

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD RETREAT MINUTES

APPROVED

October 17, 2019 8:00 a.m. Conference Room

**Board Members**

**Present:** David Bunker Dale Ihrke \*Mack Straw  
Johnny Revill \*Craig White Mark Christensen  
Chandler Goodwin Jay Meacham Sullivan Love  
Brian Braithwaite

**Excused:** Commissioner Bill Lee Lynn Walker Blaine Thomas

**District Staff:** Richard Mickelsen, District Manager  
Shannon Hansen, Human Resource/Administrative Assistant  
David Barlow, District Engineer  
Danette Smith, Board Secretary  
\*Joe Martin, CPA

**Others:** Brandon Wyatt, Bowen Collins and Associates  
Wyatt Anderson, Bowen Collin and Associates  
Trevor Lindley, Brown & Caldwell  
Jeff DenBleyker, Jacobs Engineering  
Randy Zollinger, Jacobs Engineering  
Brad Rasmussen, Aqua Engineering

**Call to Order**

David Bunker, Board Chair, called the meeting to order. 8:07 a.m.

**Public Comment**

There was no public comment.

**Approval of Minutes**

**1. Approval of the September 19, 2019 Administrative Board Meeting Minutes**

Brian Braithwaite made a motion to approve the minutes of the September 19, 2019 Administrative Board Meeting. Chandler Goodwin seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mack Straw, Mark Christensen, Brian Braithwaite, Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.

**Finance**

**1. Financial Report**

Rich said August financials were not prepared and Joe would follow up on that in November.

**Communication**

**a. Year Review – Rich Mickelsen**

Rich reviewed items from last year's retreat and progress made throughout the year

Rich said he is following a personal statement of "Clean water in a responsible, sustainable way."

1 Rich presented a summary on the District's safety for the last 4 years. The District's eMod rating is currently 2.34.  
2 Rich has a goal to turn that around to put more emphasis on being safe. Rich showed a report of the current incidents  
3 and injuries. The board discussed ways of reporting and how to improve safety.  
4

5 **b. CFP – Bowen Collins & Assoc.**

6 Keith Larsen, who has worked on the CFP the last 6 months, had a prior engagement. Brandon Wyatt, Bowen  
7 Collins and Associates, presented the draft CFP. Brandon said they would be discussing growth projections, collection  
8 system performance and recommendations. They looked at projections from the 2014 study, which took us out to 2060  
9 and 42mgd. They contacted the cities and reviewed their sewer master plans, and growth projections. Brandon said  
10 they concluded that current growth projections are more aggressive than 2014 projections and the bulk of growth is  
11 coming from the west side of the district.

12 The Collection System performance looks good right now for capacity in the lines. There are some lines that get near  
13 or at capacity in the 10-year growth projections. Projecting out 40 years, many more district lines are operating beyond  
14 capacity. There are some decisions that need to be made. One of the ways to address deficiency in the collections  
15 system is to add more pipe lines and build bigger pipe lines. The other option is to bring treatment closer to where the  
16 wastewater is originating. Time was spent talking to staff about those options, looking at potential plant out west near  
17 where flows are coming in from major growth areas.

18 Brandon said they do not know the exact routing of some pipe lines. They can be drawn on a map, but we may not  
19 know the obstacles between point A and B. We know some of the needs, but the actual projects need to be studied  
20 further. The asset management plan looked towards defining the condition of the District's facilities but, there are a  
21 significant portion of these pipelines, especially in the south end of the district, that are inaccessible. Recommendations  
22 from the asset management plan and CFP are to get access to those pipelines and further refine projects.

23 Near term recommendations: 1) replacement of 42" pipeline with a 60" line AF/Highland outfall. 2) Begin design of  
24 66" to parallel 54" line from the Saratoga Springs area. The 54" line will need replacing with a 72" line in 2055 3) begin  
25 alignment study and easement acquisition for 66" interceptor. These will start to address the capacity issues showing up  
26 in the plant and need to happen quickly regardless of whether steps are taken toward a treatment plant. If a treatment  
27 plant were to happen on the west side the replacement of the 54" with a 72" in 2055 might go away. A new Lehi  
28 diversion pipeline is suggested to relieve flow on the 60" pipeline.

