

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

APPROVED

June 15, 2023 6:00 p.m. Conference Room/Electronic Meeting

Board Members:

Present: Sullivan Love - Chair Jay Meacham – Vice Chair David Bunker
Neal Winterton Joel Thompson Brian Braithwaite
Blaine Thomas Chris Condie Chandler Goodwin

Electronic: Mack Straw Richard Nielson Lon Lott

Excused: Mark Christensen

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

Others: Trevor Lindley, Brown and Caldwell Wade Stinson, Aqua Engineering
Ryan Bench, Carollo Engineers Zenos Therosan

Call to Order

Sullivan Love, 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 May 18, 2023 Administrative Board Meeting Minutes

Chris Condie made a motion to approve the minutes of the May 18, 2023 Administrative Board Meeting as presented. Richard Nielson seconded the motion. Those voting “Aye” – Sullivan Love, Jay Meacham, Mack Straw, Blaine Thomas, Brian Braithwaite, Chris Condie, David Bunker, Richard Nielson, Lon Lott, Neal Winterton, Chandler Goodwin and Joel Thompson. The motion passed unanimously.

Consent Calendar

1. TSSD Check Register
2. CL-N1: Sundt Pay Request No. 8
3. 2019 CFP/IFFP Amendment No. 2

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

Finance

1. Financial Report

Joe Martin presented the financial report for April 2023. Joe said the District is doing well financially. In the restricted cash, there is \$35 million from the bonds that came in April. Our bonds payable have increased from \$23

1 million last year up to \$53 million. The operating revenues are up nearly a million dollars compared to last year. Impact
2 fees are up a little compared to last year, but the impact fee rate is higher this year, so even though our impact fee
3 revenue is higher, there have been less permits issued in 2023. Interest earnings are much higher now so there is a huge
4 difference in what we have earned so far this year compared to last year. Our budget to actual, the total operating
5 expenses is at 24% but we are 33% through the year so we are under budget.

6
7 **Action Items**

8 **1. Federal Holiday – June 19th**

9 Rich Mickelsen said Juneteenth (June 19th) is a Federal and State Holiday. The District does not currently observe
10 that holiday. We are asking the Board if they want to discuss that as an action item. Rich said there is information in the
11 packet entities and whether they are observing that holiday or not. Rich said Juneteenth is the observance of the
12 emancipation of enslaved African Americans. Chandler asked how many holidays the District observes during a
13 calendar year. Rich said twelve, including the floating holiday, which is a personal holiday that employees may
14 schedule. Chandler said Cedar Hills is not one of the cities that observes Juneteenth, but he is personally in favor of it
15 and is making the push for it. David Bunker said he is also in favor of it. David said American Fork traded their
16 floating holiday for Juneteenth, so they kept the same number of holidays (12). Chandler said Cedar Hills would be
17 doing the same thing. Chandler said some of those entities on the list went up to thirteen, so that would not be
18 uncommon. Sullivan said he thought Vineyard added that as an additional holiday. Sullivan asked what kind of a
19 financial impact it is to add a holiday. Rich said he does not know. Neal asked about the current work schedule of the
20 District. Rich said we have to treat the sewage every day, so when there is a holiday the employees that have to come to
21 work can bank that holiday and take it another time during the year. We keep a skeleton crew on the days that we have a
22 holiday because work still needs to get done. Chandler asked if employees get paid time and half if they work the
23 holiday. Rich said no, they just delay taking the holiday. It is a 10-hour holiday because we work four - 10-hour days.
24 Rich said we would like to add this holiday to our schedule. Chandler said he is not opposed to going to thirteen
25 holidays, as it does fall in line with what other entities are doing. Sullivan, Mack and Richard Nielson all agreed.
26 Richard said the county just added this holiday as an additional holiday. Chris asked if the board were to pass this,
27 would it go into effect this Monday. Rich said that is up to the board. Brian asked how the floating holiday works here.
28 Rich said the employees choose what day they would like for the floating holiday and request it with their supervisor.
29 Brian said it is basically a vacation day, called a holiday.

30 **Chandler Goodwin made a motion to add Juneteenth to the Timpanogos Special Service District Handbook as**
31 **an observed holiday and begin observing it Monday, June 19, 2023. Mack Straw seconded the motion. Those**
32 **voting “Aye” – Sullivan Love, Jay Meacham, Mack Straw, Blaine Thomas, Chris Condie, Brian Braithwaite,**
33 **David Bunker, Richard Nielson, Lon Lott, Neal Winterton, Chandler Goodwin and Joel Thompson. The motion**
34 **passed unanimously.**

35 Brian Braithwaite said he thought the administrative committee ought to look at the floating holiday. To him, it does
36 not make sense to have a floating holiday, either get rid of it or turn it into vacation. Chandler said he would like to keep
37 a floating holiday because there are some religious holidays that are not observed but may be celebrated by certain staff
38 members. He would hate to preclude them from taking a holiday on an actual holiday that they prefer. Like we are
39 giving them a holiday on Christmas, but what if they want to celebrate a holiday that is not observed they would have to
40 take vacation. Chandler said he would hate to take away that option. Joe said if you add it to vacation time, it gets a
41 little more complicated because there are different levels of time for vacation depending on employment years. It would
42 be simpler to keep the floating holiday than adjust all those vacation schedules. Brian said it should be sent to the
43 administration committee for them to come back with direction.

