

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

APPROVED

November 16, 2023

6:00 p.m.

Conference Room/Electronic Meeting

Board Members:

Present: Sullivan Love - Chair Jay Meacham – Vice Chair David Bunker
Lon Lott Blaine Thomas Chandler Goodwin
Joel Thompson Richard Nielson Brian Braithwaite
Neal Winterton Mark Christensen

Electronic: Mack Straw

Excused: Chris Condie

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

Others: Mark Bell, Hayes Godfrey Bell
Ryan Bench, Carollo Engineers
Brandon Wyatt, Bowen Collins Engineers
Josh Martin, Sundt Construction

Call to Order

Sullivan Love, Board Chair, called the meeting to order. 6:04 p.m.

Public Hearing

1. Public Hearing on the Proposed User Rate 40% Increase effective January 1, 2024

Sullivan Love, Board Chair, opened the public hearing on the Proposed User Rate 40% Increase effective January 1, 2024.

There was no public comment.

Sullivan Love, Board Chair, closed the public hearing on the Proposed User Rate 40% Increase effective January 1, 2024.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the October 19, 2023 Administrative Board Meeting Minutes

David Bunker made a motion to approve the minutes of the October 19, 2023 Administrative Board Meeting as presented. Brian Braithwaite seconded the motion. Those voting “Aye” – Sullivan Love, Jay Meacham, David Bunker, Lon Lott, Mark Christensen, Neal Winterton, Blaine Thomas, Brian Braithwaite, Chandler Goodwin, Joel Thompson, and Richard Nielson. Those voting “Nay” – none. The motion passed unanimously.

1 **Consent Calendar**

2 **1. TSSD Check Register**

3 **2. CL-N1: Sundt Pay Request No. 13 (\$395,509.33) retainage (\$20,816.28)**

4 **3. Medium Voltage Electrical Distribution Equipment awarded to Border States**

5
6 **Chandler Goodwin made a motion to approve all items on the Consent Calendar as presented. Lon Lott**
7 **seconded the motion. Those voting “Aye” – Sullivan Love, Jay Meacham, David Bunker, Lon Lott, Mark**
8 **Christensen, Neal Winterton, Blaine Thomas, Brian Braithwaite, Chandler Goodwin, Joel Thompson, and**
9 **Richard Nielson. Those voting “Nay” – none. The motion passed unanimously.**

10
11 **Finance**

12 **1. Financial Report**

13 The financials for September 2023 were in the board packet for review.

14
15 **Action Items**

16 **1. Adopt User Rate 40% Increase Effective January 1, 2024**

17 Sullivan said this has been discussed in the committee meetings and asked if there were any comments or questions.
18 Mark Christensen said this was also discussed at the board retreat in September, so this has been something we have
19 been discussing for quite some time. It is obviously something that is very necessary in order for us to meet the goals
20 and hit the compliance issues that are coming up in the coming years. Mark thanked district staff for preparing this.

21
22 **Mark Christensen made a motion to Adopt the User Rate 40% Increase Effective January 1, 2024. Brian**
23 **Braithwaite seconded the motion. Sullivan Love, Chair, took a roll call vote. Those voting “Aye” – Sullivan Love,**
24 **Jay Meacham, David Bunker, Lon Lott, Mark Christensen, Neal Winterton, Blaine Thomas, Brian Braithwaite,**
25 **Chandler Goodwin, Joel Thompson, and Richard Nielson. Those voting “Nay” – none. The motion passed**
26 **unanimously.**

27
28 Rich said Alpine City requested a user rate report from Zions. The finance committee worked to get the spread sheet
29 together and Rich sent that to Suzie with Zions Finance, and she has replied back. Rich said we will put together a
30 report summarizing what has been presented since the board retreat, and he will get that out to the cities if the board is
31 amenable. Rich and Sullivan went to Eagle Mountain to report and answer any questions they had on this.

32
33 **Communication**

34 **1. Manager’s Report**

35 Rich said the year-to-date flows are at 20.5 mgd, and the plant is running well.

36
37 **Closed Session**

38 **David Bunker made a motion to go into closed session to discuss personnel. Mack Straw seconded the motion.**
39 **Sullivan Love, Chair, took a roll call vote. Those voting “Aye” - Sullivan Love, Jay Meacham, David Bunker,**
40 **Lon Lott, Mark Christensen, Mack Straw, Blaine Thomas, Brian Braithwaite, Chandler Goodwin, Joel**
41 **Thompson, Neal Winterton, and Richard Nielson. Those voting “Nay” – none. The motion passed unanimously.**
42 **6:15 p.m.**

43 **Brian Braithwaite made a motion to go out of closed session and back into regular session. Blaine Thomas**
44 **seconded the motion. Those voting “Aye” – Sullivan Love, Jay Meacham, David Bunker, Lon Lott, Mark**
45 **Christensen, Mack Straw, Blaine Thomas, Brian Braithwaite, Chandler Goodwin, Joel Thompson, Neal**
46 **Winterton, and Richard Nielson. The motion passed unanimously. 6:35 p.m.**

47
48 **Adjourn: David Bunker made a motion to adjourn. Lon Lott seconded the motion. All present “Aye.” Meeting**
49 **adjourned. 6:36 p.m.**