29 Rehabilitation recommendations: 1) the 54" pipeline (SR-2) on the west side interceptor needs some structural rehab  
30 in order to preserve that line for the future. 2) The 60" pipeline (SR-1) from BHLS into the plant was assessed in the  
31 asset management and rebar is starting to show. It needs a liner to protect and reinforce it. Rich said we are looking to  
32 whether we could put a trail across the top of that 60" line.

33 Mark said with the legislature trying to put increased densification on all the cities, it could blow this model up.  
34 Brandon said there is a major push for ADU's (accessory dwelling unit) which also has an impact. There was discussion  
35 on the impact of ADU's on the District and how to capture those and make sure fees are calculated appropriately.

36 Brandon said these recommendations take in to account that there is potential for things to change on the west side,  
37 as far as a new treatment plant, but there are capacity issues developing in the next five years, long before a treatment plant  
38 can come in to place. The first recommendation is an alignment study and easement acquisition started for a new line  
39 (CL-N2) in from Lehi. It is further out in need, but because downstream improvements rely on where this pipeline ends  
40 up, it is one of the first critical steps. The second recommendation is to begin design for the 66" line (CL-N1) that will  
41 parallel the 54" line in the Lehi, Saratoga Springs area. There is a capacity issue beginning in 2023 and we need to get  
42 that pipeline in place. The final recommendation is to begin design of the replacement of the 48" pipeline (CL-R1)  
43 American Fork, Highland, Alpine outfall with a 60" pipeline. That line runs out through the agricultural fields and is in  
44 unknown condition, running into capacity problems relatively soon.

45 There was discussion about the (CL-N2) 66" interceptor line paralleling the existing the 60" line so they could access  
46 both lines at the same time. Brandon that is why they are recommending that alignment study. There is some merit to  
47 putting it in parallel to the 60", increasing the BHLS and tackling several issues at one time. Rich was looking into  
48 putting a trail over the 60" line. He has contacted Utah trails and they are excited about the possibility. Rich said we  
49 would need wet lands credits to be able to put a trail on top of that pipe.

1 Brandon said the Asset Management Plan indicated that there was about \$5 million worth of work needed to be done  
2 to the plant on an annual basis.

3 Rich said the Structural Rehab 60" line (SR-01), is a \$5 million project that needs to be initiated now to save that 60"  
4 line from BHLS to the plant. We need to start design this year and hopefully line that in 2021-2022. The Structural  
5 Rehab 54" line (SR-2) is a \$7 million project that we need to start that now. Rich is asking for \$200,000 to start The  
6 Potential Rehab 60" (PR-1), which will be a \$14 million project. We need to get access to that and \$200,000 is to get  
7 easements. Rich anticipates it will take two years to get through the Utah Core of Engineers, to be able to get that trail  
8 on top. In 2023 we will allocate money to rehabilitate that line, if needed. There is \$43 million needed in rehab projects  
9 just to maintain our current line system. For capacity (impact fee related) another \$89 million is needed.

10 Brandon said there is 3% inflation per year built in. Mark asked if there was contingency built in along with the  
11 inflation cost. Mark said if you are doing both you may be double dipping and that is where we get into trouble. Brandon  
12 said it would be answered in the IFFP/IFA. Rich said we have Jodi Hoffman to come and support us to make sure we  
13 allocate the correct portion to those projects.

14 Dale asked why this is a 10-year CFP and not 30 years. A longer planning window gives you a better view for  
15 financial planning down the road. Mark said the impact fee law reads, spend or encumber impact fees within six years.  
16 Dale said you can have the impact fee related projects 10 years out, but for rehab he would go out as far at least 20-30  
17 years. Rich said that is what they have done in the past and it was not part of their scope and ask. Dale said, the longer  
18 we can look the better we can plan. David Bunker said we should be updating this more often. Mark said in their city  
19 they are updating their impact fees about every one-two years.

20 Brandon said there are some things not currently on the 10-year plan, as there are some things we do not know. In  
21 the next ten years the state is going to finish their nutrient study on Utah Lake. There is high potential of having  
22 decreased nutrient limits on your effluent. That is not included in this plan, as we do not know what that looks like yet.  
23 There are issues with biosolids due to the loss of composting and increased difficulty of disposing of those. There is a  
24 treatment plant expansion that has to come at some point, we do not know what that looks like, and so those costs are  
25 not included. In the projections for the 10-year revenue/expenditures, the expenditures are significantly higher than  
26 revenue the first 5 years; in the latter 5 years revenue matches up with the projects that need to be completed. Those  
27 projections do not include a new plant, nutrients or biosolids. Dale asked how we can adequately set this without all  
28 those big dollar items. They need the Board to tell them the direction to go so they can put it into the CFP. That will  
29 drive towards the impact fees and IFA.

