

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

**APPROVED**

May 21, 2020                      6:00 p.m.                      Conference Room (Electronic)

**Board Members**

**Electronic:**

David Bunker	Chandler Goodwin	Brian Braithwaite
Blaine Thomas	Mark Christensen	Sullivan Love
Mack Straw	Richard Nielson	Katie Koivisto
Craig White	Dale Ihrke	*Jay Meacham

**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:**                      Craig Carlile, Ray Quinney & Nebeker                      Brandon Wyatt, Bowen Collins & Assoc.  
Trevor Lindley, Brown and Caldwell                      Ryan Bench, Carollo Engineers  
Keith Larsen, Bowen Collins & Assoc.                      Kasey Chesnut, Horrocks Engineers  
Brad Rasmussen, Aqua Engineering                      Gary Vance, JUB Engineers  
Camille Johnson, Snow Christensen and Martineau  
David Cox

**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 April 23, 2020 Administrative Board Meeting Minutes**

Chandler Goodwin made a motion to approve the minutes of the April 23, 2020 Administrative Board Meeting. Richard Nielson seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Craig White, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

\*Jay Meacham arrived.

**Consent Calendar**

1. Corrio Pay Request
2. National Power Rodding Pay Request

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

1 **Finance**

2 **1. Financial Report**

3 Joe Martin presented the March financials. Joe said some cities have not been remitting impact fees by the next  
4 month. There are some we are just receiving from the first of the year. Brian asked if we know why. Joe guessed it  
5 could be due to the coronavirus. Some cities send in the report electronically and some send a copy in the mail. Right  
6 now, we are missing Saratoga Springs and Lehi for March. Katie said Lehi City has been doing budget planning and  
7 she wasn't sure if that had something to do with it. She said she would check into it. Mark Christensen said Saratoga  
8 Springs has a fairly new treasurer and wouldn't speculate beyond that. David Bunker said most of the time cities are  
9 doing well. This impact fee report is just a reminder for all of our cities to stay on top of it. Joe said he is not overly  
10 concerned about it. Joe said if cities are mailing in a check, they can email the impact fee report to help us to know the  
11 ERUs ahead of time.

12  
13 **Action Items**

14 **1. Asphalt Overlay**

15 Rich said at last month's meeting there was an action item for a seal coat. The board asked Rich to look into the  
16 HA5 high density mineral bond. They collected information on HA5, as well as Type II Slurry and Tuffcoat P Plus.  
17 David Barlow inspected the one reference they gave him on the Tuffcoat P Plus and he was not impressed. He would  
18 not recommend it over the seal coat. David Bunker said he did some research and could not find very many  
19 applications of the Tuffcoat product. Tuffcoat has a 1-year warranty and HA5 has a 5-year warranty. David Bunker  
20 said the price difference between the type II slurry and the HA5 is very close, a couple hundred dollars, to him it would  
21 be worth it to do the HA5. Brian said we should reach out to get the price on the HA5 and if it is reasonable, he does  
22 not have a problem going forward with that.

23 Sullivan said there has been discussion on tearing up asphalt in the next few years for the expansion. Is it worth  
24 putting HA5 down if it will be torn up in the next few years? Dale asked Rich if he had an idea of how much of the  
25 roads would be torn up as we do the Master Plan and capital projects. Rich guessed about 20% -25% of the roads  
26 would be torn up. Dale said if Rich knows sections of roads that are going to be torn up in the next few years to  
27 exclude them from the sealing and leave them out of the bid.

28  
29 **Brian Braithwaite made a motion to continue Action Item 1 at the next meeting, and direct staff to get some**  
30 **pricing for HA5 to compare and also identify roads that may be impacted and exclude from pricing. Dale Ihrke**  
31 **seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian**  
32 **Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and**  
33 **Chandler Goodwin. The motion passed unanimously.**

34  
35 **2. Zion's IFA Report**

36 Rich said we gave Zions additional information and they did not have time to complete the report.

37  
38 **Chandler Goodwin made a motion to table Action Item 2 until a later date. Dale Ihrke seconded the motion.**  
39 **Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine**  
40 **Thomas, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin.**  
41 **The motion passed unanimously.**

42  
43 **3. Short Term Disability Insurance**

44 Rich said we currently self-insure our short-term disability benefit for the employees. An employee submits their  
45 request and Rich grants or denies it. Rich would like to have an insurance company administer the program. The total  
46 cost for a full year would be \$5,781.00. The remainder of this year would be \$3,500.00. Rich said Blaine reviewed  
47 this with Rich. Blaine said he feels we should go with the low bidder, AXA. They are well rated. David Bunker said  
48 he prefers to go this way with a set price and that our District Manager is not approving each request.

