month. Brian Braithwaite inquired why there was \$20,000 in grinder costs. Alan Robinson said he could probably answer that. Alan said they had to order a new complete set of hammers. The ones that were on it were unbalanced, so the mill would not balance. Alan said as the board was aware it was a used grinder when we purchased it, and we have been working through costs. There were some costs associated with maintenance. Fox Equipment has been quite instrumental in

1 getting it put together and restored. Brian asked if we expect this to be an ongoing thing or now that some of that
2 has been repaired and replaced it is good to go for a while. Alan said it is grinder and they are a high maintenance
3 item. Alan thinks we are getting ahead of it; some of the stuff we have purchased to minimize downtime in the future
4 and needs we know we are going to have.

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6 *Mark Christensen joined the meeting. 6:08

7 **Communication**

8 **1. Engineering Update – Brown and Caldwell**

9 Brandon Heidelberger, Brown and Caldwell, said prior to board meeting they had the workshop on the biosolids
10 management. Brandon said he would take any comments from the board and staff and finalize those into a final
11 report on that project. On the phosphorus removal project, they met with DWQ last month to discuss the status of the
12 variance request. From that meeting they tailored a proposal which is a tiered compliance schedule. It is four years
13 from 2020-2024. The first tier would be from 2020-2022, which they are proposing a 2.6 mg/L effluent. The
14 current three-year average is about 1.5 mg/L. That would give time to make all the changes needed to be made. The
15 second tiered schedule would be from 2022-2024 with an annual average interim effluent phosphorus limit of 1.5
16 mg/L. With that proposal the plant would need to be in compliance by January 1, 2024. Brandon said they are
17 waiting to hear back from the state on the status of that request.

18 Brandon said there was direction from the board at the last meeting to meet with staff and select a blower
19 technology. Brown and Caldwell held a workshop with plant staff and the preference with plant staff is the Integrally
20 Geared Turbos (IGT). They would like to do a little further checking on the operations and maintenance long term
21 for those units. They have asked reference installations of similar size to get a good idea of what the ongoing
22 maintenance of those. Hopefully that will occur within the next week and then they will issue a procurement
23 document for blowers. That will go out in August, they will get the bids back by September and make a
24 recommendation to award at the September Board Meeting.

25 **2. Capital Improvement Projects Quarterly Update**

26 David Barlow said there were seven engineering firms approved from the SOQ list and three projects awarded;
27 the 2018 Headworks Improvements Project, Collections Shop Drainage Project and the Electrical Safety and
28 Compliance Project. There will be some RFP's ready to go out next month. The budget for project management
29 support, was \$50,000 and to date we have spent just under \$20,000. David Barlow reviewed the status of the projects
30 through June with the board. A couple of these projects will be done in-house. There are bids coming in right now
31 on the remodel of the operations building. The Remove Lehi Flume on Boat Harbor Line has been designed and is
32 getting ready to go out to bid in conjunction with two O & M projects; Collection System Evaluation and Sewer Line
33 Repair. David Barlow said there is \$100,000 budgeted for Sewer Line Repair, but chances are that will come in a lot
34 higher so after the bid he will come back to the Board for direction to modify the budget. The project Control
35 System Master Planning can be awarded to our current vendor that does our SCADA. David Bunker said he
36 appreciates this report and keeps the board on track with these projects.

37 **3. Manager's Report**

38 David Barlow said we are in compliance. We are averaging just under 1 mg/L on the effluent phosphorus so far
39 this year, but as mentioned when we get warmer weather it goes up. We are trying, with help from Brown and
40 Caldwell, to figure out how we can get that number lower especially in the summer months. David Barlow said he
41 has been going to the Utah Lake meetings. There is an op-ed that is ready but has not gone out yet. It is co-written
42 with Eric Ellis, Erica Gaddis and Leland Meyers and should be coming out in the next couple of weeks.
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45 **Action Item**

46 **1. Election of Timpanogos Special Service District Administrative Board Vice Chair**

47 David Bunker said in the past we have taken nominations and the board would vote based on who is nominated.
48 David said with our Board Chair, Mark Johnson, leaving the board, our By-Laws state the Vice Chair becomes the
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1 Chair until the end of his term, which would be January 2019. David Bunker will fill that term, then in January we
2 will have another election. David Bunker asked for nominations for Board Vice Chair.