### 30 31 **c. Treatment Train – Aqua Engineering**

32 Brad Rasmussen, Aqua Engineering, said they were asked to look at primary clarification anaerobic digestion  
33 (PCAD) versus aerobic digestion on our biosolids. Brad said they looked at two levels, 30 mgd, and 45 mgd, assuming  
34 (PCAD) will get a 30% BOD reduction.

35 Brad said the capital cost for (PCAD) 30 mgd is estimated at \$80 million, 45 mgd is estimated at \$127 million.  
36 Estimated capital costs for aerobic digestion 30 mgd is \$30 million and 45 mgd \$120 million. The O & M estimated  
37 costs bring the net present worth for PCAD 30 mgd to \$97 million and 45 mgd to \$155 million, with aerobic digestion  
38 30 mgd to \$118 million and 45 mgd to \$257 million. The land requirements for anaerobic digestion are substantially less  
39 than aerobic digestion. Brad said their recommendation would be to do anaerobic digestion.

40 Rich hopes the board can make some decisions today. The board also needs to decide whether we are going to put a  
41 20-30 mgd treatment facility to relieve flow coming to current plant. Rich is not sure what type of plant to build on the  
42 west side, but instead of using \$16 million to upsize the 54" to 72" line, it could go toward building a plant. The board  
43 talked about the cost of a scalping plant. Rich said to do a scalping plant may take some time to acquire property, design  
44 and get permitting. David Bunker said it may be no cheaper to do a scalping plant than a treatment plant. He thought it  
45 may be better to bring it here and do primary clarifiers.

46 David Bunker asked how they can make these decisions today when they do not have the information. Rich said this  
47 is a work session; he does not have all the answers. Rich said he needs direction from the board to give those who will  
48 do the master plan.

49 Dale asked if it makes sense to add a scope to look at air dryers as an option to aerobic digesters. Brad said they can  
50 add that to be an option. Craig White said if it is Class A, you open it up to the public, let them pick it up, and there are

1 no hauling costs. Brad said if you go to drying, you need to do something that will be more desired by the public like  
2 pelletizing.

3  
4 **d. Utah Lake Solutions – Jacobs Engineering**

5 Rich said he and DWQ both want clean water, but they see two different directions on how to do that. The Utah  
6 Lake Water Quality Study is underway and is due 2023. Its purpose is to set Utah Lake nutrient criteria. This will have a  
7 direct effect on TSSD. They have a budget of \$1.5 million. UDWQ is going through the public process and they will be  
8 able to set nutrient limits they want once the process is over. We will then have to comply with the permit to meet those  
9 limits.

10 Rich said he and David Barlow participate on the Steering Committee but are only one voice of thirteen. Rich said  
11 he does not believe the process is very transparent, when the steering committee and the science panel are so controlled.  
12 There is a debate on the air deposition (how much phosphorus is going into the lake from the air). Rich said DWQ are  
13 doing good science, it is just limited. We want to do a more in-depth study that will be accepted by DWQ and the  
14 science panel. Rich said he has asked Jacobs to take the next step.

15 Jeff DenBleyker, Jacobs, said the district has a lot of challenges when looking to the future. There is uncertainty  
16 regarding the discharge limits. That uncertainty is extremely difficult when you are trying to plan a new facility. Jeff  
17 said for this project they wanted to go above the technical and political discussions and try to develop some long-term  
18 solutions for the District and the other dischargers around the lake. They are proposing a fish enclosure and  
19 geochemical augmentation (engineered wetlands) to develop some long-term solutions for the lake that can feed into the  
20 master planning process.

21 The next step would be to discuss this with DWQ and the science panel to get their support. Then get funding  
22 partnerships from WFWQC and or DWQ. Jeff said they have worked out a lot of the research design and hopefully get  
23 something in the water next spring. Dale Ihrke asked if there are other POTWs joining with this. Rich said we are on  
24 our own. Provo is building a whole new plant and Orem is upgrading to water reuse. Jeff said using the universities for  
25 the geo augmentation would be around \$150,000. If using commercial labs and consultants, it would be closer to  
26 \$450,000. The carp enclosure pilot study will be about \$100,000. Rich said Eric Ellis, and Scott Daley think this study  
27 is great. Rich said we do not own all the property we need for this, but he is trying to get it so we can utilize it. The  
28 board would like Rich to continue doing that.

