

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

November 21, 2019

6:00 p.m.

Conference Room

**Board Members**

**Present:**

*David Bunker	Dale Ihrke	Lynn Walker	Johnny Revill
Blaine Thomas	Craig White	Chandler Goodwin	Jay Meacham
Sullivan Love	Brian Braithwaite	Mark Christensen	

**Excused:**

Mack Straw                      Commissioner Bill Lee

**District Staff:**

Richard Mickelsen, District Manager	Shannon Hansen, Administrative Manager
David Barlow, District Engineer	Danette Smith, Board Secretary
David Land, Pretreatment Coordinator	

**Others:**

Brandon Wyatt, Bowen Collins & Assoc.	Trever Lindley, Brown & Caldwell
John Mackay, Ray Quinney & Nebeker	Brad Rasmussen, Aqua Engineering
Stuart Withers, JWO Engineering	Jared Oldroyd, JWO Engineering

**Call to Order**

Dale Ihrke, Board Vice Chair, called the meeting to order. 6:06 p.m.

**Public Hearing**

1. **Hearing on the 2019 Tentative Amended Operations and Maintenance and 2019 Tentative Amended Capital Budgets**
2. **Hearing on the 2020 Tentative Proposed Operations and Maintenance & 2020 Tentative Proposed Capital Budgets**

Dale Ihrke opened the public hearing.

There was no public comment.

**Public Comment**

There was no public comment.

**Approval of Minutes**

1. **Approval of the October 17, 2019 Administrative Board Retreat Meeting Minutes**

Craig White made a motion to approve the minutes of the October 17, 2019 Administrative Board Retreat. Brian Braithwaite seconded the motion. Those voting "Aye" – Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Johnny Revill, Sullivan Love and Chandler Goodwin. The motion passed unanimously.

\*David Bunker arrived. 6:09 p.m.

2. **Approval of Correction to the June 20, 2019 Board Meeting Minutes, page 1 line 47**

Rich said the board approved an increase to the Headworks Improvement/Collection Shop Drainage project during the June 20, 2019 meeting. The approved increase was \$197,163.86. There was a typo in the minutes which showed the increase at \$107,163.86. Rich said that amount needs to be corrected in the minutes to reflect what was actually approved.

1 Blaine Thomas made a motion make the correction to the June 17, 2019 Board Meeting minutes to change  
2 the approved increase to \$197,163.86 rather than \$107,163.86. Brian Braithwaite seconded the motion. Those  
3 voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas,  
4 Craig White, Jay Meacham, Johnny Revill, Sullivan Love and Chandler Goodwin. The motion passed  
5 unanimously.  
6

#### 7 Consent Calendar

- 8 1. Board Compensation
- 9 2. Zions Bank Bond Payment
- 10 3. 2019-2020 Olympus Insurance Coverage
- 11 4. Pay Request C & L Water Solutions

12 Rich said as the board discussed at the last meeting, the board compensation has been increased for board retreat  
13 meetings. The retreat compensation will be \$120 as it is all-day meeting. Rich said it is our obligation to pay the Zions  
14 Bank Bond payment which is \$948,420.57. The Olympus Insurance payment is for Liability Insurance. We increased  
15 the general liability an additional \$4 million, to total \$16 million. The premium of \$137,953.00 has been paid. The  
16 Workers Compensation payment is due for 2020. Rich said he is asking to ratify the payment for the liability  
17 insurance and approve the upcoming worker’s compensation payment. There is a payment request for C & L Water  
18 Solutions on the the plant drain project. Rich said we have retained money which we will release as soon as the  
19 project is reviewed and finalized.  
20

21 David Bunker made a motion to approve the consent calendar as presented. Jay Meacham seconded the  
22 motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker,  
23 Blaine Thomas, Craig White, Jay Meacham, Johnny Revill, Sullivan Love and Chandler Goodwin. The motion  
24 passed unanimously.  
25

#### 26 Finance

- 27 1. Financial Report

28 Rich said Joe Martin is sick. There were no questions.  
29

#### 30 Action Items

- 31 1. Tentatively Adopt TSSD Pretreatment Program – JWO Engineering

32 David Land, TSSD Pretreatment Coordinator, said the Pretreatment Program the District has been operating under  
33 was last approved in 1997. We wanted to update our pretreatment program to the State Model Program, with some  
34 minor changes to suit what we are currently doing in the District. The most notable change is to remove the  
35 requirement to permit food service facilities but keep them under compliance through inspections. In the new  
36 program, we would allow our significant industrial and categorial industrial users to do self-monitoring as approved in  
37 the federal codes. It will clarify a lot of verbiage that DWQ recommended we change. David said they received  
38 support with this from JWO Engineering.

