

APPROVED

TIMPANOGOS SPECIAL SERVICE DISTRICT  
ADMINISTRATIVE BOARD ELECTRONIC MEETING MINUTES

September 24, 2020                      6:00 p.m.                      Conference Room (Electronic)

**Board Members**

<b>Electronic:</b>	David Bunker	Chandler Goodwin	Brian Braithwaite
	Mark Christensen	*Sullivan Love	Katie Koivisto
	Craig White	Dale Ihrke	Mack Straw
	Richard Nielson	Jay Meacham	John Goodman

**Excused:**                      Blaine Thomas

<b>District Staff:</b>	Richard Mickelsen, District Manager	David Barlow, District Engineer
	Danette Smith, Board Secretary	

**Others:**                      Craig Carlile, Ray Quinney & Nebeker  
    Brandon Wyatt, Bowen Collins & Associates

**Call to Order**

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

I, David Bunker, the 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. This written/stated declaration expires 30 days from this date.

David Bunker, Chair of the TSSD Administrative Board

**Public Comment**

There was no public comment.

**Consent Calendar**

**1. 2017 Bond Payment**

**Craig White made a motion to approve the Consent Calendar. Richard Nielson seconded the motion. Those voting "Aye" – David Bunker, Dale Ihrke, Mark Christensen, Mack Straw, Brian Braithwaite, John Goodman, Craig White, Jay Meacham, Katie Koivisto, Richard Nielson, and Chandler Goodwin. The motion passed unanimously.**

**Finance**

**1. Financial Report**

1 Joe was not in attendance. Rich said the impact fees for have increased for July from where they were last few  
2 months. Brian said he has asked Joe to put something together to display the substantial change in expenses as we  
3 eliminate composting for next year.

## 4 **Action Items**

### 5 **1. Employee Benefit – Sick Leave Buy-out**

6 David Bunker said the board has previously discussed this. There was a policy that predated our current policies  
7 and procedures manual where sick leave could be accrued and then paid out. There are 11 employees who qualify for  
8 sick leave buy out. The payout equals to about \$146,000.00. David Bunker said the proposal is to go ahead and pay  
9 that sick leave, so we do not carry this balance forward as a liability on our books. David said Mark Christensen  
10 proposed that we work with the employees to be paid out this year and next year or put into a 401k or investment, so  
11 they do not get hit hard with taxes. Mark clarified this is a liability the District has carried over from a long-ago  
12 policy. We feel it is in the best interest of the District to pay this liability and get it cleared off the books and not have  
13 this outstanding policy from past benefit plans. Mark said if this is paid in two fiscal years, the payout in the next  
14 fiscal year should be prior to any employee wage increase so as not to compound our liability. Brian said they did this  
15 in Highland, and it worked well. Mack Straw said the thought this was a very fair deal.

16  
17  
18 **Katie Koivisto made a motion to approve the Sick Leave buyout at \$145,999.91 and authorize District**  
19 **Manager, Rich Mickelsen, to execute the buyout. Dale Ihrke seconded the motion. Those voting “Aye” – David**  
20 **Bunker, Dale Ihrke, Mack Straw, Mark Christensen, Brian Braithwaite, John Goodman, Craig White, Jay**  
21 **Meacham, Katie Koivisto, Richard Nielson, and Chandler Goodwin. The motion passed unanimously.**

### 22 **2. Tentatively Adopt the 2020 Tentative Amended Operations and Maintenance and 2020 Tentative** 23 **Amended Capital Budgets**

24 Rich said he did not make any changes to the 2020 Tentative Amended Budget as we are not far enough into the  
25 year to make an accurate judgement call on those changes. Rich said he will make those in next month’s board  
26 meeting.

27 David Bunker said this will brought back at our next board meeting.

### 28 **3. Tentatively Adopt the 2021 Tentative Proposed Operations and Maintenance and 2021 Tentative** 29 **Proposed Capital Budgets**

30 Rich said the revenues were pulled from Joe’s report at the retreat. The expenses are divided up into two groups;  
31 categories and departments. The solids handling department was combined into operations. The solids handling  
32 employees were divided into maintenance or operations depending on their skill set and their desire. In each category  
33 Rich made the changes for the 2021 budget and noted the percentage difference from this year. Depreciation is up 8%.  
34 Rich has kept the utilities the same. There is a potential for an increase in power as the new blowers are put in and we  
35 have to exercise them before putting them online. We will not know that until later in 2021. With repairs and  
36 maintenance – up 36% and the professional services – down 23%, those are the significant changes that have been  
37 shuffled around due how we are changing the operations and depending where solids handling is moving.

38 The vehicle expenses are increased 58%. We have ponds 3&4 that we have drained and tried to dry out. Those  
39 need to be excavated and lowered in depth as part of maintenance. That requires equipment to do that excavation. The  
40 money to get that equipment may need to be put in a capital project, but right now Rich has that in vehicle expense.  
41 Another increase is for phones. Rich said much of the staff do not have computers or a desk phone. Rich said he has  
42 given all staff a district email address to increase communication. The increase is to give each employee a cell phone.  
43 We would be able to reach them, and they can access their email on their phones to increase communication. There  
44 has been an increase in permitting fees from the state level. The new permit requires us to do additional testing for our  
45 WET testing and making sure we comply to those new requirements. The testing for the operators is going to double  
46 in cost next year. Rich said he also included some cost for additional PFAS testing for our biosolids.