29  
30 **e. Water Reuse**

31 Rich said he has talked with the lawyers to find out what water rights and sources we have. We estimated we have  
32 about 3-acre feet of well water rights and over 1200-acre feet of surface water rights. Rich is going to start using that to  
33 fill our collection trucks to use as they go out and clean the lines. Also, to water the grounds and use it for process  
34 water. Rich said we will track and report that annually. David Bunker said there are the water rights leaving the plant  
35 every day that we need to talk about. Rich said he believes they are the different cities rights. The attorney we have  
36 retained is willing to come in November to do a presentation. Board members confirmed they would like that.

37 Rich said there is a WEFTEC program for college student design. They asked if we were interested and Rich  
38 introduced the water reuse as an option. The students are going to take our facility and look at the different options for  
39 water reuse and do a cost projection for 50%. Rich said if we clean the water to a certain level, it can be reused again.  
40 Mark said many of the cities have been looking into water reuse. The question is how to make it viable. That is why a  
41 scalping plant on the west side makes a lot of sense. Rich said it should be driven by who wants the water, and they will  
42 pay for the infrastructure to reuse the water.

43 \*Lunch

44 \*Mack Straw left.

45 \* Joe Martin arrived.

46  
47 **f. Public Information Outreach**

48 Rich said there is a poster program for 5<sup>th</sup> and 6<sup>th</sup> graders, where they create posters and win money for their school.  
49 As part of public outreach, Rich would like to do that for a nearby school. He would like them to produce a poster that  
50 focuses on putting only toilet paper, human waste down the sewer.

1 We are trying to get the legislators involved in the problem we have with the non-flushable wipes. Legislators  
2 decided they were interested in asking for \$150,000 in next year's legislative session. They are going to do a campaign  
3 state wide to educate everybody. Salt Lake is also doing a make-it-pure campaign next year. They asked for money  
4 from WFWQC and to tie into their program. It is a four-month campaign, which will include TV and radio ads. Other  
5 members are going to focus on "can't flush this". Rich said he is asking for \$50,000 in the advertising budget for that.

6 Rich showed the board a video on Utah Lake which was shown at the tour with the legislators. The 17-minute  
7 narrative was pared down for this 6-minute video. There will need to be multiple videos made to include the full 17-  
8 minute narrative. Rich said he did the narrative and Attn! Video put it together. It was paid for by the District. Rich is  
9 asking for money for the additional videos. Mark asked if it has been put out to the cities. Rich said no but that would  
10 be great. Brian said he likes the concept of sharing with the public, websites and schools.

11 Rich showed the board a video from Inland Empire Regional, the largest fully enclosed composting facility in North  
12 America. Rich said with compost going out of business, he has asked our attorney to look into contacting attorney  
13 involved in the lawsuit to determine if this is an option for us. The other attorney was given the information and they  
14 seem to be open to it. Rich said we do about 40,000 tons so we are about 1/20<sup>th</sup> the size of Inland Empire. That facility  
15 cost about \$90 million to put together and they have 24 acres. Rich said we would need about 6 acres and we have that  
16 here. Rich said this is just an option to be looked at from the legal side before we can even pursue it as a viable option.  
17 It should be looked at in the master plan. Rich said Jordan Basin, South Valley and Central Davis, have an interest in  
18 making a regional biosolids facility where we could take it and process it. Rich reported on the compost sales this year.  
19 Rich believes it would be good to continue sales to the public even if it is at a different location.

20 The board discussed whether they should advertise to the public about composting going out business. Dale thinks  
21 we should put a sign out giving notice, and in the meantime, we keep pursuing our legal rights with our attorney. Mark  
22 said we have this hard date next year, unless there is a legislative change that says composting is a part of our essential  
23 function to remove the waste and reduce cost for the services we provide. In which case, that opens up the conversation.  
24 Rich says we explore those other options and at some point, closing the gate might be a good way to get some public  
25 interest and education. Johnny said the District could have a press release sent to the cities and they can decide whether  
26 to put it on their social media page informing the public.

#### 27 28 **g. Project Reports – Rich Mickelsen**

29 Rich started with Brown and Caldwell on the blower project. Trevor Lindley, Brown and Caldwell, said they are  
30 replacing the high-speed K-Turbo blower units in the east and west blower buildings. There was a procurement process  
31 in the spring where they selected Lone Star Blower. Two Aerzen blowers were put in the west building as an emergency  
32 procurement earlier in the year. There has been debate as to what to do with the K-Turbo blowers. Brian said we ought  
33 to at least look and see what we can get out of them.

