

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

APPROVED

May 15, 2025

6:00 p.m.

Conference Room/Electronic Meeting

Board Members

Present: Sullivan Love - Chair Brent Rummeler Joel Thompson
Neal Winterton Dave Norman David Bunker

Electronic: Richard Nielson Mack Straw Mark Christensen
Brian Braithwaite Chandler Goodwin

Excused: Blaine Thomas

District Staff: Richard Mickelsen, District Manager (electronic) David Barlow, District Engineer
Shannon Hansen, Administrative Manager Danette Smith, Board Secretary
Joe Martin, CPA Matt Ferguson, CFO
Sam Grimes, Treatment Manager

Others: Mark Bell, Hayes Godfrey Bell PC
Ryan Bench, Carollo Engineers
Wade Stinson, Aqua Engineering
Trae Johansson, Squire and Company
Jon Shutz, Cohne Kinghorn PC
Mason Kjar, Fabian VanCott PC

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 April 10, 2025 Board Meeting Minutes

David Bunker made a motion to approve the minutes of the April 10, 2025 Board Meeting. Brent Rummeler seconded the motion. Those voting "Aye" – Sullivan Love, Dave Norman, Brian Braithwaite, David Bunker, Brent Rummeler, Chandler Goodwin, Richard Nielson, Mack Straw, Neal Winterton, Mark Christensen, 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 #31 (\$424,142.40)
3. CL-R1 – Replace & Upsize Lehi/AF outfall: Sundt pay Request #13 (\$2,411,741.92) retainage (\$126,933.79)
4. Package B –
 - a. Tertiary filtration and UV Disinfection – Gerber pay Request #3 (\$3,171,024.00) retainage (\$166,896.00)
5. Package C – PCAD
 - a. GMP1 Mobilization and Site Prep – Alder Construction pay Request #7 (\$150,018.30) retainage (\$7,895.70)
 - b. GMP2 Earthwork and Shoring – Alder Construction pay Request #5 (\$534,710.35) retainage (\$28,142.65)
 - c. GMP3 digester Complex Piles and Deep Foundations – Alder Construction pay Request #3 (\$893,336.30) retainage (\$47,017.70)
6. TP-4 Clarifier
 - a. East Clarifier: Archer Western pay Request #8 (\$1,598,755.00) retainage (\$84,145.00)

1
2 **Mark Christensen made a motion to approve the Consent Calendar as presented. David Bunker seconded**
3 **the motion. Those voting “Aye” – Sullivan Love, Dave Norman, Brian Braithwaite, David Bunker, Brent**
4 **Rummler, Chandler Goodwin, Richard Nielson, Mack Straw, Neal Winterton, Mark Christensen, and Joel**
5 **Thompson. Those voting “Nay” – None. The motion passed unanimously.**
6

7 **Finance**

8 **1. Financial Report**

9 Sullivan said Joe has prepared the March financials and they are in the packet if there are any questions from the
10 Board, otherwise the financial report will be given next month. There were no questions.
11

12 **2. 2024 Audit Report - Squire & Company**

13 Trae Johansson, Squire and Company, presented the 2024 Audit Report. Trae said the District received a clean
14 unmodified audit. The auditor’s opinion states, “the basic financial statements of Timpanogos Special Service District
15 present fairly, in all material respects, the respective financial position of the District as of December 31, 2024 and
16 2023.” Trae said the District did not have any internal control deficiencies or significant weaknesses and the District
17 complied with the state compliance requirements.
18

19 New District CFO Matt Ferguson introduced himself to the Board and provided some of his background and
20 experience. Sullivan Love welcomed Matt to the District.
21

