

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

**APPROVED**

October 20, 2022

6:00 p.m.

Conference Room/Electronic Meeting

**Board Members:**

**Present:** David Bunker Blaine Thomas Brian Braithwaite  
Sullivan Love Chandler Goodwin Lon Lott  
Jay Meacham Mark Christensen

**Electronic:** Richard Nielson Chris Condie  
Craig White Neal Winterton

**Excused:** Mack Straw

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

**Others:** Mark Bell, Hayes Godfrey Bell, P.C. Ryan Bench, Carollo Engineers  
Wade Stinson, Aqua Engineering Brandon Wyatt, Bowen Collins Associates  
Brad Rasmussen, Aqua Engineering Keith Larsen, Bowen Collins Associates

**Electronic:** James Goldhardt, Coombs-Hawkins Co.  
Scott Forsling, Coombs-Hawkins Co.  
Brad Mrdjenovich, Veolia

**Call to Order**

David Bunker, Board Chair, called the meeting to order 6:02 p.m.

**Public Hearing**

**1. Impact Fee Analysis, Impact Fee Facilities Plan, Revised Impact Fee Enactment Resolution 2022-01**

David Bunker, Chair, opened the public hearing for the TSSD Impact Fee Analysis, Impact Fee Facilities Plan, Revised Impact Fee Enactment Resolution 2022-01.

There was no public comment.

David Bunker, Chair, closed the public hearing for the TSSD Impact Fee Analysis, Impact Fee Facilities Plan, Revised Impact Fee Enactment Resolution 2022-01.

**Public Comment**

There was no public comment.

**Approval of Minutes**

1. Approval of the July 21, 2022 Administrative Board Meeting Minutes
2. Approval of the September 15, 2022 Administrative Board Retreat Minutes

1        **Lon Lott made a motion to approve the minutes of the July 21, 2022 Administrative Board Meeting and the**  
2 **September 15, 2022 Administrative Board Retreat. Sullivan Love seconded the motion. Those voting “Aye” –**  
3 **David Bunker, Lon Lott, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay**  
4 **Meacham, Richard Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin. The motion passed**  
5 **unanimously.**  
6

7        **Consent Calendar**

- 8        **1. TSSD Check Register**  
9        **2. TSSD – XP Scope of Work (River Continuum)**  
10       **3. Wasatch Regional Landfill Contract**

11  
12       David Bunker thought we should pull item 3 from the consent calendar and into the action items for more discussion.  
13

14       **Chandler Goodwin made a motion to approve item 1 and 2 on the Consent Calendar and move item 3 -**  
15 **Wasatch Regional Landfill Contract to the Action Items. Lon Lott seconded the motion. Those voting “Aye” –**  
16 **David Bunker, Lon Lott, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay**  
17 **Meacham, Richard Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin. The motion passed**  
18 **unanimously.**  
19

20       **Financial Report**

21       Joe reported on the August financials. Mark asked why the change in net position is up about 10% over last year.  
22 Joe said it was mostly because wastewater income is higher. Mark asked if there is a 10% growth in wastewater coming  
23 into the plant. Rich said yes. Rich said last year there was the calibration of the flow meters, which was a significant  
24 portion of this, also there was about a 7% increase on ERU’s connecting to the District.

25       Mark asked if we are looking at the overall trend in the building industry. Those high growth cities are seeing some  
26 drop-offs in building permits. Mark would like Joe to see what this recession looks like and what it does to our cash  
27 position and other projects we have coming on-line. David Bunker said as we are looking forward to what building  
28 permits are doing, we need look at what that means for the District, as far as projection of impact fees coming in and  
29 how it will affect our capital project schedule.  
30