34 Trevor said they will submit to DWQ in November and plan to issue the notice to fabricate these blowers early in  
35 December. That will allow to get them here middle of next year when the contractor needs them. Trevor said they  
36 would be ready to bid, pending DWQ review.

37 Rich went through each of the capital projects.

38  
39 Rich said he put the CIP projects in order of priority. Replace CMMS system - we budgeted \$350,000 on that. We  
40 are using Manager Plus and combining our assets from three previous lists and putting them into one. Blower project –  
41 report from Brown & Caldwell. Aerobic digesters – done in-house. Changed one of our small basins and put some fine  
42 diffusers on there. The thought process was if we can keep air in the digesters that we will not get phosphorus release.  
43 We will test that next year as it gets warm. 2018 Headworks Improvements & Collections Shop Drainage – completed.  
44 Chemical Feed Backup – Plant drain improvements happening now to line plant drain for protection when using  
45 chemical feed and reduce infiltration. The chemical feed to treat the dewatering water coming back to the plant, to treat  
46 and remove the phosphorus out of the system. Plant Expansion (Master Plan) – discussing all day and what to focus on  
47 when doing the master plan. When we are finished with the Master Plan, we will know what kind of plant we are going  
48 to build. Upgrade the flow meters – Hansen, Allen and Luce worked on that last year. Doing a full upgrade on all the  
49 flowmeters information transfer using cellular instead of RTU due to interferences. Will continue this next year. IPS  
50 Optimization – there are questions on IPS optimization of the pumps and how to improve that. Pushed off for two years;

1 we first need data from the maintenance of the pumps. BHLS Optimization – done in-house. There is nothing to remove  
2 the rags or grit coming into that lift station. Increased cleaning those rags from the pumps from once/month to  
3 once/week. That is not effective, will relocate that lift station and put screens in to remove those wet wipes. The Control  
4 System Master Plan – IC Tech has put what will be the standard for TSSD in specification in electronics and  
5 instrumentation. Electrical Reliability upgrades – no progress. Energy Management System – changing out the  
6 incandescent lights with LED lights, one building at a time. Has resulted in energy savings here at the facility. Moved  
7 from capital improvement project to the electrical department budget and managed on a year to year basis. SCADA  
8 Upgrade, SCADA HMI Migration, Facility OIT Upgrades –ICTech will be upgrading all those systems; completed by  
9 the end of November. The Power Quality (SwitchGear) – Working with Control Power who built our switch gear; some  
10 struggles getting them here to reevaluate our system. Will continue until resolved. Seismic Assessment – Horrocks will  
11 have finished this year. HVAC Evaluation – completed. Structural repair, corrosion and prevention – Essentially  
12 painting and keeping up to date with any repairs on structures. Moved into the maintenance category. Remodel old  
13 Ops, Gen, and Collections building – Ops building will be done by the end of the year. Nothing done on the other  
14 buildings. Land Acquisition – this is for composting offsite. We will hopefully make some progress next year.  
15 Equipment Replacement – keep money there for replacement projects throughout the year. Fleet - Substantial amount of  
16 money last year for trucks and trailers, we will not come close to using that. New Equipment – belt presses for the  
17 dewatering building due to landfills being closed during certain hours. Will be operational in early 2020. Replacement  
18 of Boat Harbor Media – Odor control at BHLS. Completed by staff. UV Building Retrofit – completed in 2018.

19 Rich said last year we asked for \$18 million for Capital Projects. We are going to spend close to \$6 million and put  
20 back \$12 million. The bulk of the \$12 million was two projects, the blower projects which will be completed next year  
21 and land acquisition. Rich said of the 30 projects 16 of them are completed, 7 of them have progress made on them and  
22 7 didn't have any progress made. Rich said we need additional staff to help manage these projects. We need someone  
23 that has engineering experience and project manager experience. Rich said if we take out the blower project we spent  
24 55% of what we asked for last year and fell short 45%. He would like to aim closer to 85%-90%.

