

**APPROVED**

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

March 19, 2026

6:00 p.m.

Conference Room/Electronic Meeting

**Board Members**

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

**Electronic:** Richard Nielsen Joel Thompson Mark Christensen  
Mack Straw Dave Norman Shane Sorensen

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

**Others:** Mark Bell, Hayes Godfrey Bell PC (online) Wade Stinson, Aqua Engineers  
Brandon Wyatt, Bowen Collins Susan Spore, Brown and Caldwell  
Devan Peterson, Vineyard City (online)

**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 minutes of January 22, 2026 Board Meeting**

Brian Braithwaite made a motion to approve the minutes of the January 22, 2026, Board Meeting. Mack Straw seconded the motion. Those voting "Aye" – Sullivan Love, Neal Winterton, Chandler Goodwin, Brian Braithwaite, Blaine Thomas, David Bunker, Shane Sorensen, Joel Thompson, Mack Straw, Mark Christensen, Richard Nielson, and Dave Norman. Those voting "Nay" – None. The motion passed unanimously.

**Consent Calendar**

**1. TSSD Check Register**

**2. CL-R1 –**

- a. Replace & Upsize Lehi/AF outfall: Sundt pay Request #22 (\$1,069,824.21)
- b. Replace & Upsize Lehi/AF outfall: Sundt pay Request #23 (\$56,826.13)

**3. TP-4/5 – Clarifier**

- a. East Clarifier: Archer Western pay Request #17 (\$108,300.00) retainage (\$5,700.00)
- b. East Clarifier: Archer Western pay Request #18 (\$252,605.00) retainage (\$13,295.00)

**4. Package A – Thermal dryer**

- a. Alder pay Request #1 (\$12,138,035.79) retainage (\$638,843.99)

**5. Package B – Tertiary filtration and UV Disinfection**

- a. Gerber pay Request #12 (\$1,307,361.50) retainage (\$68,808.50)
- b. Gerber pay Request #13 (\$1,879,237.22) retainage (\$98,907.22)

1           **6. Package C – PCAD**

2           **a. GMP1 Mobilization and Site Prep –**

3           **i. Alder Construction pay Request #10 (\$58,233.53) retainage (\$3,064.92)**

4           **ii. Alder Construction pay Request #11 (\$182,078.82)**

5           **b. GMP3 Digester Complex Piles and Deep Foundations –**

6           **i. Alder Construction pay Request #12 (\$1,889,820.75) retainage (\$99,464.25)**

7           **ii. Alder Construction pay Request #13 (\$2,225,322.70) retainage (\$80,344.44)**

8           **c. GMP4 Digester Complex –**

9           **i. Alder Construction pay Request #1 (\$903,708.80) retainage (\$47,563.62)**

10           **ii. Builders risk insurance (\$395,500)**

11           **d. GMP-EQ01 – Equipment Procurement and Contract Transfers**

12           **i. Alder Construction pay Request #3 (\$1,071,141.31) retainage (\$56,375.86)**

13                   **1. Also includes partial payment of four change orders: initial design changes,**  
14                   **internal gas dome stiffening ring, ladder clips, and gas dome drainage**

15  
16           There were no questions on the consent calendar.

17           **Blaine Thomas made a motion to approve the Consent Calendar as presented. David Bunker seconded**  
18           **the motion. Sullivan Love, Chair, took a roll call vote. Those voting “Aye” – Sullivan Love, Neal Winterton,**  
19           **Chandler Goodwin, Brian Braithwaite, Blaine Thomas, David Bunker, Shane Sorensen, Joel Thompson,**  
20           **Mack Straw, Mark Christensen, Richard Nielson, and Dave Norman. Those voting “Nay” – None. The**  
21           **motion passed unanimously.**

22  
23           **Finance**

24           **1. Financial Report**

25           Joe Martin said the auditors were at the District last week. The audit went well and they are working on their  
26           review process. The unaudited draft of 2025 financial statements are in the board packet. Joe said there is a  
27           pending question related to grants. The District applied for \$8 million in grants. They are reimbursement grants,  
28           and the expenses were expensed in 2025. During the audit process we booked a receivable for that \$8 million but  
29           we have not received it. We want the revenues and expenses to be in the same period. Joe said we will probably  
30           keep that as receivable and revenue in 2025, which boosts our net income quite a bit. It also pushes us into a  
31           situation where we need a federal single audit as those are federal funds. The auditors recommend we book those  
32           and do a single audit this year and will most likely not have to do one in 2026, which will save about \$10,000.

33           Joe said the District is in good financial condition. There is a lot going on and there are a lot of projects and  
34           expenses right now. Joe said in April they will have the March financial statements, and the auditors should be  
35           here to present the auditor’s opinion. David Bunker asked if the \$8 million grant does not materialize then would  
36           we go back and correct 2025 financials? Joe said it has already been awarded and the auditors recommended we  
37           book that in 2025. Chandler asked how the ERU’s compare year after year compared to the impact fees. Chandler  
38           said it looks like our impact fees are slower than our projections by quite a bit. Joe said we are waiting on  
39           confirmation from Lehi on the annual RDA payment. We have to book a receivable and have estimated around  
40           \$80,000. We are hoping to hear back from Lehi City soon and then will book a final number.

