

TIMPANOGOS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

APPROVED

October 15, 2020 6:00 p.m. Conference Room (Electronic)

Board Members

Electronic: David Bunker Brian Braithwaite Dale Ihrke
 Sullivan Love Blaine Thomas Craig White
 Mack Straw Jay Meacham John Goodman
 *Katie Koivisto

Excused: Mark Christensen Richard Nielson Chandler Goodwin

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

Others: Craig Carlile, Ray Quinney & Nebeker
 Brandon Wyatt, Bowen Collins & Associates
 Ryan Bench, Carollo Engineers

Call to Order

David Bunker, Board Chair, called the meeting to order. 6:02 p.m.
David stated the need to hold Electronic meetings.

I, David Bunker, 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.

Public Comment

There was no public comment.

Approval of Minutes

1. Approval of the September 10, 2020 Administrative Board Retreat Minutes
2. Approval of the September 24, 2020 Administrative Board Meeting Minutes

Dale Ihrke made a motion to approve the minutes of the September 10, 2020 Administrative Board Retreat and the September 24, 2020 Administrative Board Meeting. Brian Braithwaite seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, and Sullivan Love. The motion passed unanimously.

Consent Calendar

1. Aqua Proposal SPCC Plan Compliance
2. Archer Western Pay Request #2
3. Olympus Insurance

1 **Blaine Thomas made a motion to approve the Consent Calendar. Sullivan Love seconded the motion.**
2 **Those voting “Aye” – David Bunker, Dale Ihrke, Mack Straw, Brian Braithwaite, Blaine Thomas, John**
3 **Goodman, Craig White, Jay Meacham, and Sullivan Love. The motion passed unanimously.**
4

5 *Katie Koivisto joined the meeting. 6:07 p.m.
6

7 **Finance**

8 **1. Financial Report**

9 Joe reported on the August financials. Joe said the impact fee report is blank for Lehi’s July impact fees. We have
10 been in contact with Lehi and they will send that in asap. Joe said impact fees are almost exact in revenue as last year
11 at this point, but ERU’s are down from this time last year. That may be due to different types of impact fees, such as
12 multi-family, commercial or residential. David Bunker said that surprises him because his city has not reduced ERUs
13 at all and are track for a record year. Joe said these ERU numbers come off the impact fee report turned in with the
14 check. David said Joe may be right that there could be a difference between single family versus multi-family units,
15 that are accessed a lower ERU.
16

17 **Action Items**

18 **1. Tentatively Adopt the 2020 Tentative Amended Operations and Maintenance and 2020 Tentative** 19 **Amended Capital Budgets**

20 Joe said the budget summary for 2020 tentative amended and 2021 tentative proposed have had a few minor
21 changes. Joe said this would be the same document that would be on hand for the public to view.

22 David Bunker said there is not a huge change in the revenue. We have some good solid paying customers in the
23 cities. Rich said he has asked each of the engineering firm projected costs for capital projects in 2020 and made those
24 adjustment accordingly to each project and moved the remainder to 2021. Some of the big items that were moved over
25 to 2021 were the Lakeside Lift Station, Boat Harbor Lift Station and land acquisition for biosolids. David Bunker said
26 a couple other big projects in 2021 are the Westside Interceptor, upsize the 42” American Fork line and the remainder
27 of the blower replacement. Rich said all of these projects had progress this year, some were delayed a little bit, but the
28 design has moved along to be able to spend that money next year. Rich said the \$3 million in 2021 for the plant
29 expansion is more of a place holder. We will not know that exact amount until we get the report from Brown and
30 Caldwell. Dale asked how realistic it was to spend a \$40 million capital budget in 2021. Rich said he thought we may
31 get to \$32 million, not the \$40 million. Our budgets are not to exceed that amount of money, but we can have money
32 remaining.

33 Brian said we are showing almost identical in our impact fees to last year, yet we are forecasting an almost 13%
34 decline for next year; he does not think that will happen. Rich said we re-adjusted the projections, as we did not know
35 what would happen with Covid-19, so we took a very conservative approach. The CFP, IFFP, and IFA all took into
36 account Covid-19 projections to make sure we were not over projecting. Sullivan said the election in a few weeks
37 could also have an effect. David Bunker said his city budgeted very conservativity, and so far, they have not seen that
38 drop. David feels comfortable leaving that lower and we can amend later if needed.
39

40 **Katie Koivisto made a motion to Tentatively approve the 2020 Tentative Amended Operations and**
41 **Maintenance and 2020 Tentative Amended Capital Budgets. Dale Ihrke seconded the motion. Those voting**
42 **“Aye” – David Bunker, Dale Ihrke, Mack Straw, Brian Braithwaite, Blaine Thomas, John Goodman, Craig**
43 **White, Jay Meacham, Katie Koivisto and Sullivan Love. The motion passed unanimously.**
44

45 **2. Accept User Rate Study and move to Public Hearing**

46 Rich said he has not received information from Zions on the User Rate Study. He is expecting that next week.
47 Rich is not sure if the board would like schedule a special meeting to get that moved along this year or wait until next
48 month’s meeting. David Bunker said let’s see if we get that back and we may need to potentially have a special
49 meeting to accept the user rate study.

1 **Brian Braithwaite made a motion to continue the User Rate Study to our next meeting when we have the that**
2 **available. Mack Straw seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mack Straw,**
3 **Brian Braithwaite, Blaine Thomas, John Goodman, Craig White, Jay Meacham, Katie Koivisto and Sullivan**
4 **Love. The motion passed unanimously.**

5
6 **Communication**

7 **1. Managers’ Report**

8 Rich said the daily average flow is 19.4 mgd for September. Rich said there is a graph format of the monthly plant
9 performance as requested by David Bunker last month. Rich reviewed the graph with the board. The effluent
10 BOD/TSS are permit parameters are 25 mg/L. and we have just been getting better throughout the year and been well
11 within parameters. The effluent ammonia parameters change with the seasons. Our ammonia spiked in August due to
12 the poor performance of the blowers. Rich said with the changes we made in the aeration digester we were able to
13 keep the effluent total phosphorus average below 1 mg/L. We are still going to look at chemical as a backup in case
14 this fails. Rich said not on our permit right now is the TIN (Total Inorganic Nitrogen). He wants to keep bringing it to
15 the board’s attention. The TIN will be the next requirement DWQ will go to give us. It is also why we are giving a lot
16 of input on the Utah Lake water quality study. DWQ would like it to be below 10 mg/L which we can do now but we
17 start losing that as flows are increased and, in the effort to keep our effluent phosphorus low. David Bunker said he
18 appreciates Rich for these graphs on the plant performance. Rich said Brian Selck put the graph charts together. Rich
19 said he appreciates him and the rest of the effort from staff to performance with some of the challenges we are having
20 right now.

21
22 **Closed Meeting**

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

24 There was no closed meeting.

25 David Bunker gave his condolences to Rich on the passing of his step-mother and thanked him for joining
26 remotely. Sullivan thanked Rich and staff for the work they are doing and gave his condolences to Rich. Blaine added
27 his support to Rich and said he was doing a good job.

28 **Adjourn: Sullivan Love made a motion to adjourn. Blaine Thomas seconded the motion. All present**
29 **“Aye”. Meeting adjourned 6:33 p.m.**

30