39 Jared Oldroyd, JWO Engineering, said they have looked at ordinances of each of the member entities to be able to  
40 explain any revisions needed to bring them in line with this program. David Land said they are asking for board  
41 approval to submit the draft program to DWQ. DWQ will review, and we can make revisions, if any, at their request.  
42 Once that is finished, we will adopt it and implement it in the District, after the 30-day public comment period.

43 Mark Christensen asked if there are any major red flags for any of the cities. David Land said he expects them to  
44 be minor, unless the state has substantial changes. Rich said our attorney has reviewed this and part of that review is to  
45 look at each of the cities’ ordinances. He will take what is put out and review that independently with each city. Rich  
46 said John Mackay is here representing us as an attorney as Craig Carlile is out of town. John Mackay said Craig  
47 Carlile has worked on this and he will be working with each of the cities. He is comfortable with it and will sign the  
48 attorney acknowledgement after he is done with each step of due diligence.

49 Brian asked if there is a regular time schedule when we should be updating this. David Land said DWQ usually  
50 recommends it is done at the same time as adoption of local limits. DWQ evaluates our program almost annually

1 through a pretreatment compliance inspection, or an audit. It hasn't ever been required that we make the changes until  
2 2015. That is when we began the process. Craig White said this is not a fast process, pretreatment has done their part,  
3 now they submit it to the state, it will take anywhere from 10-12 months for their review and get comments back.  
4 Then corrections are made, you pass a resolution, and it goes back to the state for the 30-day period.

5  
6 **Brian Braithwaite made a motion to submit the TSSD Pretreatment Program with the updates and changes**  
7 **to the DWQ for review and comment. David Bunker seconded the motion. Those voting "Aye" – David**  
8 **Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay**  
9 **Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.**

## 10 11 **2. Regional Biosolids – Memo of Understanding**

12 Rich said there has been an interest with four entities, Central Davis Sewer, South Valley Sewer District, TSSD,  
13 and South Valley Water Reclamation to enter into a MOU to look at options for a biosolids regional facility. There  
14 will be two phases to this. Phase I will take into account what we currently can do. An engineering firm will look at it  
15 and give recommendations. Phase II will move into acquiring the land and technology to be able to do that. There is  
16 an option to opt out if we decide we want to do that. Rich said Central Davis is preparing the RFP that will go out in  
17 December and hopefully we will get an engineering firm. We are anticipating by the board retreat of next year we will  
18 have that detailed to present and make a judgement call on what to do.

19 Dale asked how our master plan plays into this. If they use biosolids quantities now, it could be vastly different  
20 after we are finished with the master plan. Rich said we are going to use our numbers we have now, since the board  
21 has not made decision on going with a different treatment train, if there is a change, we should be able to input that  
22 information when it becomes available. Dale said he assumes cost sharing down the road will be based on tonnage.  
23 Rich said yes cost sharing will need to be discussed when that comes up in Phase II. David said he would like to have  
24 a better understanding of what Phase II is going to entail and cost because we only have sixty days to opt out. Brian  
25 said he is comfortable that we will have some estimates on the costs when we get through this first phase. Mark  
26 Christensen asked if the board wanted to change it to an opt in option for Phase II as opposed to opt out. Rich said he  
27 would get some verbiage on that and come back. Mark said with that change, he is comfortable delegating it to Rich.

28  
29 **David Bunker made a motion to approve the Regional Biosolids – Memo of Understanding with the**  
30 **modification in paragraph 6 be modified to an opt in option. Mark Christensen seconded the motion. Those**  
31 **voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas,**  
32 **Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed**  
33 **unanimously.**

## 34 35 **3. Master Plan Awarded**

36 Rich said an RFP was sent out for the Master Plan. There were three proposals, and Brown and Caldwell/Aqua  
37 Engineering came out on top. They went through a pretty rigorous scoring process. The total value hours were very  
38 close. The financials were opened after going through the scoring. The base services from Brown and Caldwell came  
39 in at \$404,782.00. There were some value-added services which brought the total to \$452,704.00, which Rich  
40 recommended the board approve.