1 Blaine Thomas made a motion to approve the Short-Term Disability Insurance with low bidder AXA for the  
2 remainder of the year. Katie Koivisto seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke,  
3 Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Richard  
4 Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.  
5

#### 6 4. Employee Handbook

7 David Bunker said the Administration Committee spent a lot of time going through the employee handbook. David  
8 said this is a living document. There have been many changes, but that doesn’t mean we are done reviewing it, if there  
9 are things that need to be changed, that can still happen. Rich said the last time this handbook was modified was  
10 February 9, 2006. Rich said he started with this in October 2018 and there have been quite a few experts review it.  
11 The last step was to have a legal firm review it. Rich said Camille Johnson from Snow, Christensen & Martineau, has  
12 expertise in special districts and she has reviewed this. This version is a clean copy. David Bunker said the date on  
13 the cover is May 21, 2010, it needs to say 2020. Brian said he appreciates the comments of this being living document  
14 that we can continue to review.  
15

16 Brian Braithwaite made a motion to approve the Employee Handbook dated May 21, 2020. Mack Straw  
17 seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian  
18 Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and  
19 Chandler Goodwin. The motion passed unanimously.  
20

#### 21 5. Engineering Services Approval

22 Rich said he reviewed this with the state procurement office to make sure this process was done appropriately. We  
23 should have been updating the engineering service agreements at least every five years. We have had Bowen Collins  
24 & Associates and Brown and Caldwell providing us services for a number of years. We needed additional firms to do  
25 work on these projects. We went through this RFP process and the engineering committee and staff reviewed the  
26 proposals. Five firms out of nine met the criteria listed. It is recommended the board approve all five firms to do  
27 engineering services for the District.

28 David Bunker said we would be approving a master services agreement with these five firms to do work for the  
29 District. Rich said he usually has Craig Carlile review contracts and we make sure it meets our needs. Dale asked if  
30 there are any dollar amounts with this. Rich said they did submit a cost portion with this. It is anticipated that every  
31 year they will submit their cost portion. After the five years, we will need to go through this process again to comply  
32 with the state procurement procedure. We will rotate through the firms on all these projects. David Bunker asked if  
33 these are the only five firms that can bid on the plant expansion engineering work. Rich said no, when we get to the  
34 plant expansion, we can do a very detailed, specific RFP and not be limited to these five. Rich said he can give these  
35 five firms projects off of our CFP to save us time getting projects started.  
36

37 Dale Ihrke made a motion to approve Engineering Services for Aqua Engineering, Bowen Collins &  
38 Associates, Brown and Caldwell, Carollo Engineers, and Horrocks Engineers for the District and for the  
39 District Manager to proceed with preparing agreements. Richard Nielson seconded the motion. Those voting  
40 “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Craig  
41 White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion  
42 passed unanimously.  
43

#### 44 6. Sunrise Engineering SOQ Approval

45 Rich said Sunrise Engineering submitted to be put on our SOQ list. Rich said they have been reviewed and it is  
46 recommended they be put on the list.  
47

48 Jay Meacham made a motion to add Sunrise Engineering to the SOQ list. Blaine Thomas seconded the  
49 motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite,

1 **Blaine Thomas, Craig White, Jay Meacham, Richard Nielson, Katie Koivisto, Sullivan Love and Chandler**  
2 **Goodwin. The motion passed unanimously.**

3  
4 **7. TSSD 60-in Outfall Inspection Project (SR-1) Bid**

5 Rich said Bowen Collins & Associates are doing this project. The inspection of the line was not part of their scope,  
6 but it is part of the project. They received two bids, Hoffman Southwest Corporation (Pro-Pipe) and National Power  
7 Rodding. Pro-Pipe was the lower bidder. Their bid was inspected to make sure it met all the requirements and we are  
8 recommending they are awarded the contract. David Bunker asked if there was a reason there was such a discrepancy  
9 between these two bidders. David Barlow said National Power Rodding has worked for us before; he thinks their  
10 workload is at the point where their bids are higher, and they were just being courteous in giving us a bid.

