

1 Timpanogos Special Service District  
2 Administrative Board  
3 Electronic Meeting Minutes

4 6400 North 5050 West Utah County, Utah

5 February 20, 2025

6 6:00 p.m.

7 Conference Room/Electronic Meeting

8 APPROVED

9 **Board Members**

10 **Present:**

11 Sullivan Love - Chair  
12 Neal Winterton  
13 Richard Nielson

14 Chandler Goodwin  
15 Blaine Thomas  
16 Dave Norman

17 Brent Rummel  
18 Joel Thompson

19 **Electronic:**

20 Mark Christensen

21 **Excused:**

22 Brian Braithwaite

23 Mack Straw

24 David Bunker

25 **District Staff:**

26 Richard Mickelsen, District Manager  
27 Danette Smith, Board Secretary

28 David Barlow, District Engineer  
29 David Land, Pretreatment Coordinator

30 **Others:**

31 Mark Bell, Hayes Godfrey Bell  
32 Brandon Wyatt, Bowen Collins & Associates  
33 Wade Stinson, Aqua Engineers  
34 Ryan Bench, Carollo Engineers  
35 Trevor Lindley, Brown and Caldwell  
36 Jodi Hoffman, Hoffman Law (electronic)  
37 Jacob Anderson, TRA Snow & Sun

38 **Call to Order**

39 Sullivan Love, Board Chair, called the meeting to order. 6:00 p.m. Sullivan gave appreciation to Chris Condie for  
40 his service on the board and welcomed the new Board Member from Lehi City, Dave Norman.

41 **Public Comment**

42 Jacob Anderson, TRA Snow and Sun, said they are District neighbors to the west. They are a manufacturer that  
43 has been doing business for 20 years. Jacob said they have a piece of property that is just on the east of their property  
44 that is inaccessible. There is a retention pond on one side and Rock Canyon Oil is on the other side. Jacob said he  
45 understands the District is working on some land swaps. He is present to discuss and ask the District for some sort of  
46 agreement to install a couple gates on the north and south side of this inaccessible piece inaccessible. This is just next  
47 to the District's west compost pad. Jacob said it would be at their cost to install the gate(s), a right of way or purchase  
48 some of that property. Mark Christensen asked if this would be temporary while the construction is happening or  
49 would this be permanent access easement. Jacob said they would love a permanent access easement but that is up to  
50 the District. If they operated under a formal agreement, the District could lock those gates at any point. If they went  
51 through the city and requested a right of way, they would be interested in a period of at least 5 years or more. Jacob  
52 said they own the property and have been there since 2004. They have grown and expanded, and they could use that  
53 space. Dave Norman asked if it causes any problems from the District's perspective. Rich said he is not really  
54 interested in them having access to our property after hours. So, if we allow it, there will need to be a fence around the  
55 District property. Currently we are using the northwest part of that pad for the massive power poles that we have  
56 purchased to re-locate those lines. Those will be there for potentially the next year and a half. Dave Norman said he  
57 agrees that it would need to be fenced if there is reason to allow it. Rich said yes, or the alternative that access would  
58 only be during business hours. We would like to be neighborly and work something out if possible. Sullivan thanked  
59 Jacob, and said the board will review this and take it into consideration.

60 **Approval of Minutes**

61 **1. Approval of January 16, 2025 Board Retreat Minutes**

1           Richard Nielson made a motion to approve the minutes of the January 16, 2025 Board Meeting. Chandler  
2           Goodwin seconded the motion. Those voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal  
3           Winterton, Chandler Goodwin, Richard Nielson, Brent Rummel, and Joel Thompson. Those voting "Nay" –  
4           None. Dave Norman abstained. The motion passed unanimously.  
5

6           **Consent Calendar**

- 7           1. TSSD Check Register
- 8           2. CL-N1 – 66-inch Parallel line: Sundt pay Request #28 (\$1,476,185.82) retainage (\$77,693.99)
- 9           3. CL-R1 – Replace & Upsize Lehi/AF outfall: Sundt pay Request #10 (\$1,681,194.62) retainage (\$88,483.93)
- 10           4. TP-4 – East-Side Clarifiers: Archer Western pay Request #5 (\$8,075.00) retainage (\$425.00)
- 11           5. GMP1 Mobilization and Site Prep – Alder Construction pay Request #4 (\$141,905.30) retainage (\$7,468.70)
- 12           6. GMP2 Earthwork and Shoring – Alder Construction pay Request #2 (\$153,583.65) retainage (\$8,083.35)
- 13           7. Package A – MP-4a: TO 2023-04 Pkg A Thermal Dryer Final Design Amendment 1 – Odor control –  
14           Carollo (\$294,908)
- 15           8. Package B –
  - 16           a. MP-6 – Well #3: Assessment/Water Rights Proofing JUB (\$165,800)
- 17           9. Package C –
  - 18           a. MP-1.6 - Quadrogen Change order #3: Engineer design to put Quadrogen equipment into a building  
19           \$412,072.36.
  - 20           b. TO 2023-01 Program Management – Amendment 1 – Brown & Caldwell (\$579,882)
- 21           10. Tracking Granularization with Indense – U of U (\$62,873.60)

