

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

APPROVED

March 18, 2021 6:00 p.m. Conference Room (Electronic)

Board Members

Electronic: David Bunker Chandler Goodwin Brian Braithwaite
Mark Christensen Sullivan Love Chris Condie
Craig White Dale Ihrke Blaine Thomas
Richard Nielson Jay Meacham Mack Straw

Excused: John Goodman

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

Others: Brandon Wyatt, Bowen Collins & Associates Jeff DenBleyker, Jacobs Engineering
Trevor Lindley, Brown and Caldwell Kasey Chesnut, Horrocks Engineers
Ryan Bench, Carollo Engineers Jordan Pugmire, JUB Engineers

Call to Order

David Bunker, Board Chair, called the meeting to order 6:03p.m. David acknowledged the need to hold an electronic meeting.

“I, David Bunker, the Chair of TSSD Board, hereby determine that conducting the Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.”

David said we will be following the Governors lead in the future regarding the state of emergency. Hopefully we can get back to meeting as a board at the anchor location soon.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the February 18, 2021 Administrative Board Meeting Minutes

Brian Braithwaite made a motion to approve the minutes of the February 18, 2021 Administrative Board Meeting. Sullivan Love seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Craig White, Chris Condie, Jay Meacham, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

Consent Calendar

1. Archer Western – Pay Request #7
2. IPS Pump
3. Jacobs Utah Lake Studies Program Support 2021
4. Jacobs TSSD Lakeshore Habitat Restoration Initiative

1 **5. Award Manhole Inspection Contract – Pro-Pipe**

2 David said the board should be aware of these items and the information has been in the board packets for review.

3
4 **Dale Ihrke made a motion to approve all of the items on the Consent Calendar. Blaine Thomas seconded the**
5 **motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite,**
6 **Blaine Thomas, Craig White, Chris Condie, Jay Meacham, Richard Nielson, Sullivan Love and Chandler**
7 **Goodwin. The motion passed unanimously.**

8
9 **Finance**

10 **1. Financial Report**

11 Joe said they are just finishing up the audit. He gave the numbers for 2020 and said even though financials do not
12 have an audit opinion, they do not expect any changes. The final financial statements for 2020 will be at next month’s
13 board meeting. Joe said a couple impact fee payments were received after the auditor’s confirmation so late entries
14 were needed for those to make sure they were recorded in the correct year. Joe said \$7.3 million is the final impact fee
15 revenue for 2020. Joe showed comparisons of the IFFP estimate to the 2020 actual impact fee revenue and impact fee
16 comparisons from 2019 to 2020.

17 David Bunker said it is interesting that our actual revenues are lower than our IFFP estimates. If we do not hit those
18 revenue projections, we will have to look at capital projects to see if we are able to do those in the timeline called out
19 for in the IFFP. It is something we need to keep an eye on. Brian said it looks like it is trailing 3 months behind. If it
20 continues to widen, we will need to adjust in 2021. Mark asked how many ERUs are remaining in the plant and if that
21 could be added to this report. Rich said there are just under 48,000 ERUs and they can add it to this report. Mark said
22 we used just under 10% of the remaining units this last year. It will help to keep our eye on that future for plant
23 expansion. Rich said this is a ten-year projection where we will run out of time and volume, so that is about right.

24 Joe had a report that showed the impact fee accounting with the debt which tracks the inflows and outflows of
25 impact fees. Joe said we have spent a lot more money on impact fee qualified projects which was paid out of the
26 general fund, so we have been in the process of paying ourselves back. Right now, we still owe ourselves \$12 million.
27 Brian suggested using the language, “the long-term users are being paid back by the new users coming online”. Brian
28 said we used money from current paying customers and paid off some of the bond; now the impact fees (new
29 customers coming on) are paying back those who paid for this new infrastructure. We want to be accurate how we
30 describe it.

31 Joe said during the audit process, we always do some reclassifications in capital assets. We track projects in
32 expense accounts as there is a budget attached to those. The way Caselle works, you can only really budget expense
33 accounts. We have to decide whether it is an asset that we are building or is it more like repairs and maintenance. We
34 reclassify those and put them where they belong at the end of the year. We move the budget money associated with
35 those expenses with the journal entries we make. David Bunker as if those are included in a final budget amendment.
36 Joe said we are allowed to move things around as needed by budget line item. We have that flexibility with the state
37 and are transparent about it and there are no issues as far as he knows.

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39 **Action Items**

40 There were no action items.

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42 **Communication**

43 **1. Managers’ Report**

44 Rich said it is interesting that we have an increase in connections, but our flow is down considerably, with a daily
45 average flow of 16.5 mgd. Meter calibrations are done quarterly. Rich said we will look at the information from the
46 calibration report and update the board if there are any issues. Rich said the YTD average effluent phosphorus is .57
47 mg/L. We are not required to be below 1.0 mg/L until 2023. With the changes we have made this last year, Rich is
48 hopeful we will be able to continuously stay below 1 mg/L. As we change the process in the plant the TIN number will
49 start to rise. We have typically been below 10 mg/L. It is just a monitoring number and is not on our permit. The
50 BOD and TSS are a little higher than usual as we are struggling with the transition from the blowers. Hopefully we

1 will see those numbers drop when the blowers come on. There are some things we need to do with our clarifiers in the
2 asset management which will also lower the TSS numbers. The effluent ammonia numbers are a little higher which is
3 a direct correlation to the bioreactors and the decreased air. Those effluent ammonia numbers should drop with the
4 blowers coming online.

5 Rich said compost will be opening next Wednesday and be open Wednesday-Saturday until it is gone.

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7 **Closed Meeting**

8 **1. To discuss litigation, property acquisition and personnel**

9 **There was no closed session.**

10

11 **Adjourn: Brian Braithwaite made a motion to adjourn. Chandler Goodwin seconded the motion. All**
12 **present "Aye". Meeting adjourned 6:30 p.m.**

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