

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

**APPROVED**

April 16, 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  
Richard Nielson

**Electronic:** Mark Christensen Mack Straw Shane Sorensen  
\*Dave Norman

**Excused:** Joel Thompson

**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

**Others:** Mark Bell, Hayes Godfrey Bell PC (online)  
Kyle Greene, Squire and Co.  
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 March 19, 2026 Board Meeting**

Shane Sorensen made a motion to approve the minutes of the March 19, 2026, Board Meeting. Richard Nielson seconded the motion. Those voting "Aye" – Sullivan Love, Neal Winterton, Chandler Goodwin, Brian Braithwaite, Blaine Thomas, Richard Nielson, David Bunker, Shane Sorensen, Mack Straw, and Mark Christensen. Those voting "Nay" – None. Joel Thompson and Dave Norman were not present. The motion passed unanimously.

\*Dave Norman arrived. 6:04 p.m.

**Consent Calendar**

1. TSSD Check Register
2. TP-4/5 – Clarifier
  - a. East Clarifier: Archer Western pay Request #19 (\$368,210.03) retainage (\$19,379.47)
  - b. TP-5 Builders' Risk - \$12,700
3. TP-7: Biosolids disposal facility (Elberta property); Utah County Planning Commission public hearing update (April 21, 2026)
4. Package A – Thermal Dryer
  - a. Alder pay Request #2 (\$5,273,050.53) retainage (\$277,528.98)
  - b. Yard truck (\$67,750)
5. Package B – Tertiary filtration and UV Disinfection
  - a. Gerber pay Request #14 (\$8,201,741.23) retainage (\$431,670.59)
  - b. Change Order #2 – Carollo (\$262,563.69)
6. Package C – PCAD

- 1 a. **GMP3 digester Complex Piles and Deep Foundations – Alder Construction pay Request #14**
- 2 **(\$1,046,460.45) retainage (\$55,076.87)**
- 3 b. **GMP4 Digester Complex above ground – Alder Construction pay Request #2 (\$642,766.87)**
- 4 **retainage (\$33,829.84)**
- 5 c. **Lindon approved zoning change**
- 6

7 There were no questions on the consent calendar.

8

9 **David Bunker made a motion to approve the Consent Calendar as presented. Brian Braithwaite**

10 **seconded the motion. Sullivan Love, Chair, took a roll call vote. Those voting “Aye” – Sullivan Love, Neal**

11 **Winterton, Chandler Goodwin, Brian Braithwaite, Blaine Thomas, Richard Nielson, David Bunker, Shane**

12 **Sorensen, Mack Straw, Mark Christensen, and Dave Norman. Those voting “Nay” – None. Joel Thompson**

13 **was not present. The motion passed unanimously.**

14

#### 15 **Finance**

##### 16 **1. Financial Report**

17 The March 2026 financials were in the board packet for review.

18

##### 19 **2. Audit Report – Squire**

20 Joe said Squire and Company are here to present the audit. Joe said last month he presented the financial

21 statements in draft form as Squire was working on the audit. Kyle Greene, Squire & Co., said they completed the

22 audit and issued it this week. Their job when performing an audit is to confirm balances, test invoices and look at

23 all the support. They also send confirmations to each of the member cities about the balances owed for

24 wastewater and impact fees. They then issue an opinion. The opinion issued by Squire is a clean, unmodified

25 opinion, which is the highest level of opinion they can give. Kyle said additionally this year, the District applied

26 for grants and received federal money. Because of this they had to perform a single audit (federal compliance

27 audit) for the \$8 million in federal grants that was spent in 2025. Kyle said the auditor’s opinion is the District

28 has complied in all material respects with the federal compliance audit. The last pages of the audit report are state

29 compliance, and they have issued an unmodified opinion on state compliance. Mark Bell confirmed the board did

30 not need to take action to approve the Audit.

31

#### 32 **Action Items**

##### 33 **1. TP-3/NT-2 Aeration Diffuser Replacement Project (\$5,959,048.32)**

- 34 a. **Construction: Alder Construction (\$5,414,818.32) (Conditional Award: based on determination**
- 35 **made after expiration of public notice period for sole source purchase)**
- 36 b. **ESDC: Brown & Caldwell (\$512,980)**
- 37 c. **Integration: IC Tech (\$31,250)**

38 Mark Bell said the procurement of the aeration diffuser project is being done without competitive bids. A

39 justification statement with the reason we are not going to do a competitive bid needs to be posted with a 7-day

40 notice period. Mark said that notice was posted today. Marks said he recommends the Board approve the

41 Aeration Diffuser Replacement Award to Alder Construction conditioned upon whether there are any objections

42 to the award during the seven-day period. Rich said the bioreactor safety ladder project is going in along with this

43 diffuser replacement project. We have eight bioreactors and will be draining a bioreactor at a time to do work and

44 having the same contractor doing the work on these projects in the same confined space just makes sense.

