

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

**APPROVED**

March 17, 2022

6:00 p.m.

Conference Room

**Board Members:**

**Present:** David Bunker Chandler Goodwin Sullivan Love  
Mark Christensen Blaine Thomas Richard Nielson  
Craig White John Goodman Brian Braithwaite  
Jay Meacham Chris Condie Dale Ihrke

**Excused:** Mack Straw

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

**Others:** Wade Stinson, Aqua Engineering Kasey Chesnut, Horrocks Engineers  
Jason Poulson, Pleasant Grove City Martha Wingate, Ray Quinney & Nebeker

**Call to Order**

David Bunker, 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 February 17, 2022 Administrative Board Meeting Minutes**

Brian Braithwaite made a motion to approve the minutes of the February 17, 2022 Administrative Board Meeting. Richard Nielsen seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, John Goodman, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

**Consent Calendar**

1. TSSD Check Register
2. COP Pay Request #8
3. Collection Contractor Pre-Qualification List
4. Brown & Caldwell: Package C
5. ProPipe Final Payment and CO #1

Craig White made a motion to approve the Consent Calendar as presented. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, John Goodman, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

**Financial Report**

Joe Martin said the January 2022 financials were in dropbox. The auditors came last week and did their field work, and Joe said as far he knows, there have not been any findings. Joe said the member cities would be getting a letter from the auditors for confirmation on the impact fees, and the wastewater treatment paid through 2021.

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**Action Items**

**1. April TSSD Board Meeting April 28, 2022**

David Bunker said board meeting is scheduled April 21, 2022, but there are several board members who have a conflict with that date. It has been proposed to move the April board meeting to April 28, 2022. Brian Braithwaite said if this date is approved, he would also move the finance committee meeting a week later as the committee members do not have a conflict with that date.

**Blaine Thomas made a motion to move the April Board Meeting to April 28, 2022. Dale Ihrke seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, John Goodman, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

**Communication**

**1. Managers’ Report**

Rich introduced Martha Wingate, Ray Quinney and Nebeker, who has been working with the District. Rich said he has put in the order to get the cameras and the sound system upgraded for the electronic meetings. Rich said the member city agreements had been sent out with the changes needed.

Rich said the plant performance shows we are achieving clean water out the effluent. The effluent phosphorus YTD average is .31 mg/L, the BOD average is below 4 mg/L, the TSS is below 7 mg/L and ammonia is about 1 mg/L.

David Bunker said the plant operators do a great job, and the board appreciates all their work. Rich said he would be sure to let them know.

**Closed Meeting**

There was no closed meeting.

**Adjourn: Chandler Goodwin made a motion to adjourn. Jay Meacham seconded the motion. All present “Aye”. Meeting adjourned. 6:08 p.m.**