44
45 **2. TO 2023-01 Master Plan Phase 1 Program Management**

46 Rich said this is a continuation of TO 2023-01. The previous amount was to cover twelve months and they have used
47 the task order to go from January 2022 through May 2023, so essentially 17 months. Rich said he also changed the way
48 we look at the cover sheet to add the previous budget years to see the escalation in price. This was discussed in the
49 committee meetings.

1 **Chris Condie made a motion to approve TO 2023-01 Master Plan Phase 1 Program Management for**
2 **\$970,670.00. Brian Braithwaite seconded the motion. Those voting “Aye” – Sullivan Love, Jay Meacham, Mack**
3 **Straw, Blaine Thomas, Chris Condie, Brian Braithwaite, David Bunker, Richard Nielson, Lon Lott, Neal**
4 **Winterton, Chandler Goodwin, and Joel Thompson. The motion passed unanimously.**

5
6 **3. TO 2023-02 Package C PCAD Final Design**

7 Rich said this is a continuation of task order 2023-02. The previous amount was to take design to 10% in which they
8 have done so this is a continuation of the designing process. You can see that the total overall project cost is going to
9 increase to \$114.4 million. The cost for this has decreased from last week from \$18,228,353 to \$18,202,715 as
10 comments were made to the engineers and they updated the costs.

11 **David Bunker made a motion to approve TO 2023-02 Package C PCAD Final Design in the amount of**
12 **\$18,202,715.00. Blaine Thomas seconded the motion. Those voting “Aye” – Sullivan Love, Jay Meacham, Mack**
13 **Straw, Blaine Thomas, Chris Condie, Brian Braithwaite, David Bunker, Richard Nielson, Lon Lott, Neal**
14 **Winterton, Chandler Goodwin and Joel Thompson. The motion passed unanimously.**

15
16 **4. TO 2023-03 Asset Management**

17 Rich said in 2017 an asset management program was completed by Brown and Caldwell for the District. We should
18 be updating it every five years, so this is for an update. The budget for this is \$300,000 and this task order is
19 \$235,716.00. David Bunker asked if we have someone internally to lead this effort. Rich said yes, that is David
20 Barlow. We also have Manager Plus which staff utilizes. We chose not to have a third party so staff would be familiar
21 with the assets. Brian said he loves that we have this program and that we have made this a part of our process moving
22 forward. Brian said kudos to Rich and his team, this is a huge step to the District.

23 **Brian Braithwaite made a motion to approve TO 2023-03 Asset Management in the amount of \$235,716.00.**
24 **Chandler Goodwin seconded the motion. Those voting “Aye” – Sullivan Love, Jay Meacham, Mack Straw, Blaine**
25 **Thomas, Chris Condie, Brian Braithwaite, David Bunker, Richard Nielson, Lon Lott, Neal Winterton, Chandler**
26 **Goodwin, and Joel Thompson. The motion passed unanimously.**

27
28 **Communication**

29 **1. Insurance Rebates**

30 Rich said we received insurance rebates from Worker’s Comp Fund for \$4,148.41 and PEHP for \$14,879.00. David
31 Bunker asked Rich if he knew what the EMOD will do this next year. Rich said he knows it is going down again. Rich
32 thinks the District’s EMOD is at or close to 1.

33
34 **2. Manager’s Report**

35 Rich said flows have increased from last year. The phosphorus numbers increased in the month of May as the
36 temperatures increased. David Bunker asked Rich if the plant received extra flow with the flooding. Rich said yes, and
37 it looks like it is coming from American Fork, from the six meters. Rich said there is an extra 2 million gallons coming
38 from American Fork the month of May. Rich said we have staff pulling manholes and checking that. David said there
39 has been about 2 billion gallons go down American Fork river the last month. David Bunker said he would like to
40 review that with District staff to make sure that number is correct. He anticipates it would go down now that the river
41 flow is starting to decrease. Rich said today the river went up another foot and a half. Richard Nielson asked if it is an
42 immediate increase like more inflow than infiltration. Rich said it was consistent all month long so that was the concern.

43
44 **Closed Session**

45 There was no closed session.

46
47 **Adjourn: Mack Straw made a motion to adjourn. David Bunker seconded the motion. All present “Aye.”**
48 **Meeting adjourned. 6:33 p.m.**