45

46 **David Bunker made a motion to approve the Aeration Diffuser Replacement Project and award Alder**

47 **Construction based on a sole source procurement, for our procurement policy, conditioned on a seven-day**

48 **notice period where if there are any comments on that, it be brought back to the Board for consideration.**

49 **Chandler Goodwin seconded the motion. David Bunker made a motion to approve the Consent Calendar**

50 **as presented. Brian Braithwaite seconded the motion. Sullivan Love, Chair, took a roll call vote. Those**

51 **voting “Aye” – Sullivan Love, Neal Winterton, Chandler Goodwin, Brian Braithwaite, Blaine Thomas,**

52 **Richard Nielson, David Bunker, Shane Sorensen, Mack Straw, Mark Christensen, and Dave Norman.**

53 **Those voting “Nay” – None. Joel Thompson was not present. The motion passed unanimously.**

54

##### 55 **2. TSSD Board Compensation: Resolution No. 2026-02**

1 Rich said back in December of 2025 we had the public hearing to make changes to the Board compensation.  
2 One thing that needed to be added was the expectation of the board member participation. In this resolution  
3 2026-02 there are three modifications. Board members are expected to participate in their monthly assigned  
4 committee meeting(s) and monthly board meeting, held virtually or in person with a 75% participation  
5 expectation. Board members will self-report participation with compensation adjusted proportionately with a  
6 semi-annual participation evaluation done by the Administrative Board. Also, as the District anticipates  
7 reorganizing as a Special District, July 1, 2026, this compensation policy will apply for the ex-officio, non-voting  
8 board members from Draper/Jordan Basin Improvement District and Utah County.

9 Brian Braithwaite expressed appreciation for the changes in clarity. This may not be enough in the future,  
10 but it is a lot better than what was passed in December.

11  
12 **Brian Braithwaite made a motion to approve Resolution 2026-02 Amending Resolution 2025-09 RE:**  
13 **the Compensation of Board Members of the Timpanogos Special Service District. Neal Winterton seconded**  
14 **the motion. Sullivan Love, Chair, took a roll call vote. Those voting "Aye" – Sullivan Love, Neal Winterton,**  
15 **Chandler Goodwin, Brian Braithwaite, Blaine Thomas, Richard Nielson, David Bunker, Shane Sorensen,**  
16 **Mack Straw, Mark Christensen, and Dave Norman. Those voting "Nay" – None. Joel Thompson was not**  
17 **present. The motion passed unanimously.**

### 18 19 3. MWPP 2025 Annual report

20 Rich said this the MWPP annual report, which basically summarizes the state of the plant, our reporting, and  
21 making sure we have sufficient capacity to do our work as well as sufficient support and certified staff in  
22 collections and operations to do the work. This report is filed with the state. There were no comments from the  
23 Board.

24  
25 **Mack Straw made a motion that we approve the MWPP 2025 Annual Report. David Bunker seconded**  
26 **the motion. Sullivan Love, Chair, took a roll call vote. Those voting "Aye" – Sullivan Love, Neal**  
27 **Winterton, Chandler Goodwin, Brian Braithwaite, Blaine Thomas, Richard Nielson, David Bunker, Shane**  
28 **Sorensen, Mack Straw, Mark Christensen, and Dave Norman. Those voting "Nay" – None. Joel Thompson**  
29 **was not present. The motion passed unanimously.**

### 30 31 4. Contract: Approval of Real Property and Easement Acquisition Agreement between TSSD and Utah 32 County: Resolution No. 2026-03

