

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD MEETING MINUTES

APPROVED

September 20, 2018 6:00 p.m. Conference Room

Board Members

Present:

David Bunker	Dale Ihrke	Craig White
Jay Meacham	Sullivan Love	Lynn Walker
Chris Condie	Blaine Thomas	Mark Christensen
*Brian Braithwaite		

Excused:

Commissioner Bill Lee	Mack Straw	Chandler Goodwin
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District Staff:

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

Others:

Craig Carlile, Ray Quinney and Nebeker  
Brandon Wyatt, Bowen Collins & Associates  
Brandon Heidelberger, Brown & Caldwell

**Call to Order**

David Bunker, Board Chair, called the meeting to order. 6:00 p.m.

**Public Comment**

There was no public comment.

**Approval of Minutes**

**1. Approval of the August 16, 2018 Administrative Board Meeting Minutes**

Blaine Thomas made a motion to approve the minutes from the August 16, 2018 Administrative Board Meeting. Dale Ihrke seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Blaine Thomas, Lynn Walker, Chris Condie, Craig White, Jay Meacham, and Sullivan Love. The motion passed unanimously.

**Consent Calendar**

**1. Board Authorization for Pre-Qualified Engineering Firms from SOQs - JUB Engineers**

Craig White made a motion to approve the consent calendar. Sullivan Love seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Blaine Thomas, Lynn Walker, Chris Condie, Craig White, Jay Meacham, and Sullivan Love. The motion passed unanimously.

**Finance**

**1. Financial Report**

Joe Martin said with the new procedure to put the board packet together a week in advance, the financials will be presented from the prior month. We will report on the July finances this month and the August finances at the

1 October meeting. Joe said he put some graphs in dropbox that show the impact fee revenues for this year compared  
2 to last year. Joe said it shows we are right on target for total number of ERUs for last year compared to this year.  
3 The difference in revenue is directly related to the drop in the impact fee rate. Joe said if there are any questions on  
4 the financials, email him ahead of time and he will try to have an answer by board meeting.  
5

## 6 **Action Items**

### 7 **1. Notice of Award for the Westside Interceptor Cleaning/Inspection and Lehi Flume Removal Project**

8 Rich Mickelsen said this is one of the projects we have on our capital improvements list. This is to clean the line  
9 from Saratoga Springs to the lift station and remove the old Lehi flume. We received three bids. The bids came in at  
10 \$530,218.00, \$744,920.00, and \$881,900.00. If we take the low bid of \$530, 218.00 from National Power Rodding  
11 Corp., that is \$205,000 more than we have in the budget. To do the complete project we would have to get an  
12 additional \$205,000. Dale Ihrke asked if Rich is asking the board for a funding change now. David Barlow said we  
13 are asking for a notice of award, we do not need to amend the budget now, but we will need to amend to pay for this  
14 project. Rich said we will need to amend the budget at a future date. Dale asked if we approve this are we basically  
15 approving a change in the budget, either an addition to the budget or shifting things around within the budget. Rich  
16 said yes.  
17

18 **Chris Condie made a motion to approve the Notice of Award to National Power Rodding Corporation for**  
19 **the Westside Interceptor Cleaning/Inspection and Lehi Flume Removal Project for \$530,218.00. Dale Ihrke**  
20 **seconded the motion. Those voting “Aye” – David Bunker, Dale Ihrke, Mark Christensen, Blaine Thomas,**  
21 **Lynn Walker, Chris Condie, Craig White, Jay Meacham, and Sullivan Love. The motion passed**  
22 **unanimously.**  
23

## 24 **Communication**

### 25 **1. Manager’s Report**

26 Rich said the report has three different categories, for each of the three committees. There is supporting  
27 documentation attached behind the report outline. With the Administrative Committee there were questions about  
28 policies and procedures. Rich said we have talked quite a bit about the procurement policy. The Board approved a  
29 procurement policy in 2015. Rich said he sent the procurement policy on to Craig Carlile to review and see how it  
30 compares with the state, then it will be brought to the board for review and approval. There is a draft Personnel  
31 Policies handbook; it is being correlated with our insurance company. Rich said he will be reviewing that to make  
32 sure it is done correctly and bring back for the board. Rich said salary/benefit comparison review has been sent to  
33 the Administrative Committee for review. There has not been a committee meeting to follow up on that. For public  
34 relations, Rich has included some information from the PIO officer we have for the Wasatch Front Water Quality  
35 Council. The board can see some of the work done for us as part of that group. There are also a couple other  
36 examples from Granger-Hunter Improvement District, and The Great Salt Lake. We can utilize this if we want to or  
37 we can do something that is more central around Utah Lake and what we would like. Rich said he will be seated as a  
38 voting member on the Utah Lake Steering Committee at their next meeting. David Barlow will be the backup.  
39 Rich said all elected or appointed board members need to complete required training within one year after taking  
40 office. You can complete it online or at the Utah Association of Special District’s Convention which will be held  
41 November 7-9 at the Davis County Convention Center. Craig White said you need to register for that prior to the  
42 conference. There is a cost for the convention, but the online test is free. David Bunker said when you finish the  
43 training, you can print out a certificate and email it to Danette.

