

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

APPROVED

April 10, 2025

6:00 p.m.

Conference Room/Electronic Meeting

**Board Members**

**Present:** Sullivan Love - Chair    Chandler Goodwin    Brian Braithwaite  
Blaine Thomas    Dave Norman    David Bunker

**Electronic:** Richard Nielson    Mack Straw    Joel Thompson

**Excused:** Mark Christensen    Brent Rummier    Neal Winterton

**District Staff:** Richard Mickelsen, District Manager    David Barlow, District Engineer  
Shannon Hansen, Administrative Manager    Danette Smith, Board Secretary  
Joe Martin, CPA    Devin Langford, Chief Technical Officer

**Others:** Brandon Wyatt, Bowen Collins & Associates  
Ryan Bench, Carollo Engineers  
Trevor Lindley, Brown and Caldwell  
Jodi Hoffman, Hoffman Law (electronic)  
Mark Bell, Hayes Godfrey Bell (electronic)

**Call to Order**

Sullivan Love, Board Chair, called the meeting to order. 6:02 p.m.

**Public Comment**

There was no public comment.

**Approval of Minutes**

**1. Approval of March 20, 2025 Board Meeting Minutes**

Brian Braithwaite made a motion to approve the minutes of the March 20, 2025 Board Meeting. David Bunker seconded the motion. Those voting "Aye" – Sullivan Love, Blaine Thomas, Dave Norman, Brian Braithwaite, David Bunker, Chandler Goodwin, Richard Nielson, Mack Straw, and Joel Thompson. Those voting "Nay" – None. The motion passed unanimously.

**Consent Calendar**

1. TSSD Check Register
2. CL-N1 – 66-inch Parallel line: Sundt pay Request #30 (\$715,024.43) includes partial release of retainage (\$446,314.64)
3. CL-R1 – Replace & Upsize Lehi/AF outfall: Sundt pay Request #12 (\$1,454,741.12) retainage (\$76,565.32)
4. Package B –
  - a. Tertiary filtration and UV Disinfection – Gerber pay Request #2 (\$1,908,692.50) retainage (\$100,457.50)
  - b. Close out TO 2022-04: Under budget \$210,667
5. Package C – PCAD
  - a. GMP1 Mobilization and Site Prep – Alder Construction pay Request #6 (\$149,104.40) retainage (\$7,847.60)
  - b. GMP2 Earthwork and Shoring – Alder Construction pay Request #4 (\$1,151,422.10) retainage (\$60,601.16)
  - c. GMP3 digester Complex Piles and Deep Foundations – Alder Construction pay Request #2 (\$574,801.30) retainage (\$30,252.70)
    - i. Change order 1 – Additional concrete, rebar, etc, due to 90% to 100% DWQ approved drawings (\$2,374,120).

1     **6. TP-4/5 Clarifier**

- 2         **a. East Clarifier: Archer Western pay Request #7 (\$405,187.35) retainage (\$21,325.65)**  
3         **b. West Clarifier construction award: Archer Western (\$5,955,275)**

4  
5         **Chandler Goodwin made a motion to approve the Consent Calendar as presented. Richard Nielson**  
6         **seconded the motion. Those voting “Aye” – Sullivan Love, Dave Norman, Blaine Thomas, Brian Braithwaite,**  
7         **David Bunker, Chandler Goodwin, Richard Nielson, Mack Straw, and Joel Thompson. Those voting “Nay” –**  
8         **None. The motion passed unanimously.**

9     **Finance**

10    **1. Financial Report**

11         Joe Martin said the financial statements that were prepared for the audit are in the board packet. The auditors were  
12         here a couple of weeks ago and are just wrapping up. We do not have their opinion yet, but do not expect any findings.  
13         The statement of net position is a summary of our balance sheet. Current assets are down from where we were a year  
14         ago, but our capital assets are up, which is mostly in construction in progress. Other assets went up from last year, due  
15         to the cash in the bank from issuing new bonds. Long term liabilities went up due to the liability of the new bonds. Net  
16         investment in capital assets went up and those are assets tied up in our equipment and plant. Restricted cash is impact  
17         fees we have not yet applied to projects and unrestricted cash is to meet our ongoing current obligations not related to  
18         construction. The District is in good financial health, and we are in compliance with our bond covenants.

19         The statement of revenues, expenses and changes in net position shows that most of the operating revenue is  
20         wastewater treatment, which is up as the result of a rate increase. Expenses increased some, but not as much as the  
21         revenue side. Nonoperating revenue is where impact fees and interest income are located. Most increases in those are  
22         due to earning interest for cash on hand and the increase in impact fee rates.

23         David Bunker said in this it says the ERU's decreased so there were fewer sewer connections in 2024. Are they  
24         talking new ERU's compared to the previous year. Joe said yes; that can be clarified to say there were fewer new  
25         ERU's in 2024 than in 2023.

