

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

APPROVED

July 21, 2022

6:00 p.m.

Conference Room/Electronic Zoom Meeting

Board Members:

Present: David Bunker Blaine Thomas Brian Braithwaite
Sullivan Love Chandler Goodwin Lon Lott

Electronic: Richard Nielson Chris Condie Mack Straw
Craig White Jay Meacham Neal Winterton
Mark Christensen

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

Others: Mark Bell, Hayes Godfrey Bell, P.C. Ryan Bench, Carollo Engineers
Wade Stinson, Aqua Engineering Kasey Chesnut, Horrocks Engineers
Drew Geiger, Horrocks Engineers Brent Packer, Bowen Collins & Associates
Rod Braegger, Sundt Construction Jessy Meyer, Sundt Construction

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 16, 2022 Administrative Board Meeting Minutes

Brian Braithwaite made a motion to approve the minutes of the June 16, 2022 Administrative Board Meeting. Blaine Thomas seconded the motion. Those voting "Aye" – David Bunker, Lon Lott, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

1. TSSD Check Register
2. COP Pay Request 12
3. Archer Western Pay Request 14 & 15
4. TO 2022-06 Package D Amendment 1-07012022 – Brown and Caldwell
5. CL-N1 Award Construction Contract – Sundt Construction

Brian Braithwaite made a motion to approve the Consent Calendar as presented. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Lon Lott, Mark Christensen, Mack Straw, Brian Braithwaite,

1 **Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and**
2 **Chandler Goodwin. The motion passed unanimously.**
3

4 **Financial Report**

5 The May financials were in dropbox for review. Rich said Joe will report on the financials next month.
6

7 **Action Items**

8 **1. Nominations/Election for TSSD Board Vice Chair**

9 David Bunker, Chair, said Dale Ihrke has been TSSD Board Vice Chair. Lon Lott, Alpine, is replacing Dale Ihrke
10 on the TSSD Board. David said we will need to nominate and elect a new Vice Chair. David opened up the
11 nominations. Blaine Thomas nominated Sullivan Love. Brian Braithwaite nominated Jay Meacham. Jay asked if that is
12 possible as his term has ended. Rich said according the TSSD By-Laws, until you are replaced you remain on the board.
13 Nominations were closed. Board Members present submitted their votes by written vote, and those attending
14 electronically sent their vote via direct chat to Danette. Sullivan Love had the majority votes to become the Board Vice
15 Chair. David Bunker said he believes all on the board are qualified to be the chair or vice chair and he knows Sullivan
16 will do a great job.
17

18 **2. Approval of all TSSD/Member City Agreements**

19 Rich said all (ten) member city agreements have been signed by the individual cities.
20

21 **Mark Christensen made a motion to approve all Member City Agreements. Sullivan Love seconded the**
22 **motion. Those voting "Aye" – David Bunker, Lon Lott, Mark Christensen, Mack Straw, Brian Braithwaite,**
23 **Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and**
24 **Chandler Goodwin. The motion passed unanimously.**

25 Brian Braithwaite said the agreements are signed by the cities but do not have the signature of our Board Chair or
26 attorney. Rich said he intended that once these were approved by the board; our attorney and Board Chair would sign
27 and date with today's date. Brian asked if it should be included in the motion for the board to authorize the Chair to sign
28 those agreements. Mark said he has never experienced where the board would vote on documents that are already fully
29 executed prior to approval. Brian is not suggesting the Chair sign before approval, but that the motion include the ability
30 for the chair to sign now they are approved by the board. David Bunker said once the board accepts and approves the
31 agreements, it is really a formality for the Chair to sign. Rich said according to counsel, it can be done either way and
32 the TSSD By-Laws that the Board Chair sign those agreements. Brian said he wanted to make sure it was addressed and
33 he was fine leaving the motion as approved.
34

35 **Communication**

36 Rich said that John Mackey has officially been named the Director for the Utah Division of Water Quality. Rich said
37 John is a very thoughtful individual, and he will represent the state well.
38

39 **1. Manager's Report**

40 Rich said the plant is performing well, the effluent phosphorus is .5 mg/L at this time of the year, which is excellent.
41 The effluent ammonia, and we are below 1 mg/L right now. Rich said things are generally going well. There are a few
42 problems behind the scenes, but we have good staff that work through those, and we are still cleaning the water.

43 The Board Retreat is September 15 and starts at 8:00. Rich said there will be multiple presentations from our
44 engineering firms that provide us support. We will briefly lay out the past and how we got to this point. The rest of the
45 day will be prepping the board for requests and recommendations to be voted on next year. Rich said there will be
46 supporting documentation with details so the board knows what will be requested along with costs up to five years.
47 David Bunker said there is a lot of work that goes into this retreat and a lot of information; it is very eye opening. David
48 said this meeting will be in person as we really need all of the board members present at the District. It would be
49 difficult to have as an electronic meeting.
50

1 **Closed Meeting**
2 There was no closed meeting.

3

4 **Adjourn: Chandler Goodwin made a motion to adjourn. Lon Lott seconded the motion. All present "Aye".**
5 **Meeting adjourned. 6:26 p.m.**