22           Chandler Goodwin made a motion to approve the Consent Calendar. Neal Winterton seconded the motion.  
23           Those voting "Aye" – Those voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal Winterton,  
24           Chandler Goodwin, Richard Nielson, Brent Rummel, and Joel Thompson. Those voting "Nay" – None. Dave  
25           Norman abstained. The motion passed unanimously.

26           **Finance**

27           1. **Financial Report**

28           There was no financial report this month.

29           **Action Items**

30           1. **Package B – AD-8 – Wetland Plant Propagation & Wetland Restoration Planting – North Fork Native  
31           Plants (\$323,050)**

32           Rich said as part of package B we are impacting wetlands and we had to get approval from the Army Corps of  
33           Engineers, which we did, and part of that approval process was to do wetland mitigation on the property we have west  
34           of the ponds. We are taking approximately 30 acres and mitigating that. We need to plant plants and we have now  
35           hired a botanist, Brian Wing. This has gone through the RFP process, and we received 3 bids and those went through a  
36           scoring process with 2 staff members and with the engineer who put this together. There is list of multiple plants on  
37           this that need to be planted and grown and then transplanted into the wetland area. This is the plan that was accepted  
38           by the army corps of engineers. The cost for this is \$323,050.00. There is just over \$10 million for this line item in the  
39           CFP project. Rich is recommending that we go with this grower, North Fork Native Plants, who will also help plant the  
40           plants over the next two years for the sum of \$323,050.00

41           Chandler asked Rich to help him understand why North Fork received a higher score on the technical points. Rich  
42           said it went to experience and to be able to grow the plants and also be within a hundred-mile radius within the plant.  
43           They were the middle bid on cost. Chandler asked if they have a warranty on their plants. Rich said they have an 85%  
44           success rate, but he cannot remember the warranty period, but there is a warranty period as part of the agreement. Rich  
45           said also there is contingency on that it is not all their fault planting in our wetlands due to water infiltration and high  
46           amounts of phragmite. Rich said that is where he leans on lab director, Brian Selck, and Botanist Brian Wing, who will  
47           also do a 5-year monitoring period. Richard Nielson said we are working between the District and County, with  
48           Jacobs on the trial, we have looked at the trail design up to the eastern edge of this. Does Rich know what the plan with  
49           is with Jacobs to get around this mitigation site. Rich said we are going close as we can to the lake, so on the south  
50           side.

51           Neal Winterton made a motion to award Pkg. B – AD-8 Wetland Plant Propagation & Wetland  
52           Restoration Planting to North Fork Native Plants for \$323,050.00. Blaine Thomas seconded the motion. Those  
53           voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal Winterton, Chandler Goodwin, Richard

1 Nielson, Brent Rummller, Dave Norman and Joel Thompson. Those voting "Nay" – None. The motion passed  
2 unanimously.  
3

4 **2. Package E – SSN Final Design – TO 2024-02: Side stream nitrogen removal final design: Carollo**  
5 **(\$2,117,927)**

6 Rich said the justification letter from Carollo specifically talks about the yearly power cost savings by adding the  
7 Side stream nitrogen. The dollar amount of \$2,117,927.00 is for both side stream nitrogen and phosphorus removal.  
8 The nitrogen portion of this is just part of the design. Rich has held back on the side stream nitrogen because he wanted  
9 to know the cost associated. Currently the side stream nitrogen will have savings in two different ways, the first is the  
10 power savings from \$89,845 down to \$33,69 as we remove nitrogen. As we go to anaerobic digestion, those digesters  
11 will have a breakdown of the biosolids and release ammonia and phosphorus from there. That release, from an  
12 engineering point of view, is easier to remove the ammonia before it goes back into the system again. The costs for the  
13 removal of ammonia. Removal of ammonia just after the anaerobic digesters is \$19.8 million and if we send it back  
14 into the head of the plant, we will have to expand our conventional treatment by putting more basins in place and it  
15 would cost \$65 million. The question that came to the engineering committee is whether this is impact fee eligible.  
16 Later on in the meeting, the Board will be approving the CFP for 2025, and we need to capture those dollars  
17 appropriately in the design on this portion of the project. There was discussion on the total cost for Side Stream  
18 Nitrogen and Rich said it is \$2,117,927.00.  
19