47 David Bunker said he thought the excavation of the ponds is a capital cost and does not think those costs are part of  
48 operations. David said our operating revenues from 2020 to 2021 is a 2.5% increase. The operating expenses go up  
49  
50

1 3.5%. If we adopt an operating budget that exceeds our revenues, that money will come from some other fund. David  
2 said taking that \$75,000 out of vehicle expense, which is appropriate to put in a capital fund, helps that. David said  
3 this is just the first proposal and the board can take some time to look it over.

4 Rich said the projects in capital improvements budget were discussed in the board retreat. Rich said he added the  
5 pumps in the new equipment line item. Rich said we needed a spare for the influent pump station and one for the Boat  
6 Harbor Lift Station, those are \$105,000 each. The rest of the capital line items are the same as mentioned in the board  
7 retreat.

8 Rich went through the detailed department budgets and highlighted where there was an increase or change. The  
9 safety equipment/supplies were increased by \$250. Rich said he added video camera upgrade for \$150,000. This is  
10 something the board may want to put under capital projects. The facilities insurance is an estimate. Rich will update  
11 that by the next meeting. We are going to do the CFP again to include the master plan option. The solids handling  
12 budget has been combined in the operations budgets. There is an increase for waste disposal in the operations budget.  
13 There is an increase in the maintenance budgets for the pumps which will be moved to the capital budget. Also, the  
14 equipment rental for the pond excavation can be moved to capital. The collections budget has an increase of \$25,000  
15 for camera repairs. Pretreatment has asked for an additional \$2,000 for samplers and cables for sampling. The  
16 electrical department budget is the same as last year. The fleet budget was decreased due to an increase in 2020 to  
17 replace our fuel system. That cost has come off for next year. The lab budget has an increase of \$4,000 for outside lab  
18 testing for increased costs in WET testing and PFAS testing.

19  
20 **Brian Braithwaite made a motion to tentatively adopt the 2021 Tentative Proposed Operations and**  
21 **Maintenance and the Tentative 2021 Proposed Capital Budgets. Katie Koivisto seconded the motion. Those**  
22 **voting “Aye” – David Bunker, Dale Ihrke, Mack Straw, Mark Christensen, Brian Braithwaite, John Goodman,**  
23 **Craig White, Jay Meacham, Katie Koivisto, Richard Nielson, and Chandler Goodwin. The motion passed**  
24 **unanimously.**

25 David Bunker asked the board to go through this tentative budget so they will be prepared to adopt the 2021 budget.  
26 Dale said he would like some more detail on the cell phones for all. He asked Rich to prepare something to show the  
27 rationale and how that will work and not be abused. It sounds like we are going to get everyone a cell phone paid for  
28 by the District. David Bunker said he talked to Rich about maybe doing a stipend; the employees get a cell phone, and  
29 it can be used for District business.

## 30 31 **Communication**

### 32 **1. Managers’ Report**

33 Rich said our phosphorus is now at an average of .76 mg/L after the warm summer months. Last year we were  
34 about 1.0 mg/L at this point. Rich thinks we will be under 1.0 mg/L for the year with the operational changes we have  
35 made. Rich said this does not come without costs; the effluent total inorganic nitrogen is going to start increasing. We  
36 have always been below 10 mg/L, and it is at 10.05 mg/L. Right now we do not have a permit parameter to stay below  
37 10 mg/L. Rich said another one to be aware of is the effluent ammonia. It is directly correlated to the poor  
38 performance of our blowers. As our blowers get replaced, and the reliability is increased, this number will be more  
39 consistent and come down. David Bunker said it would be helpful to him to have a graph that shows how we are doing  
40 throughout the year. Rich said he could do that.

## 41 42 **Closed Meeting**

### 43 **1. To discuss litigation, property acquisition and personnel.**

44  
45 **Katie Koivisto made a motion to go into closed session. Mack Straw seconded the motion. There was a roll**  
46 **call vote. Those voting “Aye” – David Bunker, Dale Ihrke, Mack Straw, Mark Christensen, Brian Braithwaite,**  
47 **John Goodman, Craig White, Jay Meacham, Katie Koivisto, Richard Nielson, and Chandler Goodwin. The**  
48 **motion passed unanimously. 6:39 p.m.**

49 **\*Sullivan Love joined the closed session.**  
50

1 Sullivan Love made a motion to go back into regular session. Brian Braithwaite seconded. Those voting  
2 “Aye” – David Bunker, Dale Ihrke, Mack Straw, Mark Christensen, Brian Braithwaite, John Goodman, Craig  
3 White, Jay Meacham, Katie Koivisto, Richard Nielson, Sullivan Love and Chandler Goodwin. The motion  
4 passed unanimously.

5  
6 Adjourn: Mark Christensen made a motion to adjourn. Mack Straw seconded the motion. All present  
7 “Aye”. Meeting adjourned 7:15 p.m.

8