41  
42 **David Bunker made a motion to approve the contract with Brown and Caldwell/Aqua Engineering in the**  
43 **amount of \$452,704.00 for services to update the TSSD Master Plan. Blaine Thomas seconded the motion.**  
44 **Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine**  
45 **Thomas, Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion**  
46 **passed unanimously.**

## 47 48 **4. Change Order – Brown and Caldwell, Blower Project**

49 Rich said the blower project was well under way when he started at the District. He did not have any objectives  
50 until two months in, he stopped it to get buy in from DWQ. It took 2 months for DWQ to approve our lower air

1 demand requirements. That required us to go out for a new RFP for the blowers. There were aeration system design  
2 changes needed, which added time and effort. This change order is for a total of \$56,432.00. Mark asked how long  
3 it will take us to get the project completed. Rich said we still should complete this project by the end of 2020. Mark  
4 asked Rich if he needs any other approvals to get this project going to meet that deadline. Rich said we still have to  
5 go through the contractor approval process.  
6

7 **Brian Braithwaite made a motion to approve for the Brown and Caldwell, Blower Project, Amendment No. 1**  
8 **to Task Order TSSD 2017-03 in the amount of \$56,432.00. Chandler Goodwin seconded the motion. Those**  
9 **voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas,**  
10 **Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed**  
11 **unanimously.**  
12

13 **5. Aqua Engineering – Thermal Drying add \$2,000 to 2019 Solids Disposal Study (Treatment Train Study)**

14 Rich said the board asked Aqua Engineering to look at thermal drying at the board retreat. Aqua Engineering has  
15 looked at the amount they had remaining in their contract after doing the initial study and they are asking for an  
16 additional \$2,000 to finish that study. Aqua Engineering is asking for an additional \$2,000 to finish that study. Rich  
17 recommends we move forward to have them finish that evaluation. Mark said Aqua drafted this memo on November  
18 7<sup>th</sup>, it is now the 21<sup>st</sup>, and it is a \$2,000 change order. Mark asked what we need to do give Rich the flexibility to move  
19 forward on these instead of waiting two weeks for a \$2,000 change order. David Bunker said to be clear it is not a  
20 \$2,000 change order, it is the rest of their contract (\$9,000) plus an extra \$2,000. David felt it was appropriate for Rich  
21 to bring this back because it is an increase to an original contract. Mark said a \$2,000 scope change does not cause  
22 him a lot of concern. David said it is not just a \$2,000 scope change. Dale asked if there a way to get approval via  
23 email and then have it ratified at the next board meeting. Rich said they were moving forward with this behind the  
24 scenes because of the small change, but because it is over \$50,000, he cannot go above that without the board’s  
25 approval. The threshold limit set by the state is \$50,000. Mark said it is the principle of giving Rich the authority to  
26 move forward. Mark said we should look at our purchasing policies to allow for some flexibility as long as it falls  
27 within parameters. Brian said the Finance Committee will look at that.  
28

29 **Mark Christensen made a motion to approve adding \$2,000.00 to Aqua Engineering 2019 Solids Disposal**  
30 **Study for a Thermal Drying Study. Sullivan Love seconded the motion. Those voting “Aye” – David Bunker,**  
31 **Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay Meacham,**  
32 **Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.**  
33

34 **6. Adopt the 2019 Tentative Amended Operations and Maintenance & 2019 Tentative Amended Capital**  
35 **Budgets as the 2019 Amended Operations and Maintenance & 2019 Amended Capital Budgets.**

36 Rich said there were two changes in the operations budgets. The first was the additional funding in the polymer  
37 and the second was the hauling costs have increased with the NUERA and North Pointe contracts. The capital  
38 improvement projects were amended accordingly to cover the costs of the remainder of the year. David Bunker said  
39 in the collection’s wages, 2018 actuals were about \$450,430.00, then went up to \$610,000.00 for 2019 and remained,  
40 then in the proposed 2020 drops back down to \$493,000.00. Rich said he didn’t amend any other line items in the 2019  
41 O & M Budget. For the proposed 2020, there were employees previously there that have retired, now those people are  
42 gone, the dollars were allocated and that has been adjusted down.  
43