### 44 **Brian Braithwaite arrived. 6:21 p.m.**

45 Rich said our property, liability and insurance renewal is going to be renewed the first of October. Currently we  
46 use Olympus Insurance as our broker. We are in year two of a three-year agreement with them. The premium is  
47 going from \$118,538 to \$122,609, an increase of \$4,000. It is a reasonable increase for all the assets, as well as the  
48 claims we have had over the last year, including the grinder that burned down and was replaced. Rich said it is  
49 within the budget amount for this year and he will increase the budget for next year. Rich said he is going to put out  
50 an RFP for IT Services, to make sure we have backup of our data and networking servers. He is only going to select

1 three or four agencies that are trustworthy. David Bunker said we need to make sure it meets our Procurement Policy  
2 if we limit that. Rich said he would send it through Craig Carlile to review.

3 Rich said there was a question regarding how we perform compared to other facilities nationally. NACWA has a  
4 national survey. We compared our 2016 numbers to that. The survey shows national personnel costs at 45% of  
5 expenditures, TSSD's personnel costs are at 27%. The survey shows national O & M costs at \$2,561, which are  
6 much higher per million gallons than TSSD O & M costs at \$1,100 (without collections systems, and capital  
7 improvements). TSSD electrical and chemical costs are also lower than the national average with power at \$162/mg  
8 versus \$197/mg nationally and chemical at \$23.5/mg versus \$99/mg nationally. Rich said our chemical costs will be  
9 going up drastically within the next 2-5 years because of the phosphorus limits that we have.

10 Rich said for the Engineering, we are making progress on the blowers and moving forward on that. Rich said we  
11 received two bids for the blowers that we have not opened. That is due to two questions he has on the blowers. The  
12 first was to do with the air flow from the plant design versus what was put in the specifications. They have a meeting  
13 next week with John Mackey, DEQ Engineer, to make sure our specifications are going to be approved through the  
14 state. The other question was which kind of blowers, the high-speed turbo blowers or the IGT? This project has  
15 been in play the last two years, and we are anxious to get blowers in place, but this is a major operation and Rich  
16 wants to make sure we get it right. It is something that is going to affect how this plant operates for the next several  
17 decades. He hopes the board is patient with him as he makes sure this is done appropriately. Rich said we will have  
18 information before the retreat because we are meeting with John Mackey next Thursday.

19 Rich said he went over to Jordan Basin and looked at their Neuros Turbo Blowers. They have a maintenance  
20 program in place where they pay to keep those units operational on an ongoing basis. It does have benefits to go that  
21 way. Every year they have the latest and greatest upgraded blowers. It is a good program to have. If we wanted to  
22 go with those type of blowers, Rich thought it appropriate to add in the cost listed in the technical memo from Brown  
23 and Caldwell. Rich said he updated the chart to show what he considers the maintenance program for the 20-year life  
24 cycle for the blowers. Dale Ihrke asked if the blower capacity, was originally based on coarse bubble and this new  
25 proposal is based on fine bubble? That is a huge drop in flow, particularly when the plant is growing. Brandon  
26 Heidelberger said for historical record, you really only operate four blowers at twenty years. Brandon said he did not  
27 really want to go into a lot of detail why that is what TSSD has, but the approach Brown and Caldwell takes is based  
28 off process modeling work they have done. They will be talking about that at the meeting with John Mackey next  
29 week.

30 Rich said the flow meter project is under way. They have met with Hansen, Allen & Luce. They will be starting  
31 the actual work the first week of October. Asset Management, Phase I is completed. Rich has met with department  
32 supervisors to have them take responsibilities on different buildings or operations from the asset management. Rich  
33 said they will be given a form that associates with those assets to update our Manager's Plus software. The question  
34 is whether we need to purchase new software for Phase II of the asset management to help us manage our assets.  
35 Rich said he is learning that the Manager's Plus is a good program that we already have in place. We may need to  
36 add some modules to it, to interface with our accounting program we currently use, and other features such as time  
37 management. That is still under evaluation, we will know more after some training we do in November.

38 Rich has put together the scope of work for the CFP, and the IFFP. That is not quite ready to go out for an RFP.  
39 We will be submitting that with Craig Carlile and he will look over that to make sure it is accurate. Rich said with  
40 respects to the scope of work, David Barlow and Rich have gone through that and are about 90% covered. The two  
41 questions they have are how Inflow & Infiltration is being addressed and talking with the Home Builder's  
42 Association lawyer to make sure we are covering our bases there. Once those are answered, that will be submitted as  
43 an RFP. The Headworks Improvements, and Collections Shop Draining/Paving are 30% complete. We may need to  
44 postpone the asphalt due to weather. The Electrical Safety Compliance/Arc Study is under way. The main project  
45 here at the plant is complete and they are moving on to the lift stations. Those should be completed shortly. The  
46 next part will be to label those and get the appropriately safety equipment we need. The Biosolids Management  
47 Study is still to be completed by Brown and Caldwell. Once they get their executive study completed, they will  
48 present to the board.

1 Rich said the financials for the 2019 budget have been gone through. Rich said he will send that out to the  
2 Finance Committee. Hopefully we can start addressing that in the retreat. Rich said the plant performance shows we  
3 are in compliance. The draft retreat agenda is the packet. It is scheduled for next Friday, September 28<sup>th</sup>.

4  
5 **Closed Meeting**

6 There was no closed meeting.

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8 **Adjourn: Chris Condie made a motion to adjourn. Lynn Walker seconded the motion. All present "Aye".**

9 **Meeting adjourned. 6:36 p.m.**

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