Timpanogos Sanitary Sewer District
Administrative Board
Electronic Meeting Minutes
6400 North 5050 West Utah County, Utah

APPROVED

July 16, 2026 6:00 p.m. Conference Room/Electronic Meeting

Board Members Present:	Chandler Goodwin	David Bunker	Brian Voeks
	Joel Thompson* (ex-officio)		
Electronic:	Shane Sorensen	Mark Christensen	Mack Straw*
	Dave Norman*		
Excused:	Brian Braithwaite	Neal Winterton	Richard Nielson (ex-officio)

District Staff:	Richard Mickelsen, District Manager	David Barlow, District Engineer
	Shannon Hansen, Administrative Manager	Sam Grimes, Treatment Manager (online)
	Danette Smith, Board Secretary	Devin Langford, CTO
	Addisan Winn, Risk Manager	Joe Martin, CPA
Others:	Mark Bell, Hayes Godfrey Bell PC (online)	
	Wade Stinson, Aqua Engineers	
	Brandon Wyatt, Bowen Collins & Associates	
	Sullivan Love (online)	

Call to Order

Chandler Goodwin, Vice Chair, called the inaugural meeting of the Timpanogos Sanitary Sewer District to order at 6:01 p.m.

Public Comment

There was no public comment.

Approval of Minutes

1. **Approval of minutes of June 18, 2026 Board Meeting**

David Bunker made a motion to approve the June 18, 2026 Board Meeting Minutes. Brian Voeks seconded the motion. Those voting "Aye" were David Bunker, Chandler Goodwin, Brian Voeks, Mark Christensen, and Shane Sorensen. Those voting "Nay" were none. Brian Braithwaite, Neal Winterton, Dave Norman, and Mack Straw were not present. The motion passed unanimously.

Consent Calendar

1. **TSSD Check Register**
2. **CL-R1 –**
   a. **Replace & Upsize Lehi/AF outfall: Final pay request for Sundt pay Request #24 ($447,934.45).**
3. **TP-4/5 – Clarifier**
   a. **East Clarifier: Archer Western pay Request #22 ($430,919.99) retainage ($22,680.00)**
4. **Package A – Thermal Dryer**
   a. **Alder pay Request #4 ($1,101,337.54) retainage ($57,965.13)**
5. **Package B – Tertiary filtration and UV Disinfection**
   a. **Gerber pay Request #17 ($3,104,796.65) retainage ($163,410.35)**
6. **Package C – PCAD**
   a. **GMP3 digester Complex Piles and Deep Foundations – Alder Construction pay Request #17 ($964,698.38) retainage ($50,773.60)**
   b. **GMP4 Digester Complex – Alder Construction pay Request #5 ($1,277,938.50) retainage ($67,259.92)**

c. **GMP EQ-01 Request #5 ($7,994,249.80) retainage ($420,749.99)**

7. **System integration IC Technologies ($473,967.00)**
   a. **Program management ($356,400.00)**
   b. **Network Control Panel ($49,612.00)**
   c. **Data concentrator ($67,955.00)**

Mark Christensen made a motion to approve the items on the Consent Calendar as presented. David Bunker seconded the motion. Those voting "Aye" were David Bunker, Chandler Goodwin, Brian Voeks, Mark Christensen, and Shane Sorensen. Those voting "Nay" were none. Brian Braithwaite, Neal Winterton, Dave Norman, and Mack Straw were not present. The motion passed unanimously.

Finance

1. **Financial Report**

Steven Carter was out of town. Joe Martin presented the financial report for June 2026. Joe said we normally do not do financial reports so soon after budget year ends. These numbers are very preliminary. This is a comparison to June of last year. We will have a hard close in June as we switch from a calendar year to a fiscal year with the change from the special service District. The auditors will come in a few months, and we will have audited financial statements for January to June six-month period. Wastewater income is up from $19 million to $22 million. Impact fees were at $9.7 million last year and through June 2026 we are at $8.05 million. During the year, we are at a cash basis, because we do not know what the cities collect until it is reported to us. The cities will be receiving an impact fee confirmation which means that $8 million will go up. Joe said impact fees received in July and August that are applicable to June, will accrue that revenue back into June. On the budget to actual report, these formulas are based on a twelve-month calendar year. Things are pretty well aligned.

*Mack Straw and Joel Thompson arrived. 6:10 p.m.