25 Rich said looking at TechNet engineering job descriptions, he would ask to hire an Engineer I, to have under David  
26 Barlow. Rich said he needs someone who has experience to help get these projects done. There was discussion on the  
27 wages and the position that would be best for the District. Mark said if he were making a motion, we as a board should  
28 approve the Senior Engineer, and let Rich fill that with the best person to get those projects done. It is a little more  
29 money than what Rich is asking but it gives flexibility.

30

#### 31 **h. Budget Review**

32 Joe Martin said the budget summary is what the Board always approves. Joe said he adjusted those accounts that  
33 needed it. Joe said Rich had gone went through more detail and his changes are in this summary budget. Joe said he  
34 and Rich spent their time on expenditures. Joe modified the revenue accounts that needed it. Joe said he decreased  
35 impact fees for 2020.

36 Rich went through the O & M budget worksheet line by line. Rich said if changes are made to the budget worksheet,  
37 those changes can be sent to Joe to amend the summary. Mark said he wants to see future budgets projected out five  
38 years. He wants to see the projected capital for those years, and what that will look like on a more comprehensive  
39 figure. Next year if there is only one year's projected budget, he will vote against it.

40 Rich went through the cash reserves policy.

41 Rich went through the budget for each department.

42 Rich said the Capital budget shows some line items that Brandon presented in the draft CFP, that give a multiple year  
43 budget. Projects Rich has set for 2020 for the board to decide are: Boat Harbor Lift Station (\$100,000) Start design to  
44 line the 54" line (\$750,000). Start design on the upsize of the 42" line with 66" line (\$1.2 million). Start design for  
45 lining of the 60" line from the BHLS to the plant (\$200,000). The 60" line from Eagle Mountain, Lehi, and Saratoga  
46 Springs to BHLS (\$200,000). Odor control study-Headworks (\$106,000). Treatment Train-PCAD (\$4.5 million). Design  
47 of the Engineered Wetlands (\$2.5 million).

48 David Bunker said we are going to set a public hearing date to approve the amended budget and final budget in  
49 November. David would like all the committees to meet before that to discuss and review their different areas.

50

1 **Action Items**

2 **a. North Point / NUERA Contract**

3 Rich said NUERA has already agreed to and signed this contract. They wanted us to adopt it at the last board meeting  
4 but that didn't happen. Our attorney reviewed it found a couple of typos. Rich said he wanted to make the board aware  
5 of those errors. Mark said initial and correct the errors, sign it and send it back.

6 **Jay Meacham made a motion to approve the North Pointe/NUERA Contract with modifications. Sullivan**  
7 **Love seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Brian**  
8 **Braithwaite, Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion**  
9 **passed unanimously.**

10  
11 **b. Notice of Award for Dewatering Building Improvements Project**

12 Rich said we are doing a lot of this project in house. There are some things our staff is not experienced with, so we  
13 have gone out and received bids from Carrio Construction, Alder Constructions and VanCon. We would like to award  
14 to Carrio Construction with the low bid. Rich said they have the experience, and have done other work like this, but he  
15 has heard they are slow to meet the timelines. The contract is under review with Craig Carlile. There are liquidated  
16 damages in the contract.

17 **Mark Christensen made a motion to Award the Dewatering Building Improvements Project to Corrio**  
18 **Construction for \$220,358.00. Brian Braithwaite seconded the motion. Those voting "Aye" – David Bunker,**  
19 **Dale Ihrke, Mark Christensen, Brian Braithwaite, Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and**  
20 **Chandler Goodwin. The motion passed unanimously.**

21  
22 **c. Pre-Qualification for General Contractors**

23 Rich said the Engineering Committee put out a Request for information for construction companies. We are hopeful  
24 that we can choose from this list of qualified applicants when we do projects, not limited to the blower project, though  
25 that is included. Rich said they are recommending Alder Construction, Archer Western Construction, COP  
26 Construction, Ellsworth Paulsen Construction and Gerber Construction. All were deemed qualified to work on projects  
27 here at the plant.

28 **Brian Braithwaite made a motion to approve, based on recommendation from Trevor Lindley, Brown and**  
29 **Caldwell, pre-qualified contractors - Alder Construction, Archer Western Construction, COP Construction,**  
30 **Ellsworth Paulsen Construction and Gerber Construction as Qualified General Contractors. Chandler Goodwin**  
31 **seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite,**  
32 **Craig White, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed**  
33 **unanimously.**

34  
35 David Bunker said some of these items are not action items, but for us to review and discuss.

36  
37 **d. Surplus Items**

38 Rich said according to our procurement policy, surplus items over a certain amount, need board approval. If the  
39 board approves this list, we can surplus these items.