44 **David Bunker made a motion to adopt the 2019 Tentative Amended Operations and Maintenance & 2019**  
45 **Tentative Amended Capital Budgets as the 2019 Amended Operations and Maintenance & 2019 Amended**  
46 **Capital Budgets. Sullivan Love seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark**  
47 **Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Johnny Revill,**  
48 **Sullivan Love, and Chandler Goodwin. The motion passed unanimously.**  
49

1       **7. Adopt the 2020 Tentative Proposed Operations and Maintenance & 2020 Tentative Proposed Capital**  
2       **Budgets as the 2020 Operations and Maintenance & 2020 Capital Budgets**

3       Rich said there has been some effort put into this and looking at flow capacities and the different areas. Rich said  
4 he had shuffled a couple of things around from different line items. Rich said the board is adopting the summary  
5 page. Brian said he likes the simplification Rich has done. David Bunker said some departments in the salaries and  
6 wages are pretty hefty increases from the 2019 budget. Rich said he has gone through the different departments and  
7 evaluated and shuffled the personnel around. The operations department was actually short three staff members. You  
8 can also see a large decrease in the compost area because as people are moving from there, he is not replacing those  
9 jobs and we are supporting that with maintenance and operations staff as needed. David Bunker asked if there are any  
10 additional personnel in the budget than what we have today. Rich said we do have one, the senior engineer, coming  
11 out of the administration department. Rich said he thinks the total overall dollar values are actually less for total  
12 salaries, even with the modified market study analysis. We are actually less than we were the previous year, Rich has  
13 just moved people around to different departments, and that includes adding a senior engineer. Dale asked Rich how  
14 comfortable he is with the capital budget and \$16 million to spend next year. Rich said it is going to be a busy year  
15 and he thinks some of the engineering firms are going to be anxious to help us out to get these projects done. With  
16 nearly \$9 million of it being the blower project, if we get that senior engineer on staff, Rich thinks we will be able to  
17 accomplish these tasks.

18  
19       **Brian Braithwaite made a motion to adopt the 2020 Tentative Proposed Operations and Maintenance &**  
20 **2020 Tentative Proposed Capital Budgets as the 2020 Operations and Maintenance & 2020 Capital Budgets.**  
21 **Lynn Walker seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian**  
22 **Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and**  
23 **Chandler Goodwin. The motion passed unanimously.**

24  
25       **Communication**

26       **1. Manager’s Report**

27       Rich said we are coming up on a new year and everyone on the board will need to go through training. David  
28 Bunker asked Danette to let the board members to know when they completed training. Rich said some board  
29 member’s terms will be expiring and they will need to be re-appointed by their governing body. Rich said the water  
30 rights issue has been discussed and he has had Jeff Appel, Ray Quinney & Nebeker, get us direction and detail of the  
31 law and what we need to comply with. We will start using this as the template to follow. The Seismic Assessment  
32 by Horrocks Engineering was completed. They were impressed that our concrete, for the age, is still in good  
33 condition. They did not have any major findings, and we will be going through their report to see how we need to  
34 improve and correct things.

35  
36       **Closed Meeting**

37       **David Bunker made a motion to go into closed session for the purpose of discussing property acquisition and**  
38 **personnel. Lynn Walker seconded the motion. Dale Ihrke took a roll call vote. Those voting “Aye” – David**  
39 **Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn Walker, Blaine Thomas, Craig White, Jay**  
40 **Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed unanimously. 7:10 p.m.**

41  
42       **Blaine Thomas made a motion to go out of closed session and back into regular session. Dale Ihrke seconded**  
43 **the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Lynn**  
44 **Walker, Blaine Thomas, Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin.**  
45 **The motion passed unanimously. 8:00 p.m.**

46  
47       **Adjourn: Mark Christensen made a motion to adjourn. Brian Braithwaite seconded the motion. All**  
48 **present “Aye”. Meeting adjourned 8:00 p.m.**