Action Items

1. **Resolution No. 2026-09: Adopting Bylaws for the Timpanogos Sanitary Sewer District**

Rich said the bylaws template came from the UASD. It has been modified and reviewed by all three committees individually. There was a question about whether the bylaws need to be approved by two-thirds of the voting members of the board. Rich and Mark Bell confirmed the bylaws need to be approved by two thirds of the present voting members, so four or more members would need to vote in favor.

David Bunker made a motion to approve Resolution 2026-09, a Resolution of the Timpanogos Sanitary Sewer District adopting the Bylaws for the District. Shane Sorensen seconded the motion. Chandler Goodwin, Vice Chair, called for a roll call vote. Those voting "Aye" were David Bunker, Chandler Goodwin, Brian Voeks, Mark Christensen, Shane Sorensen, and Mack Straw. Those voting "Nay" were none. Brian Braithwaite, Neal Winterton, and Dave Norman were not present. The motion passed unanimously.

2. **Election of Officers of the Timpanogos Sanitary Sewer District Board of Trustees**

David Bunker nominated Chandler Goodwin for Timpanogos Sanitary Sewer District Board Chair. Mark Christensen seconded the nomination. There were no other nominations.

Shane Sorensen made a motion to elect Chandler Goodwin as Board Chair of Timpanogos Sanitary Sewer District by acclamation of the Board. Mack Straw seconded the motion. Those voting "Aye" were David Bunker, Chandler Goodwin, Brian Voeks, Mark Christensen, Shane Sorensen and Mack Straw. Those voting "Nay" were none. Brian Braithwaite, Neal Winterton, and Dave Norman were not present. The motion passed unanimously.

David Bunker nominated Mark Christensen as Timpanogos Sanitary Sewer District Vice Chair. Chandler Goodwin seconded the nomination. There were no other nominations for vice chair.

David Bunker made a motion to elect Mark Christensen as Vice Chair of Timpanogos Sanitary Sewer District by acclamation of the Board. Brian Voeks seconded the motion. Those voting "Aye" were David

Bunker, Chandler Goodwin, Brian Voeks, Shane Sorensen and Mack Straw. Voting "Nay" was Mark Christensen. Brian Braithwaite, Neal Winterton, and Dave Norman were not present. The motion passed.

*Dave Norman arrived. 6:19 p.m.

3. Resolution No. 2026-10: Appointing Officers of the Board of Trustees and Officers of the District

Rich said there are four positions in this resolution: General Manager, Clerk, Treasurer and Records Officer. Richard Mickelsen would be General Manager, and Clerk, Brian Braithwaite as Treasurer and Shannon Hansen as records officer.

David Bunker made a motion to approve Resolution 2026-10, a Resolution of the Timpanogos Sanitary Sewer District Appointing Rich Mickelsen as the General Manager, Rich Mickelsen as the Clerk, Brian Braithwaite as the Treasurer and Shannon Hansen as the Records Officer. Shane Sorensen seconded the motion. Chandler Goodwin, Vice Chair, called for a roll call vote. Those voting "Aye" were David Bunker, Chandler Goodwin, Brian Voeks, Mark Christensen, Shane Sorensen, Dave Norman and Mack Straw. Those voting "Nay" were none. Brian Braithwaite and Neal Winterton were not present. The motion passed unanimously.

Communication

1. Manager's Report

a. Plant Performance

Rich said we are mostly average for the month of June. As we get into the warmer months, we will see the effluent phosphorus numbers start to increase. We see that monthly average at 1.09 mg/L and our permit is 1.0 mg/L YTD average, so we are still under at .6 mg/L YTD average. Our solids production has dropped as anticipated as the temperature warms up and the plant is running well. Shane asked about why the influent ammonia is higher than it was last year at this time. Rich said he did not know the answer to that. It looks like it has jumped up about 12%-13% and we will keep an eye on it. Perhaps with the dry year we have minimal inflow and infiltration coming into the plant which would normally dilute that. Rich said the effluent ammonia is below what it was in 2025. Even though we have higher influent ammonia the plant is still cleaning the ammonia, which shows that the plant is running well.

Closed Meeting

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

There was no closed meeting.

Adjourn: David Bunker made a motion to adjourn. Mack Straw seconded the motion. All present "Aye." Meeting adjourned. 6:25 p.m.