



G R E A T E R S A L T L A K E

Municipal Services District

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT

Held Wednesday, September 13, 2023, at 6:00 p.m.
At 2001 South State Street
Room N2-800
Salt Lake City, UT 84190

Trustees Present:

Joe Smolka, Chair (via Webex)
Keith Zuspan, Vice-Chair
Kelly Bush (via WebEx)
Sean Clayton (via Webex)
Dan Peay
Laurie Stringham (via Webex)
Linda Price, Mayor Pro Tempore, White City Metro Township¹

Trustee Excused:

Paulina Flint

Staff Present:

Marla Howard, General Manager
Brian Hartsell, Associate General Manager
Stewart Okobia, Director of Finance
Tabitha Mecham, Executive Assistant
Trent Sorensen, Director of Planning and Development Services
Izabela Miller, Director of Information Technology
Mark Anderson, Legal Counsel
Kirk Boyington, Chief Building Official (via Webex)
Maridene Alexander, Communications Manager (via Webex)
Brian Tucker, Planning Manager (via Webex)
Alex Rudowski, Grading, Floodplain, and Stormwater Manager (via Webex)

Others Present:

Steve Kuhlmeier, Salt Lake County Public Works Engineering
Shane Ellis, Salt Lake County Public Works Engineering
Paul Ashton, Magna and White City Metro Townships Legal Counsel
Rori Andreason, White City Metro Township Administrator
Lauren Duke, Salt Lake County Communications and Administrative Coordinator
Gary Bowen, Emigration Canyon MetroTownship Council
Steve Calbert, Salt Lake County Justice Court Fiscal Manager
Matt Stark, Baker Tilley
David Brickly, Magna Metro Township Administrator
Ryan Anderson, Salt Lake County Municipal Services and Planning Program Manager

¹ Sitting as authorized by Utah Code § 17B-2a-1106(2)(b)(ii).

Trustees

Joe Smolka Keith Zuspan Kelly Bush Sean Clayton Paulina Flint Dan Peay Laurie Stringham
Chair Vice Chair

Richard Mauro, Salt Lake Legal Defender Association
Don Dornauer

1. Call to Order

Vice Chair Zuspan called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments

There were no public comments.

4. Approve the reimbursement grant contract with UDOT for the installation of trail lighting on the White City Canal Trail with a match that will be budgeted in 2024

Shane Ellis presented a Grant Contract for the reimbursement of part of the cost to install the lighting on the White City Canal Trail. The \$75,900 grant, with a MSD match of \$50,600, is not currently in the Budget. Mark Anderson has approved the Contract as to form.

Trustee Bush moved to approve the reimbursement Grant Contract with UDOT for the installation of lighting on the White City Canal Trail with a MSD match that will be budgeted in 2024. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

5. Approve a budget adjustment from the Miscellaneous Fund for \$7,050 for a signal and median study for 5725 West and 6200 South (Kearns)

Shane Ellis presented a \$7,050 Budget adjustment from the miscellaneous fund for a signal and median study in Kearns. That will leave the miscellaneous fund with a balance of \$331,250.

Trustee Peay moved to Approve a \$7,050 Budget adjustment from the miscellaneous fund for a signal and median study for 5725 West and 6200 South in Kearns. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

6. Approve of contract amendment to extend contract expiration date and period of performance for 9130 W sidewalk project in Magna, a CDBG Grant project

Steve Kuhlmeier presented a Contract Amendment to extend the contract expiration date and period of performance for the 9130 West Sidewalk Project in Magna, which is a CDBG (Community Development Block Grant) Project. The Contract Amendment will extend the

contract through December 31, 2023. Mark Anderson suggested that the motion be to ratify the Contract Amendment, because it had already been signed.

Trustee Bush moved to ratify the Contract Amendment that will extend the Contract expiration date and period of performance for the 9130 West Sidewalk Project in Magna, a CDBG Project, to December 31, 2023. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

7. Discussion about Justice Court and the impact to the MSD now that Millcreek no longer uses the services of the Salt Lake County Justice Court and the proposed budget for 2024

Marla Howard presented information that was received from the Justice Court. Historically, the Justice Court has requested \$1.1 million per year from the MSD to cover 60% of the cases. For 2024, the Justice Court is requesting \$1.8 million, which is the full cost of operating the Court. No analysis has been given to MSD on Millcreek cases that will remain with the Justice Court even though Millcreek is no longer using the Justice Court for new cases. Following a discussion with Ralph Chamnes, Chief Civil Deputy at the Salt Lake District Attorney’s Office, it was discovered that the money in the Justice Court PTIF account may have been contributed by entities in addition to the MSD. Marla Howard stated that Steve Calbert has provided a copy of the Justice Court Profit and Loss statement, which will be reviewed.

Trustee Stringham left the meeting at this time.

8. Salt Lake County Justice Court- Discussion and approval to start the hiring process to add two FTE’s

Steve Calbert stated and Trustee Zuspan confirmed that five full-time Justice Court employees (FTEs) were cut, and two new FTEs were included in the Justice Court’s \$1.8 million Budget request. Steve Calbert stated that he will get a breakdown of the cases, by jurisdiction, to Marla Howard. Mr. Calbert reported that he is training his replacement. The training should be finished within the next two months.