41  
42           **Action Items**

43           **1. TO 2026-01 Outfall Dye Tracer Study: Brown & Caldwell (\$29,317.00)**

44           Rich said the District has a permit to discharge from DWQ. That permit comes due once every five years..  
45           As our outfall goes into Utah Lake, there is potential to have a mixing zone where the outfall mixes with Utah  
46           Lake. During the last permit process Rich requested for us to do a mixing study so we can see what the actual  
47           mixing zone is for our outfall. This allows us to keep the same permit numbers for another five years as we carry  
48           out this study. This is a task order with Brown and Caldwell. We need to submit our plan to DWQ by June 2026.  
49           This task order is only for engineering and how to put the study together not the cost of the actual study. This  
50           study only needs to be done once within the next five years. Rich’s intent is to execute the study when the plant

1 upgrades and new outfall are complete so we are measuring actuals of what we will be doing before the next  
2 UPDES permit comes due.

3  
4 **David Bunker made a motion to approve TO 2026-01 Outfall Dye Tracer Study: Brown & Caldwell**  
5 **for \$29,317.00. Chandler Goodwin seconded the motion. Those voting “Aye” – Sullivan Love, Neal**  
6 **Winterton, Chandler Goodwin, Brian Braithwaite, Blaine Thomas, David Bunker, Shane Sorensen, Joel**  
7 **Thompson, Mack Straw, Mark Christensen, Richard Nielson, and Dave Norman. Those voting “Nay” –**  
8 **None. The motion passed unanimously.**

## 9 **Communication**

### 10 **1. Manager’s Report**

11 Rich said he did not have all the information on the legislative session. Rich said it was a busy session for  
12 wastewater and water, and Mark Bell will follow up with the Board in April. At this point, Rich is not aware of  
13 anything adversely affecting the District.

#### 14 **a. Plant performance**

15 The monthly report shows we have crossed the threshold of 23 mgd as our flows have increased. Rich said  
16 we have seen a significant amount of biosolids in the last few months. We usually hold more biology as we go  
17 into the winter months but since it never got very cold it made us have more biology. We have been hauling  
18 biosolids off to the landfill as quick as we can. We normally haul about 700 tons/week, and we have topped 1600  
19 tons in a week due to a significant amount of biosolids. The plant is within its parameters. The ammonia numbers  
20 are a little higher than normal due to having too much biology. Our phosphorus removal is at .5 mg/L, and it is  
21 usually right around .3 mg/L, which is also due to too much biology in the system. Brian Braithwaite asked if  
22 we’ll see issues if we have a hot summer. Rich said not so much because once we catch up, we will get that  
23 biology back in the right place. Rich said there could be potential issues, as the model shows once we get to 24  
24 mgd we lose some of our total inorganic nitrogen removal. That is one of the reasons we are doing the plant  
25 upgrade because we know we will need start needing our capacity at the plant.

26 Sullivan asked with the increase in tonnage have there been any issues with our haulers or the landfills. Rich  
27 gave a shoutout to the haulers because they have worked nearly double to haul twice as much and have really  
28 stepped up to the plate. The extra trailers we purchased have been helpful. We have put up a new tent board in the  
29 plant southwest of the Administration building, and the intention is to put the trailers in there and capture the  
30 odors coming off the those. The diffuser project is to replace diffusers in our bioreactors. We have eight  
31 bioreactors and all of them but one is available. One is being repaired and if we start bumping up to the max and  
32 we do not have that one bioreactor to change out the diffusers, that will be a problem. That is the reason why we  
33 expedited this in our planning process by three years. Rich said the landfills seem to be willing to work with us on  
34 the amount of biosolids we are hauling.

35 Mark Christensen said with the increase of influent flow in the first few months of 2026, and we continue to  
36 grow at this capacity, will our projects be hitting in time? Rich said he is concerned. Rich said we have been  
37 growing at 1 mg per year and the way he has looked at it is whatever year we are in, if we are below that number  
38 in flow, we have room to breathe. If flow reaches the same number as the year (2026 at 26 mgd) then it is likely  
39 we are bursting at the seams and we may violate. Mark said he understands and appreciates everything Rich and  
40 his team are doing. Rich said we plan on finishing our plant upgrades in the 2028-2029 timeframe and our current  
41 plant capacity is 30 mgd. That is why he has the rule of thumb for year we are in and the flow exceeding that  
42 number year.

## 43 **Closed Session**

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

45 There was no closed session.

46  
47 **Adjourn: David Bunker made a motion to adjourn. Chandler Goodwin seconded the motion. All present**  
48 **“Aye”. Meeting adjourned. 6:27 p.m.**