22 **Action Items**

23 **1. Accept the TSSD 2024 Audit Report – Squire & Company**

24
25 **David Bunker made a motion to accept the 2024 Audit Report as prepared and presented by Squire and**
26 **Company. Chandler Goodwin seconded the motion. Those voting “Aye” – Sullivan Love, Dave Norman, Brian**
27 **Braithwaite, David Bunker, Brent Rummler, Chandler Goodwin, Richard Nielson, Mack Straw, Neal**
28 **Winterton, Mark Christensen, and Joel Thompson. Those voting “Nay” – None. The motion passed**
29 **unanimously.**
30

31 32 **2. Purchase 2 Hauling Trailers**

33 Rich said we purchased two hauling trailers at the end of last year. Those were put into service about a month ago.
34 We stopped putting biosolids into a pit and hauled straight to the landfill. That worked for about a week, but we have
35 too many biosolids. Typically, we have about 760 tons/week, but since the last week in January we have been hauling
36 over 1000 tons/week. This has made it necessary for us to purchase additional trailers to keep biosolids off the ground.
37 Typically, this is needed over the weekend when we cannot haul to the landfill but still need to waste. Rich is
38 recommending we purchase two additional trailers to help us as we control odors. Sullivan asked the price compared to
39 the trailers we purchased last year. Rich said the Treatment Manager, Sam Grimes, has been getting those costs. We
40 are getting them from the same supplier, and they have state contract price. Sam said the price has increased by about
41 \$4,500/per trailer since last year. David Bunker said we need to note that getting these trailers right now is because we
42 are in crisis mode, with being able to move the biosolids out of here quickly. Because of that, this procurement should
43 be an emergency procurement, and we should move forward with this immediately. Sullivan agreed and asked for the
44 estimated delivery time. Sam said they gave six weeks, but in our experience, it is more like eight weeks. Neal
45 Winterton said we are using the state contract bid, so it falls well within our procurement. Mark Christensen said he
46 supports comments made and moving quickly to solve the problem.
47

48 **Joel Thompson made a motion to approve the purchase of two biosolids hauling trailers. Brent Rummler**
49 **seconded the motion. Those voting “Aye” – Sullivan Love, Dave Norman, Brian Braithwaite, David Bunker,**
50 **Brent Rummler, Chandler Goodwin, Richard Nielson, Mack Straw, Neal Winterton, Mark Christensen, and**
51 **Joel Thompson. Those voting “Nay” – None. The motion passed unanimously.**
52

53 **Communication**

54 **1. Manager’s Report**

55 Rich said as the board knows we are doing a lot of construction right now, and it is usually a painful ordeal and
56 people are complaining. There was an email from residents, Bill and May Street, sent to Sundt Construction thanking

1 them for being professional, courteous, and considerate on a daily basis since the construction began. Sullivan read the
2 email to the Board.

3
4 **a. Plant Performance**

5 Rich said the plant is within permit parameters.

6
7 **Closed Session**

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

9
10 **David Bunker made a motion to go into Closed Session to discuss litigation, property acquisition, and**
11 **personnel at the TSSD Board conference room. Neal Winterton seconded the motion. Sullivan Love took a roll**
12 **call vote. Those voting “Aye” – Sullivan Love, Dave Norman, Brian Braithwaite, David Bunker, Brent**
13 **Rummler, Chandler Goodwin, Richard Nielson, Mack Straw, Neal Winterton, Mark Christensen, and Joel**
14 **Thompson. Those voting “Nay” – None. The motion passed unanimously. 6:29 p.m.**

15
16 **Neal Winterton made a motion to go back into regular session. David Bunker seconded the motion. Those**
17 **voting “Aye” – Sullivan Love, Dave Norman, Brian Braithwaite, David Bunker, Brent Rummler, Chandler**
18 **Goodwin, Richard Nielson, Mack Straw, Neal Winterton, Mark Christensen, and Joel Thompson. Those voting**
19 **“Nay” – None. The motion passed unanimously. 8:23 p.m.**

20
21 **Adjourn:**

22 **Neal Winterton made a motion to adjourn. Chandler Goodwin seconded the motion. All present “Aye.”**
23 **Meeting adjourned. 8:24 p.m.**