20 **Richard Nielson made a motion to approve Package E Side Stream Nitrogen Final Design to Carollo for**  
21 **\$2,117,927.00. Joel Thompson seconded the motion. Those voting "Aye" – Sullivan Love, Blaine Thomas, Mark**  
22 **Christensen, Neal Winterton, Chandler Goodwin, Richard Nielson, Brent Rummller, Dave Norman and Joel**  
23 **Thompson. Those voting "Nay" – None. The motion passed unanimously.**

24 **3. Renew Wasatch Regional Landfill contract extension 2028**

25 Rich said our current contract with Wasatch Regional Landfill expires in April this year. Rich has spoken with  
26 them, and they are amenable to doing a contract extension until 2028 when we plan on having the dryers online, with  
27 the option to do one-year extensions as needed after that. Rich is asking for the board to give him authority to move  
28 forward with this contract extension. Rich said it is the same agreement with just the time frame extension to 2028.  
29

30 **Neal Winterton made a motion to authorize Rich to authorize the Wasatch Regional Landfill contract with**  
31 **the time frame extension through 2028. Chandler Goodwin seconded the motion. Those voting "Aye" –**  
32 **Sullivan Love, Blaine Thomas, Mark Christensen, Neal Winterton, Chandler Goodwin, Richard Nielson, Brent**  
33 **Rummller, Dave Norman and Joel Thompson. Those voting "Nay" – None. The motion passed unanimously.**

34 **4. Endorse submittal of TSSD Pretreatment Program Update 2025 to DWQ**

35 Rich said we have been working on this for several years. Our last date on the document that we currently have  
36 for our pretreatment program is 1997 so it needs updating. The board is endorsing what was received back from the  
37 state after we filed with them. Once endorsed, we send it back to the state for a thirty-day public comment period.  
38 Following the public comment period, it will come back for adoption from the Board. This is just the first part of our  
39 process. In the board packet there is the Industrial Pretreatment Rules and Regulations for the Board to review. Mark  
40 Bell said to include in the motion for this that the Board is endorsing the program and give Chair Sullivan Love the  
41 direction to sign a letter to the DWQ indicating the board has approved it.  
42

43 **Chandler Goodwin made a motion to endorse the submittal of the TSSD Pretreatment Program Update**  
44 **2025 to DWQ and authorize Chair Sullivan Love to sign a letter on behalf of the board indicating such. Richard**  
45 **Nielson seconded the motion. Those voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal**  
46 **Winterton, Chandler Goodwin, Richard Nielson, Brent Rummller, Dave Norman and Joel Thompson. Those**  
47 **voting "Nay" – None. The motion passed unanimously.**

48 **5. 2025 CFP award to Bowen Collins and Associates (\$145,000)**

49 Rich said this is to award the 2025 CFP to Bowen Collins and Associates for \$145,000.00. This has been  
50 budgeted for, and it will update our CFP, and IFFP.  
51

52 **Neal Winterton made a motion to award the 2025 CFP to Bowen Collins and Associates for \$145,000. Brent**  
53 **Rummller seconded the motion. Those voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal**

1 Winterton, Chandler Goodwin, Richard Nielson, Brent Rummel, Dave Norman and Joel Thompson. Those  
2 voting "Nay" – None. The motion passed unanimously.  
3  
4

5 **6. Risk Manager Pay Range Approval**

6 Rich said previously the board has approved a new position of safety manager. We pulled the information from  
7 TechNet to get the appropriate staffing for all the safety correlation we will need with the contractors and staff and  
8 updating our safety manual. As we went through this process, it became apparent that we did not set the pay range  
9 appropriately. Instead of a safety officer, we should have put it out as a Risk Manager. The category and job  
10 description listed in TechNet is in the packet. Rich is asking the Board to approve a pay range change on this to  
11 capture more qualified applicants to be able to manage the risk we have here at the plant. The pay difference is going  
12 from \$76,000.00 to \$97,000.00 mid-range and then follow the compensation policy. Rich said there is money in budget  
13 for this.  
14

15 **Chandler Goodwin made a motion to approve the Risk Manager Pay Range. Blaine Thomas seconded the**  
16 **motion. Those voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal Winterton, Chandler**  
17 **Goodwin, Richard Nielson, Brent Rummel, Dave Norman and Joel Thompson. Those voting "Nay" – None.**  
18 **The motion passed unanimously.**

