

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

APPROVED

December 29, 2025

2:00 p.m.

Conference Room/Electronic Meeting

**Board Members**

**Present:** Sullivan Love (Chair) Blaine Thomas

**Electronic:** Mark Christensen Brian Braithwaite Brent Rummeler  
Blaine Thomas David Bunker Joel Thompson  
Mack Straw Richard Nielson Chandler Goodwin  
Dave Norman Neal Winterton

**District Staff:** Richard Mickelsen, District Manager David Barlow, District Engineer  
Shannon Hansen, Administrative Manager Danette Smith, Board Secretary  
Joe Martin, CPA Addison Winn, Risk Manager  
Steven Carter, CFO

**Others:** Mark Bell, Hayes Godfrey Bell PC (online) Patricia Abdullah, Vineyard City (online)  
Devan Peterson, Vineyard City (online) Naseem Ghandour, Vineyard City (online)  
Zack Stratton, Vineyard City (online)

**Call to Order**

Sullivan Love, Board Chair, called the meeting to order. 2:00 p.m.

**Action Items**

**1. Action Item**

- a. Impact Fees – Amend Resolution 2025-01 to reduce TSSD Impact Fee effective January 1, 2026: Proposed reduction of Impact Fee from \$7,023/ERU to \$5,793/ERU**

Rich Mickelsen said in the packet is the updated CFP, IFFP and IFA. The IFA was not complete until December 22, 2025, when this was put out to public comment. In the IFA from Zions the dollar amount we can legally charge is \$5,793.09 (round down to \$5,793,00), which is less than our current amount. This puts us in a quandary because our rates are lowering. In the CFP, done by Bowen Collins, they took the actual data from our flows, and also did an initial study looking at our inverts around the District so we could get an updated flow model in our system which reduced our flows from 239 to 204. We picked up the CL-R4 project for about \$10 million and removed the in-vessel composting project (\$40 million), which we will not do in the next five years, which reduced the maximum fee we can charge per ERU.

David Bunker said he did not have any questions on the calculations or methodology, he would just comment that continually we are finding that our projects are coming in higher than budgeted. At a recent board meeting we had projects coming in at excess of what we had budgeted. Some of those excesses may be impact fee eligible and David thinks it is important as we go through this massive growth stage of the District that we update these impact fees on a very regular basis. David said when those costs do exceed our budgeted amounts unless we modify the IFFP and redo the calculations in the IFA, we will not be charging the correct impact fee. David is on board with what we are doing today, and he would suggest we do this again in a year. Dave Norman said he agreed. Rich said yes, in the IFFP, the Thermal Dryer project at \$76 million was approved two weeks ago at \$5 million over budget, so this is already outdated. Sullivan said he thinks all board members

1 would agree with David's comment, so we will look for that in the future. Rich said typically that is done at the  
2 Board Retreat in September so that we can update or make those costs effective January 1st.

3 Rich said the other reason for the emergency meeting is that current law in Utah does not allow you to reduce  
4 the impact fees without going through a 90-day notice. We posted the public hearing notice on December 22,  
5 2025, which we will have on January 22, 2026. We were in a position to have impact fees of just over \$7,000 to  
6 take effect January 1, 2026 which has the past flow and project data. The reason we are doing it now, because if  
7 a new builder comes in and is paying the impact fee there will be considerable amount of difference in the dollar  
8 amount that would start January 1, 2026. Mark Bell said the bottom line is we have a way to make it not so  
9 confusing between the \$7,023 impact fee that was approved in September 2025 and the new fee of \$5,793 by  
10 amending Resolution 2025-01 approved in September 2025. We cannot exceed the maximum amount of an  
11 impact fee, but we have had a limitation on doing less than that, so that is what we are doing in the interim. We  
12 will have the public hearing on January 22, 2026, following that adoption of that resolution that will set the rate  
13 the same as what we are looking at today (\$5,793). Rich said it is wise to note they did consult Jodi Hoffman  
14 and it was understanding that the law allowed us to do that and after looking at the code it did not allow and we  
15 feel this is the appropriate action to take to maximize the maximum amount we can charge for our projects  
16 according to our update CFP/IFFP/IFA.

17 Mark Christensen confirmed that after today's meeting the District will be communicating with the cities to  
18 give them information for what they should charge effective January 1, 2026. Rich said yes, and that Shannon  
19 has already reached out to multiple cities by phone and that will be followed up with a letter.

20 **David Bunker made a motion to approve Resolution 2025-11 amending Resolution 2025-01:**  
21 **Approving and Adopting an Impact Fee Consistent with the Most Recent Data of TSSD as of December**  
22 **2025. Blaine Thomas seconded the motion. Sullivan Love, Chair, took a roll call vote. Those voting "Aye"**  
23 **– Sullivan Love, Blaine Thomas, David Bunker, Brian Braithwaite, Neal Winterton, Joel Thompson,**  
24 **Richard Nielson, Mack Straw, Mark Christensen, Brent Rummier, Dave Norman, and Chandler Goodwin.**  
25 **Those voting "Nay" – None. The motion passed unanimously.**

26  
27 **Adjourn: David Bunker made a motion to adjourn. Blaine Thomas seconded the motion. All present**  
28 **"Aye". Meeting adjourned. 2:13 p.m.**