9. Final Fee Study Report

Brian Hartsell and Matt Stark, representing Baker Tilley, presented an overview of the final Fee Study Report that was completed during the summer. A proposed 2024 Fee Schedule will be brought to an upcoming Board meeting for the Trustees to review and take to each of their respective councils for review and approval. Laurie Stringham re-joined the meeting during this discussion.

10. Adopt Resolution 2023-09-01 for the updated Continuity of Operations Plan (COOP)

Brian Hartsell stated that, over the past several months, several MSD staff members have been working to update the COOP plan. Brian requested approval of a resolution to adopt the updated COOP plan, which includes approving the stated delegation of authority and lines of succession.

Trustee Peay moved to adopt Resolution 2023-09-01 to approve the updated Continuity of Operations Plan (COOP). Trustee Price seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

11. 2024 Proposed Budget Overview

Stewart Okobia stated that no changes have been made to the proposed 2024 Budget. Marla Howard explained that one MSD Department, Code Enforcement, has been identified as including employees who are underpaid. Increasing their pay to market, including benefits, will result in a change to the 2024 Budget of about \$40,000. The recommended wage increases will be presented to the Board in October.

12. Adopt Resolution 2023-09-02 to approve an Interlocal Cooperation Agreement with the Town of Brighton Regarding Services Provided by the MSD

Mark Anderson stated that, not yet having been created, the Town of Brighton was not included in the Master Interlocal Agreement with Salt Lake County. Consequently, a Resolution and an Interlocal Cooperation Agreement between the MSD and the Town of Brighton have been prepared. The Contract states that the MSD will provide the same services for the Town of Brighton as it provides for the other entities that are part of the MSD. Mr. Anderson also reported that the existing Master Interlocal Agreement should be reviewed and updated at some point, in coordination with Salt Lake County.

Trustee Zuspan moved to adopt Resolution 2023-09-02 to approve an Interlocal Cooperation Agreement with the Town of Brighton regarding services provided by the MSD. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

13. Approve changing the date of the November Board of Trustees Meeting from November 8, 2023 to November 15, 2023 to reduce the number of days between the November and December Board of Trustees meeting on December 13, 2023

Marla Howard stated that, because there is only one meeting in November, which is on the 8th, it may be prudent to have fewer than 5 weeks between the November and December Board meetings.

After a brief discussion, it was decided to hold the Board meeting as scheduled on November 8th, and hold a special meeting if necessary.

14. Approve a local Match of \$25,000 for the Salt Lake County Tourism, Recreation, Culture & Convention Support Program Grant of \$77,830 for facility upgrades to the Copperton Park

Brian Tucker explained that this request is for a contract match for resurfacing the tennis court, to be a pickleball court, and repurposing the underutilized horseshoe court to be the new tennis court. The money will come from the 2024 Budget.

Trustee Clayton moved to approve a local match of \$25,000 for the Salt Lake County Tourism, Recreation, Culture & Convention Support Program Grant of \$77,830 for facility upgrades to the Copperton Park. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

15. Approve the General Manager to sign a two-year extension of the contract with Stifel, Nicolaus & Company, Incorporated as Municipal Advisor to the MSD

Marla Howard recommended the approval of a two-year contract extension with Stifel, to enable the MSD to continue to utilize Stifel’s financial advisor services if needed.

Trustee Clayton moved to authorize the General Manager to sign a two-year contract extension with Stifel, Nicolaus & Company, Incorporated as the municipal advisor to the MSD. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

16. General Manager report

Marla Howard presented her General Manager’s report:

- RJ and Kayla Mauldin have a baby daughter named Elliot.
- Erin O’Kelly will be leaving the MSD at the end of the month and Morgan Julian will replace her.
- Marla Howard will be on vacation from December 3 to December 17.
- Six MSD employees have signed up for the Employee Development Program.
- 2,200 inspections were completed by the Building Department during the month of August. That is the most inspections ever completed in one month. Kudos to the staff!
- Stewart Okobia stated that Steve Calbert wanted to clarify that the 2 FTEs being requested for the Justice Court are TIME LIMITED.
- September 27th will be the last Budget meeting, and staff is hoping to have the Budget approved during the October 11th Board meeting.
- Brian Hartsell stated that a RFQ (Request for Qualifications) for structural and building safety plan review and building inspection services was issued on August 31. September 28 is the deadline for responses to be submitted.
- A contract was awarded to Roth Landscaping to maintain the smaller pocket parks in the Magna Metro Township. Roth has begun maintaining the pocket parks.

17. Other Metro Township, Town, Unincorporated County, and Greater Salt Lake Municipal Services District business

There was no other business to be considered by the Board.

18. Discussion of future agenda items

No future agenda items were suggested.

19. Discussion of the character, professional competence, or physical or mental health of an individual (possible closed meeting pursuant to Utah Code Ann. § 52-4-205(1)(a))

This agenda item was not needed.

20. Discussion of pending or reasonably imminent litigation (possible closed meeting pursuant to Utah Code Ann. § 52-4-205(1)(c))

This agenda item was not needed.

21. Adjourn

Trustee Peay moved to adjourn the Board meeting. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Price, Peay, Stringham and Zuspan each voting “aye”.

Vice Chair Zuspan declared the meeting to be adjourned at 7:01 p.m.

Approved by the Board of Trustees on the 25th day of October, 2023.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk