

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

APPROVED

January 18, 2024

6:00 p.m.

Conference Room/Electronic Meeting

**Board Members:**

**Present:** Sullivan Love (Chair) David Bunker Neal Winterton  
Brian Braithwaite Chandler Goodwin Joel Thompson

**Electronic:** Mark Christensen Richard Nielson \*Chris Condie

**Excused:** Mack Straw Blaine Thomas Brent Rummeler

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

**Others:** Mark Bell, Hayes Godfrey Bell  
Ryan Bench, Carollo Engineers

**Call to Order**

Sullivan Love, Board Chair, called the meeting to order 6:01 p.m.

**Public Comment**

There was no public comment.

**Approval of Minutes**

**1. Approval of the December 21, 2023 Administrative Board Meeting Minutes**

Brian Braithwaite made a motion to approve the minutes of the December 21, 2023 Administrative Board Meeting. David Bunker seconded the motion. Those voting "Aye" – Sullivan Love, David Bunker, Mark Christensen, Brian Braithwaite, Richard Nielson, Joel Thompson, Neal Winterton, and Chandler Goodwin. Those voting "Nay" – None. The motion passed unanimously.

**Consent Calendar**

1. TSSD Check Register
2. CL-N1: Sundt Pay Request No. 15 (\$701,678.92) retainage (\$36,930.47)

Chandler Goodwin made a motion to approve all items on the Consent Calendar as presented. Brian Braithwaite seconded the motion. Those voting "Aye" – Sullivan Love, David Bunker, Mark Christensen, Brian Braithwaite, Richard Nielson, Joel Thompson, Neal Winterton, and Chandler Goodwin. Those voting "Nay" – None. The motion passed unanimously.

**Finance**

**1. Financial Report**

The November 2023 financials were in dropbox for the board to review.

**Action Items**

**1. TSSD Vice Chair Election**

Sullivan Love said Jay Meacham who was our Board Vice Chair is no longer on the board, so we need to fill that position.

**David Bunker nominated Chandler Goodwin as Board Vice Chair. Neal Winterton seconded the nomination for Chandler Goodwin.**

**Chandler Goodwin nominated Neal Winterton as Board Vice Chair. Brian Braithwaite seconded the nomination for Neal Winterton.**

**The Board took a vote for Board Vice Chair. Chandler Goodwin was voted in as Board Vice Chair with the majority vote.**

Sullivan said the newest Board Member from Alpine is Brent Rummler. He is replacing Lon Lott. Sullivan said Brent attended the Administration Committee meeting but was unable to attend tonight's meeting. The board talked about Jay Meacham's open position and whether the county would post the open position.

\*Chris Condie arrived. 6:14 p.m.

**Communication**

**1. Manager's Report**

Rich said our plant numbers for the year end are all within the parameters. The effluent phosphorus yearly average is .78 mg/L so under the limit of 1.0 mg/L. Rich said the TIN (Total Inorganic Nitrogen), we have consistently been below 10 mg/L. We knew from the model that as soon as we approach 24 mgd we will start breaching the 10 mg/L. That is not a parameter we have to meet at this point, but if the state comes and puts a limit below 10 mg/L we would have to start doing the south plant we have in our 40-year plan. With the BOD removal we have consistently been above 98% and as our flow is getting higher our percentage is dropping slightly. Our permit parameter is 85% removal, but as we expand with the flow coming in, we will need to turn on another ditch to have good performance. We are making adjustments as we need, but the plant is running sufficiently to clean the water for the state. Sullivan thanked Rich and the staff for maintaining our plant and meeting all the parameters and guidelines we have.

**Closed Session**

**1. To discuss Litigation, Property Acquisition and Personnel**

**Neal Winterton made a motion to go into closed session to discuss personnel. David Bunker seconded the motion. Sullivan Love, Board Chair, called for a roll call vote. Those voting "Aye" – Sullivan Love, David Bunker, Mark Christensen, Brian Braithwaite, Richard Nielson, Joel Thompson, Neal Winterton, Chris Condie, and Chandler Goodwin. Those voting "Nay" – None. The motion passed unanimously. 6:16 p.m.**

**David Bunker made a motion to go out of closed session and back into regular session. Brian Braithwaite seconded the motion. Those voting "Aye" – Sullivan Love, David Bunker, Mark Christensen, Brian Braithwaite, Richard Nielson, Joel Thompson, Neal Winterton, Chris Condie, and Chandler Goodwin. Those voting "Nay" – None. The motion passed unanimously. 7:03 p.m.**

**Adjourn: Brian Braithwaite made a motion to adjourn. Neil Winterton seconded the motion. All present "Aye." Meeting adjourned. 7:04 p.m.**