11  
12 **Craig White made a motion to award the 60-in Outfall Inspection Project to Hoffman Southwest**  
13 **Corporation (Pro-Pipe). Sullivan Love seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke,**  
14 **Mark Christensen, Mack Straw, Brian Braithwaite, Blaine Thomas, Craig White, Jay Meacham, Richard**  
15 **Nielson, Katie Koivisto, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**

16  
17 **Communication**

18 Rich said the green waste and compost will cease at the end of this year. We have anticipated how much green  
19 waste we will need, and we have reached that. To have a little extra we will keep accepting green waste until the end  
20 of June. We ran out of compost quicker than usual this year. This year’s sales compared to last year is nearly double.  
21 It took us some time to screen the compost we had, and we sold about 800 yards in a day and one hour into the next  
22 day. We are making more now. Katie wondered if it is due to COVID and everyone doing their yard work. Rich said  
23 yes, that is making a difference. Brian asked why we do not raise the price \$5/yd. Rich said if they want to put it on  
24 the agenda for next month that is fine. Craig White said if you want to raise rates, you need to go through the public  
25 hearing process and run a quarter page ad twice which could cost about \$5,000. David Bunker asked if that is just to  
26 raise sewer rates. Craig said that is to raise any fees that District chooses to increase. Rich said we could check into  
27 those costs. David Bunker said it may be worth it to leave the price where it is if we do not have enough compost to  
28 make up the difference in advertising costs.

29 Rich said our State Permit expires May 31, 2020. We have gone through the process and submitted our comments.  
30 Rich does not anticipate any lapse in that permit.

31 Rich said the Switch Gear evaluation project has been completed. Carollo Engineers gave us a thorough report.  
32 They gave a number of options. The option that meets our needs replaces the switch gear and provides a load bank  
33 There is some money allocated for this year. We can start design of this project and potentially place an order for the  
34 switch gears, which will take six to eight months to build. Rich said they would prepare something for next month’s  
35 meeting. David Bunker asked if this switch gear takes into account an expansion of the plant and if this was  
36 expandable so when we do an expansion it can just upscale. Rich said they were not asked to determine if the power  
37 would be able to handle a 45mgd facility. Our immediate concern was to put a band aid on this to make it work. The  
38 generator building has spots for additional generators and Rich would ask whether this would be expandable for  
39 increased power we might use. David said he would pay a little more for the feasibility report to address that. Dale  
40 agreed. Rich said we have spent just over half of what was allocated for this report and he would see if they would  
41 look into that.

42 Rich said the notice to proceed on the blower project has been pushed to May 26<sup>th</sup>.

43  
44 **Managers’ Report**

45 Rich said the plant is running well. The average YTD effluent phosphorus is .60 mg/l. We are trying to keep that  
46 below 1.0 mg/L. David asked if the state is still taking samples to look at information for COVID. Rich said yes, they  
47 asked to extend another two weeks. Brian asked if they will have results we can see. Rich said yes, after they put  
48 together a report. Dale asked Rich to give an update on TAC meetings. Rich said the Technical Advisory Meetings,  
49 consisted of six experts from around the nation. They knew about the topics we were talking about regarding our  
50 PCAD, and our satellite option. Four board members attended, the Board Chair and one member from each committee.

1 Dale had asked the experts if our decision to go to PCAD is the way to go for our size of plant. Every one of the TAC  
2 members said yes, absolutely; it will be more complex, and we will need to raise the skill level of maintenance and  
3 operations, but it will save a lot of money down the road.

4

5 **Closed Meeting**

6 There was no closed meeting.

7

8 **Adjourn: Katie Koivisto made a motion to adjourn. Blaine Thomas seconded the motion. All present**  
9 **“Aye”. Meeting adjourned 7:06 p.m.**

10