19 **Communication**

20 **1. Manager's Report**

21 **a. Update:**

22 **i. Package C groundbreaking video**

23 Package C Groundbreaking video shown to the board.  
24

25 **ii. Primary Treatment options – Approve direction**

26 Rich said these options have been discussed in the engineering committee meeting for the last few months. Rich  
27 is now bringing the discussion to the board to get some direction. These are the efforts we have been put into choosing  
28 a primary clarifier. Rich does not need a decision today. One decision is the process decision, and the second decision  
29 is covering the process to control odors. All three process options will work. The question is how much we want to  
30 spend, how much redundancy and belt and suspenders we want to have to make this work. Option 3 is primary filters,  
31 and we have piloted two different vendors to make sure they are going to work for our application. Option 1 & 2 takes  
32 a hybrid approach, that uses the primary filters and a primary clarifier. This primary clarifier is the typical,  
33 conventional process you would use in most plants, but we do not have the space at the front of the facility. This takes  
34 into account all the primary clarifiers you would need to have and the primary filters. Part of this process includes the  
35 thickening process. Rich said his selection is to use option 2 which is adding gravity thickeners, as opposed to  
36 thickening centrifuges, which is option 1. Rich said we have looked at where it is going to fit on the site, how it will  
37 work with the expansion of the facility, and how much this all costs. The capital dollars amount for option 1 is \$175M,  
38 which is the design engineers had in mind when they were putting this together, so it is in the CFP. Option 2 hybrid  
39 with thickeners is 6% higher at \$185M, with the process difference using gravity thickeners instead of centrifuges. The  
40 life cycle cost is about \$7 million difference because gravity thickeners do not have as much operational, and  
41 maintenance costs associated with them. Option 3 is \$195M.  
42

43 The other thing is to put it in a building to be able to capture all the odors. Options 1 and 2 would require a bigger  
44 building. Option 3 would be a smaller building because you do not need as much space for the primary filters as you  
45 would not need the clarifiers. We need to capture and put odor control in place but instead of putting option 2 in a  
46 complete building, we can cover a section with covers. Other facilities have done a similar thing with aluminum covers  
47 and have then scrubbed the air out of the head space, which captures the odors. Rich said instead of spending \$67M on  
48 a building, he is recommending we cap them with covers and put a building over the filter building. The price  
49 difference to go with option 2 (life cycle cost) is \$7M more than option 1. Rich said he will address this more in the  
50 committee meetings. Neal said he has been a part of the discussion in the engineering committee meetings and from  
51 his perspective the life cycle cost over 20 years, they could go either way realistically. Neal feels he should defer to  
52 Rich's recommendation as he is the District Manager and is close to what is happening here.  
53

54 **iii. Hauling trailers arrived**

55 The hauling trailers have arrived. We are putting an undercoat on them so they do not rust and also putting GPS  
56 on them, but they should be in service shortly.  
57

**iv. Trojan UV arrived**

1 The Trojan UV lamps have arrived and those arrived on the day that President Trump was putting tariffs on metal  
2 products coming into the United States, so we did not have to pay tariffs on those. We still paid the contract price.  
3

4 **v. Boat Harbor lift station pumps were repaired. Rental Budget spent for 2025**

5 The pumps have been repaired and are operational again. We did spend our whole rental budget for the whole  
6 year of 2025 so hopefully we do not have additional issues.  
7

8 **vi. Collection coated 28 manholes in 2024**

9 Rich said we have coated 28 of the just under 300 manholes in the plant.  
10

11 **vii. ARPA Funding**

12 **1. Utah County**

13 **2. DWQ**

14 ARPA funding is continuing to move forward with the County and DWQ and filing the appropriate  
15 documentation to stay on top of that.  
16

17 **viii. Botanist Hired: Brian Wing**

18 We have hired Botanist Brian Wing.  
19

20 **b. Plant performance**

21 Rich said average phosphorus numbers are below 1 mg/L and we have met all other parameters. The Total  
22 Inorganic Nitrogen (TIN) is at 12.2 mg/L. Rich said this is the first time he has seen it above 10 mg/L since he has  
23 been here. Neal wondered why the influent flow was lower in November 2024 and also dipped lower in January and  
24 February of this year. Rich said he would look into that.  
25

26 **Closed Session**

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

28 Blaine Thomas made a motion to go into closed session for potential litigation, property acquisition and  
29 professional competence. Richard Nielson seconded the motion. Sullivan Love, Chair, took a roll call vote.  
30 Those voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal Winterton, Chandler Goodwin,  
31 Richard Nielson, Brent Rummel, Dave Norman, and Joel Thompson. Those voting "Nay" – None. The motion  
32 passed unanimously. 7:00 p.m.  
33

34 Neal Winterton made a motion to go back into regular session. Brent Rummel seconded the motion. Those  
35 voting "Aye" – Sullivan Love, Blaine Thomas, Mark Christensen, Neal Winterton, Chandler Goodwin, Richard  
36 Nielson, Brent Rummel, Dave Norman, and Joel Thompson. Those voting "Nay" – None. The motion passed  
37 unanimously. 8:00 p.m.  
38

39 **Adjourn:**

40 Blaine Thomas made a motion to adjourn. Brent Rummel seconded the motion. All present "Aye."  
41 Meeting adjourned. 8:01 p.m.  
42