

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

March 15, 2018 6:00 p.m. Conference Room

Board Members

Present:

David Bunker	Brian Braithwaite	Lynn Walker
Mack Straw	Dale Ihrke	Chris Condie*
Mark Christensen	Sullivan Love	

Excused:

Mark Johnson	Chandler Goodwin	Craig White
Commissioner Bill Lee		

District Staff:

Shannon Hansen, Human Resource	Alan Robinson, Maintenance Coordinator
David Barlow, District Engineer	Danette Smith, Board Secretary
Joe Martin, CPA	Brad Christensen, Electrical Foreman
Michael Scheetz, Laboratory Director	

Others:

Craig Carlile, Ray Quinney and Nebeker
Brandon Heidelberger, Brown & Caldwell
Brandon Wyatt, Bowen Collins & Associates

Call to Order

David Bunker, Board Vice Chair, called the meeting to order. 6:01 p.m.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the February 15, 2018 Administrative Board Meeting Minutes

Brian Braithwaite made a motion to approve the minutes from the February 15, 2018 Administrative Board Meeting. Mark Christensen seconded the motion. Those voting “Aye” – David Bunker, Mack Straw, Mark Christensen, Brian Braithwaite, Lynn Walker, Dale Ihrke, and Sullivan Love. The motion passed unanimously.

Communication

1. Engineering Update – Brown and Caldwell

Brandon Heidelberger, Brown and Caldwell, gave an update on Task Order 2017-02 - Biosolids Management Evaluation. Brandon said they met with Rodger Harper, North Pointe Solid Waste District Manager, and TSSD staff to visit North Pointe’s NUERA facility out near Elberta. Brandon said it is a nice pad there and they may want to look it at further, as an option for biosolids disposal. A lot of the infrastructure is already there. The pad is 4 acres. Right now, the district has 10 acres. Because of its size, you wouldn’t necessarily be able to accept green waste there, and pile solids and do the composting all at once. You would either need to continue to accept green waste here or get it to that facility some other way. Distance is also an issue; it is about 35 miles one way.

*Chris Condie arrived. 6:08 p.m.

Brian asked if they have expressed an interest in us using that facility. Brandon said yes; it is currently not being used. We have not talked cost, but it sounds like they would be very willing to lease the pad to TSSD. Dale Ihrke

1 asked if TSSD would lose the composting operation. Brandon said that is correct, biosolids would be transferred
2 from TSSD out to Elberta, where the composting would be done. Selling to the public is probably not viable just
3 because of the distance. There are a lot of large ranches, where you could land apply those solids. It is also adjacent
4 to the landfill, so if you run into a situation where you ran out of room you could landfill it there. Dale asked their
5 time frame. Brandon said it is approximately six months to do the feasibility analysis. As part of that, there is some
6 testing planned here at the district's lab. Because of the amount of testing, on both projects, they are running a little
7 behind. Brandon said they are looking to have some workshops mid-summer where they will go through options
8 with the board. Once that is done, the next phase would be to identify if there are capital improvements either here or
9 offsite and go forward with the design and construction if needed.

10 Brandon gave an update on Task Order 2017-03 - Phosphorus Removal Reliability Improvements. Brandon said
11 they are moving forward on the liquid process testing, which will start next week and run for several weeks. That
12 information will be used to develop and validate the model for the sizing on the blowers and aeration system design.
13 Brandon said they are moving forward with a procurement document and working with TSSD to evaluate what those
14 criteria should be. They are looking to get the blowers procured with this year's budget. They had their first
15 workshop on the aeration control yesterday. Some folks came down and met with TSSD staff, and spent time
16 understanding how the existing system operates. Brandon said they looked at ways to make improvements with
17 existing piping, and will likely be adding some additional automations, and valves for better control on the basins.
18 Brandon said are still anticipating a response from DWQ on the variance request. Chris Condie asked if we are
19 hoping to have the blowers purchased this year. Brandon said they are going to preselect, get the costs encumbered
20 and then assign them to the contractor to do the installation and construction on the project.