40 **Craig White made a motion we approve the surplus list as presented. Johnny Revill seconded the motion.**  
41 **Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Craig White, Jay**  
42 **Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.**

43  
44 **e. Compensation Rate**

45 Rich said the compensation policy adopted last month says it will take anyone that is below mid-point and budget at  
46 mid-point. Anyone that is above the mid-point, you will assign a percentage value. Rich hopes the board will choose a  
47 value that he can use to incentivize and move people through their pay scale range. David Bunker clarified this will be  
48 the merit percentage in the 2020 budget. Mark said CPI is built in to the study. Every year you do a study, the CPI is  
49 captured and factored in there. Mark said we are bringing people to market based off of performance. Mark said he is

1 fine to budget 5% and give Rich the flexibility, knowing the average will be about 3%-3.5%. Brian said he is good with  
2 5% as long as we are clear in our documentation that it is not CPI, it is a different method.

3 **Mark Christensen made a motion to approve 5% Compensation Rate. Dale Ihrke seconded the motion.**  
4 **Those voting “Aye” - David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Craig White, Jay**  
5 **Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.**

6 \*Craig White left.

7 **f. Tentatively Adopt the 2019 Tentative Amended Operations and Maintenance & 2019 Tentative Amended**  
8 **Capital Budgets**

9 **Brian Braithwaite made a motion to tentatively adopt the 2019 Tentative Amended Operations and**  
10 **Maintenance and 2019 Tentative Amended Capital Budgets. Chandler Goodwin seconded the motion. Those**  
11 **voting “Aye” - David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Jay Meacham, Johnny Revill,**  
12 **Sullivan Love, and Chandler Goodwin. The motion passed unanimously.**

13  
14 **g. Tentatively Adopt the 2020 Tentative Proposed Operations and Maintenance & 2020 Tentative Proposed**  
15 **Capital Budgets**

16 **Brian Braithwaite made a motion to tentatively adopt the 2020 Tentative Proposed Operations and**  
17 **Maintenance & 2020 Tentative Proposed Capital Budgets. Johnny Revill seconded the motion.**

18 Sullivan asked if the budget is including some of those decisions that we needed to make today as far as getting  
19 ahead on some of these projects. Mark said Rich could make those changes and be adopted in the final budget. Brian  
20 said they are not this proposal, we will see them in the final.

21 **Those voting “Aye” David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Jay Meacham, Johnny**  
22 **Revill, Sullivan Love, and Chandler Goodwin. The motion passed unanimously.**

23  
24 **h. Set the Public Hearing date for the 2019 Tentative Amended Operations and Maintenance and 2019**  
25 **Tentative Amended Capital Budgets and the 2020 Tentative Proposed Operations and Maintenance and**  
26 **2020 Tentative Proposed Capital Budgets. Suggested date for the Public Hearing is November 21, 2019**  
27

28 **Chandler Goodwin made a motion to set the public hearing date for November 21, 2019 6:00 p.m. for the 2019**  
29 **Tentative Amended Operations and Maintenance and 2019 Tentative Amended Capital Budgets and the 2020**  
30 **Tentative Proposed Operations and Maintenance and 2020 Tentative Proposed Capital Budgets. Mark**  
31 **Christensen seconded the motion. Those voting “Aye” David Bunker, Dale Ihrke, Mark Christensen, Brian**  
32 **Braithwaite, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed**  
33 **unanimously.**

34 **Sullivan Love made a motion to go in to Closed Session to discuss personnel. Jay Meacham seconded the**  
35 **motion. There was a roll call vote. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian**  
36 **Braithwaite, Jay Meacham, Johnny Revill, Sullivan Love, and Chandler Goodwin. The motion passed**  
37 **unanimously. 4:20 p.m.**

38  
39 **Closed Meeting**

40 **Sullivan Love made a motion to go out of closed session. Johnny Revill seconded the motion. Those voting**  
41 **“Aye” – David Bunker, Dale Ihrke, Mark Christensen, Brian Braithwaite, Jay Meacham, Johnny Revill, Sullivan**  
42 **Love, and Chandler Goodwin. The motion passed unanimously. 4:44 p.m.**

43  
44 **Adjourn: Brian Braithwaite made a motion to adjourn. Jay Meacham seconded the motion. All present**  
45 **“Aye”. Meeting adjourned 4:50 p.m.**