3 **Chris Condie nominated himself for Vice Chair. Mark Christensen seconded the nomination.**

4 **Brian Braithwaite nominated Dale Ihrke for Vice Chair. Sullivan Love seconded the nomination.**

5 **Board members voted for Board Vice Chair by written ballot. Dale Ihrke had the majority votes to
6 become the Timpanogos Special Service District Administrative Board Vice Chair.**

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8 **Closed Meeting**

9 **Brian Braithwaite made a motion to go into closed session in the Conference Room of the District
10 Administrative Building for personnel matters. Dale Ihrke seconded the motion. David Bunker called for a
11 roll call vote. Those voting "Aye" – David Bunker, Mark Christensen, Mack Straw, Brian Braithwaite,
12 Blaine Thomas, Chris Condie, Lynn Walker, Craig White, Jay Meacham, Commissioner Bill Lee, Dale Ihrke,
13 Sullivan Love and Chandler Goodwin. The motion passed unanimously 6:25 p.m.**

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15 *Richard Mickelsen joined the closed session. 7:05 p.m.

16 **Chris Condie made a motion to go into regular session. Lynn Walker seconded the motion. Those voting
17 "Aye" – David Bunker, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Chris Condie,
18 Lynn Walker, Craig White, Jay Meacham, Commissioner Bill Lee, Dale Ihrke, Sullivan Love and Chandler
19 Goodwin. The motion passed unanimously 7:14 p.m.**

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21 **Action Item**

22 **2. Approve Contract for Employment of District Manager**

23 David Bunker said the Board has been able to discuss this action item and come to an agreement. It would be an
24 employment agreement with Rich Mickelsen and Timpanogos Special Service District.

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26 **Chris Condie made a motion to approve the employment agreement with Richard Mickelsen to become the
27 new District Manager of Timpanogos Special Service District. Mack Straw seconded the motion. Those
28 voting "Aye" – David Bunker, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Chris
29 Condie, Lynn Walker, Craig White, Jay Meacham, Commissioner Bill Lee, Dale Ihrke, Sullivan Love and
30 Chandler Goodwin. The motion passed unanimously.**

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32 David Bunker asked Rich Mickelsen to express his thoughts with the board. Rich Mickelsen said it had been
33 quite a long process for the board and he appreciates them taking the time to thoroughly vet him. Hopefully the
34 board has learned his personality as well as his background. He has answered a lot of questions and has been
35 forthcoming with those answers, so the board knows what they are getting with him. Rich said he gets into the
36 details of the technical side of things and understands those being in the business for the last 18 years. He has mostly
37 been in the laboratory, so he is looking at the data all the time. Up until last year because he took a seat back because
38 the guy that is in charge needs to be the guy in charge. In this case, the board is where he will get his direction from.
39 He will give the board the information and they want to go one way or another he is willing to go that way because
40 that is the decision where they want to put their money. Rich said he will fight tenaciously legislatively wise. Try to
41 put our input before the concrete is set. For example, Utah Lake, if there are things we can do there to benefit us, that
42 will save us money he is willing to look at those things and try them. Before Rich came into the public field he was
43 heavily involved in research so that is where his roots are. He tried to narrow his goals and he could only limit it to
44 ten, and there are multiple aspects of each of those different unit operations. He plans on jumping in and see how
45 this plant runs and see what we can do to make it better or utilize the different unit operations here. David Bunker
46 said he had full confidence in Rich and what he brings to the District; we are headed in a great direction and look
47 forward to his expertise.

48 **Adjourn: Blaine Thomas made a motion to adjourn. Chris Condie seconded the motion. All present "Aye".
49 Meeting adjourned. 7:19 p.m.**