31       **Action Items**

- 32       **1. Approve the Wasatch Regional Landfill Contract**

33       Jay Meacham said in the contract it looks like there is a required yearly tonnage. Rich said yes. We have been taking  
34 two loads a day, and one on Friday. We are going to reduce to one load a day. The intent to reduce our volume is to ease  
35 pressure on the haulers, as it is 90 miles one way. We are going to take them one load a day with an average of about 32  
36 tons; we will be well within the 7,500 tons per year in the contract. Chris Condie said there is a requirement that the  
37 waste must be tested and profiled for applicable PCRA parameters. Rich said, they require us to do the testing, so it  
38 meets those parameters, which we typically do every other year. It is an additional cost of about \$200.00 to us.  
39

40       **Brian Braithwaite made a motion to approve the Special Waste Service Agreement with Wasatch Regional**  
41 **Landfill, and Rich Mickelsen to sign the agreement as written. Blaine Thomas seconded the motion. Those**  
42 **voting “Aye” – David Bunker, Lon Lott, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie,**  
43 **Craig White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin. The**  
44 **motion passed unanimously.**  
45

- 46       **2. Adopt the Amended IFFP/IFA and the Revised Impact Fee Enactment Resolution 2022-01**

47       Rich said we reached out to the development community and gave them the opportunity to comment on the draft  
48 back in September and they said they had no comment. The fee is going from about \$1,700 to about \$3,600 per ERU.  
49 Rich said this will become effective February 1, 2023, which is later than the 90 days after adoption. After discussion,  
50 the cities would like to start at the first of the month instead of the middle of the month.  
51

1 **Brian Braithwaite made a motion to Adopt the Amended Impact Fee Facilities Plan, the Impact Fee Analysis**  
2 **and the Revised Impact Fee Enactment Resolution 2022-01. Sullivan Love seconded the motion. Those voting**  
3 **“Aye” – David Bunker, Lon Lott, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig**  
4 **White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin. The motion**  
5 **passed unanimously.**  
6

7 **3. MP-4a Thermal Drying – Dryer Selection**

8 Rich said this is for the purchase of the dryer equipment for the biosolids thermal drying process. The dryers will  
9 reduce the weight of the solids and how much we will be hauling. There is recommendation from Aqua Engineering  
10 and the selection committee with scores for three different vendors who submitted proposals. Rich said we would like to  
11 award the dryers to Huber Technology, as long as we get through the agreement process. The price of the dryers is  
12 \$16,352,898. Once awarded, and the agreement is completed, we will make a 10% deposit to lock in the price and start  
13 building of the dryer equipment. Once submittals are done, we will provide the other 15% deposit to maintain our costs  
14 moving forward. David Bunker said this was a complex evaluation and thanked all of those who participated on the  
15 selection committee.  
16

17 **Sullivan Love made a motion to approve the recommendation of the Thermal Dryer Equipment Procurement**  
18 **Evaluation Committee and the District Manager to award the Thermal Drying Project to Huber Technology,**  
19 **subject to the negotiation of contract terms that are acceptable to the District Manager, and District’s staff,**  
20 **engineers, and legal counsel. Chandler Goodwin seconded the motion. Those voting “Aye” – David Bunker, Lon**  
21 **Lott, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard**  
22 **Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin. The motion passed unanimously.**  
23

24 **4. Set a Public Hearing Date for November 17, 2022 for the 2022 Tentative Amended Operations &**  
25 **Maintenance and 2022 Tentative Amended Capital Budgets and the 2023 Tentative Proposed Operations &**  
26 **Maintenance and 2023 Tentative Proposed Capital Budgets**  
27

28 **Chandler Goodwin made a motion to set the Public Hearing date for November 17, 2022 for the 2022**  
29 **Tentative Amended Operations & Maintenance and 2022 Tentative Amended Capital Budgets and the 2023**  
30 **Tentative Proposed Operations & Maintenance and 2023 Tentative Proposed Capital Budgets. Lon Lott**  
31 **seconded the motion. Those voting “Aye” – David Bunker, Lon Lott, Mark Christensen, Brian Braithwaite,**  
32 **Blaine Thomas, Chris Condie, Craig White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and**  
33 **Chandler Goodwin. The motion passed unanimously**  
34