33 Rich said this agreement is in the packet. It has been negotiated over the last several years and Rich believes  
34 it meets the needs of the District and the County. Rich said not in the packet are the exhibits as part of the  
35 agreement which describes legal description of the properties and the easement through there in the 60% drawing.  
36 That was just an oversight and Rich said that information is available. Neal Winterton asked if those legal  
37 descriptions had been plotted and verified. Rich said yes, except for the trail because it is only at 60%, but the  
38 intention is still to provide the easements to go through the properties that TSSD will own at the end of this. This  
39 includes all the way over to the Boat Harbor property we have; this will essentially connect Lindon Marina and  
40 American Fork Boat Harbor with this trail through TSSD property as we do this land swap. TSSD is doing  
41 engineering for the trail, and the county is swapping that land in equal trade. Richard Nielson went on record that  
42 he is an employee of Utah County, and he is the agent that is dealing with this on the county side. Richard said  
43 the county has obtained Gerber Construction as a CMCG contractor on this project. Brian Braithwaite thanked  
44 Richard and all the others in the county for all the hard work.

45  
46 **Richard Nielson made a motion to adopt Resolution 2026-03 Approving A Real Property and**  
47 **Easement Acquisition Agreement between TSSD and Utah County. Brian Braithwaite seconded the**  
48 **motion. Sullivan Love, Chair, took a roll call vote. Those voting "Aye" – Sullivan Love, Neal Winterton,**  
49 **Chandler Goodwin, Brian Braithwaite, Blaine Thomas, Richard Nielson, David Bunker, Shane Sorensen,**  
50 **Mack Straw, and Mark Christensen. Those voting "Nay" – None. Joel Thompson was not present. Dave**  
51 **Norman had audio difficulties and did not vote. The motion passed.**

### 52 53 Communication

#### 54 1. Manager's Report

1 Rich thanked Chandler Goodwin for getting a meeting set up with Representative Kennedy. That was a  
2 successful meeting. We have sent out a letter of support on water reuse for each mayors and county commissioner  
3 to get their signature of support.

4 Rich said on the consent calendar there was the Lindon re-zoning approval, and we are moving forward with  
5 the purchase of the property and the rest of the details that they are supportive of our work going forth with that  
6 Enbridge property. Rich thanked Lindon and the TSSD Board for working on this to have this site for us to do  
7 injection of our renewable gas that comes from our digesters. We cannot get it soon enough because that will also  
8 cap our odors.

9  
10 **a. Plant performance**

11 Rich said we are consistently over 21 mgd influent coming into the plant. Rich said we also have been  
12 hauling a significant amount of biosolids out of here the last couple months, which is a source of odor, since we  
13 have had so many biosolids. Rich said kudos to the contractor and the staff in getting these biosolids out of here.  
14 At this time, you can see performance improve as we get rid of the spent solids we have in the plant. David  
15 Bunker asked how many biosolids we removed from the plant last year. Rich said he would provide that  
16 information next month. David Bunker said ultimately as we the dryers and change how we process those  
17 biosolids, it will change a lot. It will save significant dollars in hauling and also reduce the number of trucks on  
18 the road, which reduces the potential hazards and significantly improves our operations. David said we should  
19 toot our own horn, as we change the process, make it safer and save money. We are doing good things here at the  
20 District. Rich said also if we end up being able to use it as fertilizer to be used by others and the potential to sale  
21 and those are all benefits for the public. These are the reasons we are making these changes in the direction we are  
22 going. Brian said we will be being environmentally friendly by not filling up the landfill.

23 **Closed Session**

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

25 Neil Winterton made a motion to go into closed session to discuss property acquisition. Brian  
26 Braithwaite seconded the motion. Sullivan Love, Chair, took a roll call vote. Those voting "Aye" – Sullivan  
27 Love, Neal Winterton, David Bunker, Richard Nielson, Chandler Goodwin, Brian Braithwaite, Blaine  
28 Thomas, Mark Christensen, Mack Straw, Shane Sorensen, and Dave Norman. Those voting "Nay" – none.  
29 Joel Thompson was not present. The motion passed unanimously. 6:32 p.m.

30  
31 David Bunker made a motion to go out of closed session and back into regular session. Chandler  
32 Goodwin seconded the motion. Those voting "Aye" – Sullivan Love, Neal Winterton, David Bunker,  
33 Richard Nielson, Chandler Goodwin, Brian Braithwaite, Blaine Thomas, Mark Christensen, Mack Straw,  
34 Shane Sorensen, and Dave Norman. Those voting "Nay" – none. Joel Thompson was not present. The  
35 motion passed unanimously. 6:46 p.m.

36  
37 **Adjourn: David Bunker made a motion to adjourn. Richard Nielson seconded the motion. All present**  
38 **"Aye". Meeting adjourned. 6:47 p.m.**