22 **2. Manager's Report**

23 David Barlow said they went down to BYU to see the demonstration by REI. Dr. Hansen, from BYU, talked
24 about the chemistry, and they looked at a digester they had in operation. It was only about 60 liters, so they would
25 have to ramp up quite a bit to get to the level we would need. David Barlow said they had green waste they were
26 breaking down; as an engineer, he would like to see this further along before he would be convinced. Brian
27 Braithwaite said they are going to do a 1,000-gallon prototype in Spanish Fork within the next couple of months
28 where they are going to use sludge. To go from 1,000 gallons to 15 mgd, will take time. Brian said if they can start
29 taking our sludge at any given time, instead of shipping it off to the transfer station we could give it to them to
30 process; we could save money on tipping fees by shipping even one or two truckloads to them. But we are not
31 anywhere close to being able to hand over our processes. Brian said he believes there is no downside to watching
32 them, there is a lot of potential, but a long way from having much of an impact on us. David Barlow said he asked
33 Randy Lutz, REI, about permitting with the state. Randy said he had a meeting with the state the following day, but
34 we haven't heard how that meeting went. Sullivan said he expected to see the process that Randy was selling; the
35 conversion of that product to hydrogen electricity and distilled water. That didn't exist at BYU. All they're doing is
36 a pretreatment process to Randy's process. They couldn't take any of our material currently because they do not
37 have a place for that product to go. Sullivan said he heard another District up north was getting some materials to
38 build a larger scale pilot plan. Dale Ihrke said he agrees that it is something to watch, but in the meantime, we have
39 our own schedule to meet.

40 Alan Robinson gave an update on plant performance. Alan said the plant was in full compliance for the month of
41 February. The daily average flow was 16.86 mgd and the peak flow was 17.9 mgd. The effluent phosphorus was .43
42 mg/L.

44 **Consent Calendar**

45 There were no items on the consent calendar.

47 **Finance**

48 **1. Financial Report**

49 Joe Martin presented the financials. Joe said this is the first financial statement of the year. It is always a
50 challenge getting the first set of financial statements done because all of those things have to roll forward. These

1 look very comparable to last year. The audit is in the review process and they plan to present at the April Board
2 meeting. Joe said he thinks the District is in good financial shape and we will have a clean audit.

3 The auditors sent out an impact fee reconciliation to each city and ask how much impact fees were remitted to the
4 district every month. Joe said in that process, Eagle Mountain found where they had to issue a credit for around
5 \$50,000. That is applicable to last year and we will need to make an adjustment, so that will be a reduction of impact
6 fee revenue. Joe said the impact fee report shows Cedar Hills is blank because they did not turn anything in. Joe
7 said they have contacted Cedar Hills and they are sending in their information.

8
9 **Action Item**

10 There were no action items.

11
12 **Mark Christensen made a motion to go into closed session to discuss the items outlined on the agenda.**
13 **Brian Braithwaite seconded the motion. David Bunker called for a roll call vote. Those voting "Aye" – David**
14 **Bunker, Mack Straw, Mark Christensen, Brian Braithwaite, Chris Condie, Lynn Walker, Dale Ihrke, and**
15 **Sullivan Love. The motion passed unanimously. 6:28 p.m.**

16
17 **Closed Meeting**

18 **Chris Condie made a motion to go out of closed session and back into regular session. Sullivan Love**
19 **seconded the motion. Those voting "Aye" - David Bunker, Mack Straw, Mark Christensen, Brian**
20 **Braithwaite, Chris Condie, Lynn Walker, Dale Ihrke, and Sullivan Love. The motion passed unanimously.**

21
22 Dale Ihrke said next month they are planning to bring a status report on the capital program. Shannon said some
23 board members and staff may be out of town for the April 19, 2018 meeting due to the WEAU Annual Conference.
24 The board discussed whether to change the date of the meeting. David Bunker asked Danette to find out which board
25 members would be able to attend; if enough members are able to attend to have a quorum, the meeting would remain
26 on April 19th.

27
28 **Adjourn: Chris Condie made a motion to adjourn. Dale Ihrke seconded the motion. All present "Aye".**
29 **Meeting adjourned. 6:46 p.m.**