26         Joe said the Caselle February 2025 financials are in the board book for review. New impact fee reports are in the  
27         packet this month that compare prior years of IFFP estimate to impact fees collected. For the couple of months into  
28         2025, we are starting below the estimate. 2024 was quite a bit lower than estimated, even though impact fee rates were  
29         higher than in 2023, there were less ERUs. Chandler asked if it is better to take a more conservative approach and be  
30         over the estimate rather than under. Joe said with impact fees there is a time limit of when we must spend them. Based  
31         on how the impact fees were calculated, Joe does not think there will be a problem spending those funds. David  
32         Bunker said if ERU's do not come in as projected, and anticipating that growth the projects are done, you still have the  
33         debt service, but not the revenue. It can be detrimental to not hit those numbers. Joe said down the road if we run out  
34         of impact fees we would need to use user rates. Rich said in the first few years, the engineer's projections were higher,  
35         and they have reduced that this year.

36  
37    **Action Items**

38    **1. Approve the 2024 Fraud Risk Assessment and the 2025 Fraud Risk Assessment**

39         Joe said the Fraud Risk Assessment is required by the state auditor to do annually. The District did not do it in  
40         2024, so tonight we need to approve it for 2024 and 2025 because it is a compliance issue. It is always good to assess  
41         your risks. Joe said our processes have not really changed. Our internal controls are the same. Board members have  
42         completed their training. We do not have an internal audit function, but we do have an audit committee. We do not  
43         have a fraud hotline, but for a District this small, it is not necessary and is an extra cost. Joe said we are in decent shape  
44         when it comes to our risk. David Bunker said this looks good and it is a good score.

45  
46         **David Bunker made a motion to accept the Fraud Risk Assessments for 2024 and 2025. Chandler Goodwin**  
47         **seconded the motion. Those voting “Aye” - Sullivan Love, Dave Norman, Blaine Thomas, Brian Braithwaite,**  
48         **David Bunker, Chandler Goodwin, Richard Nielson, Mack Straw, and Joel Thompson. Those voting “Nay” –**  
49         **None. The motion passed unanimously.**

50  
51    **Communication**

52    **1. Manager's Report**

53         Rich said there is a comment letter in the packet that Rich is going to send to Washington DC in response to the  
54         PFAS ruling that was put in place January 15<sup>th</sup>. Rich said he took this template from the NACWQ lobbyist that works  
55         for us and made changes relative to the District. Brian Braithwaite asked Rich if he could also send a copy to our  
56         congress and senators. Rich said he would do that.

1  
2 **a. TSSD Pile Driving Project**

3 Rich said there is a pile driving project to support these large structures that we need. This notice went out to  
4 business near the District.  
5

6 **b. MWPP Report**

7 Rich filled out our 2025 MWPP survey for the 2024 report. David Bunker asked if there was anything in that  
8 report that was different or difficult to assess. Rich said no, but he pointed out that our plant has a design for BOD in  
9 the plant and that is 40,000 pounds per day, and we are now at 105% of plant design, so we are over design on our  
10 BOD. Our plant is still performing well, when you see the plant's performance, you will see where we are now  
11 dipping in the 95% removal, where in the past we have been closer to 98% or more. We still have another 10% until  
12 we get to 85% removal which is required by our permit. This is another affirmation why we need to do the plant  
13 upgrade. Chandler said the replacement cost of \$308 million seems low. Rich said he used the same number as last  
14 year as he did not reach out to the engineers to get the updated replacement cost. David Bunker said we can change  
15 that next year.  
16

17 **c. Pretreatment Public Notice**

18 Rich said our pretreatment program is now posted and open for public comment.  
19

20 **d. Plant Performance**

21 Rich said highlighting that 95% BOD removal and the TSS removal is at 94% and according to plant designs we  
22 are still within design parameters for the TSS removal. Total effluent phosphorus for February is .283. Rich said that is  
23 our optimal performance.

24 David Bunker asked if we had heard anything back from the state on our reuse application. Rich said no, we have  
25 not heard anything, and we do not know when that will happen.

26 Rich said our permit comes due every five years, and we must apply 6 months in advance. DWQ has responded to  
27 Rich this week and he has until April 24<sup>th</sup> to review the draft and make comments. Rich said he is not prepared to share  
28 that yet, because he needs to look through the document. He will do the best to advocate for the District.

29 Rich said the WEAU conference is next week and there are a few open spots if any of the board members would  
30 like to attend. Rich has nominated TSSD for the plant of the year award.  
31

32 **Closed Session**

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

34 There was no closed session.  
35

36 **Adjourn:**

37 Chandler Goodwin made a motion to adjourn. David Bunker seconded the motion. All present "Aye."  
38 Meeting adjourned. 6:31 p.m.