35 **Communication**

36 **1. Manager’s Report**

37 Richard Mickelsen said the average daily flow for September was down to 16.9 mgd. That is inaccurate and is due to  
38 calibration issues with the influent flow meter. Rich said this is the data we have until we get this meter corrected. The  
39 monthly effluent total phosphorus was 2.18 mg/L. This is significantly higher because we changed some operations due  
40 to an odor complaint. We moved from the aerobic digester to the digester with fine diffusers that we have been  
41 modifying over the last year. We are trying to dial that in and hope to get it resolved within the next month. Rich said  
42 the effluent phosphorus yearly average is at .74 mg/L. If we can get this operational issue fixed, we should stay within  
43 the 1.0 mg/L average. Other than that, the plant is operating in good parameters.

44 Brian Braithwaite said because the plant is process driven, if the influent flow drops can we see that in the tonnage  
45 we send to the landfills to see if this is a real decrease. Rich said that is one way to measure, but we have an effluent  
46 flow that is more of a direct measurement comparison. We also have six influent flow meters before this plant influent  
47 meter, so when those are compared, we know we have a calibration issue with this influent meter here. This is because  
48 there was a flooding incident here at the facility, which messed up all the electronics and also some of our mechanical  
49 devices. Rich said we are aware of it and that is why he brought it to the board’s attention.

1 Mark said he thought the phosphorus peaks during summer months and comes back down as it cools off. Rich said  
2 typically that is true. Rich said if he keeps more of the solids under aeration they will not stink as much, and we were  
3 trying to minimize the odors. We were planning for this, which is why we are trying to get the aerated digester  
4 retrofitted to have the fine air diffusers. We have just not completed it yet, because we had not had any complaints. We  
5 have a problem or solution that goes both ways; if we reduce the air, then he sees a process control that releases more  
6 phosphorus back to the plant. This is another reason to go to the PCAD. Mark said that creates an excellent board  
7 dichotomy, do we stay good neighbors or do we stay compliant with the state. We will have to debate that at another  
8 time. David Bunker said we have more months in the year to bring that phosphorus down.

9 Rich said we are planning a Holiday party for December 8<sup>th</sup> and invitations will be sent out. Rich said there will be a  
10 funding workshop by Brown and Caldwell at 4 p.m. on November 17, 2022 before the Board Meeting, for those  
11 members who would like to attend. Rich said there was a technology resolution passed in 2021, for board members to  
12 receive a technology stipend once per term. Rich said to talk to Danette if interested in receiving that stipend. Rich said  
13 he gave a report to the State Legislature last Tuesday and that report was a video, which can be found on the District  
14 website under education. The feedback we received was that this was excellent, and it needs to be put online to watch  
15 again.

16  
17 **Lon Lott made a motion to go into closed session for the purpose of Litigation, Property Acquisition or**  
18 **Personnel. Brian Braithwaite seconded the motion. David Bunker, Chair, took a roll call vote. Those voting**  
19 **“Aye” – David Bunker, Lon Lott, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris Condie, Craig**  
20 **White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin. The motion**  
21 **passed unanimously. 6:48 p.m.**

22  
23 **Closed Meeting**

24 **Blaine Thomas made a motion to go back into regular session. Chandler Goodwin seconded the motion.**  
25 **Those voting “Aye” – David Bunker, Lon Lott, Mark Christensen, Brian Braithwaite, Blaine Thomas, Chris**  
26 **Condie, Craig White, Jay Meacham, Richard Nielson, Neal Winterton, Sullivan Love and Chandler Goodwin.**  
27 **The motion passed unanimously. 7:43 p.m.**

28  
29 **Adjourn: Sullivan Love made a motion to adjourn. Chandler Goodwin seconded the motion. All present**  
30 **“Aye”. Meeting adjourned. 7:44 p.m.**