



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 27, 2023, at 6:00 p.m.
At 2001 South State Street
Room N2-800
Salt Lake City, UT 84190

Trustees Present:

Joe Smolka, Chair
Keith Zuspan, Vice-Chair
Kelly Bush (via Webex)
Sean Clayton (via WebEx)
Paulina Flint
Dan Peay
Laurie Stringham (via Webex)

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 Technology
Mark Anderson, Legal Counsel
Maridene Alexander, Communications Manager (via Webex)
James Burton, Sr. GIS Analyst
Kirk Boyington, Chief Building Official (via Webex)

Others Present:

Paul Ashton, Magna and White City Metro Townships Legal Counsel
Rori Andreason, White City Metro Township Administrator (via Webex)
Ryan Anderson, Salt Lake County, Program Manager Municipal Services and Planning (via Webex)
David Brickey, Magna Metro Township Administrator
Al Peterson, Kearns Community Council (via Webex)
Nathan Bracken, Kearns and Copperton Metro Townships Legal Counsel (via Webex)
Cameron Platt, Emigration Canyon Metro Township Legal Counsel (via Webex)

Trustees

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

1. Call to Order

Chair Smolka 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 Cancellation of the Board of Trustees Budget Workshop meeting on September 29, 2023

Marla Howard stated that the scheduled September 29, 2023 workshop for the 2024 Budget won't be needed and suggested that the Board meeting be cancelled.

Trustee Flint moved to approve the cancellation of the Board of Trustees Budget workshop meeting scheduled to be held on September 29, 2023. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting "aye".

5. Adopt 2024 Tentative Budget

Stewart Okobia presented the 2024 Tentative Budget including:

- a. Administrative Budget requests from Metro Townships, Town and County
- b. Initial MSD Budget Overview
- c. Capital Project Carryover and 2024 Budget

He stated that a few agenda items need to be changed, such as \$1.8 million allocated for the Magna Main Street and \$26,500 for the Emigration and Canyon Metro Township Administration Budget.

Trustee Flint moved to tentatively adopt the 2024 Tentative Budget with changes as noted. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting "aye".

10. Schedule the Public Hearing for October 11, 2023 to discuss the 2024 Tentative Budget

This agenda item was considered out of order.

Trustee Smolka moved to schedule a public hearing for the 2024 Budget on October 11, 2023 at 6:00 p.m. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting "aye".

6. Review proposed 2024 Fee Schedule

Brian Hartsell presented the proposed 2024 Fee Schedule and explained the process used by Baker Tilley in analyzing the existing fees. Some fees were proposed to be increased, some decreased, and many were kept the same. A few of the fees, mainly those for building permits and plan review that are tied to valuation, may require a more detailed evaluation. Changes to these fee types may be necessary in future versions of the Fee Schedule, but were not recommended at this time. A redlined Fee Schedule will be sent to each Trustee and to their respective legal counsels so the municipal and county councils can consider approval of the revised Fee Schedule as part of their budgeting process.

7. Communication update

Maridene Alexander gave a presentation about communications projects she has been working on during the 3rd quarter of the calendar year.

8. IT update

Izabela Miller and James Burton presented a brief update on the items on which the Information Technology Department has been working. James Burton spoke about the drone program that is under development.

9. Dashboard review

Trent Sorenson presented the dashboard that Michael Duncan, from the Technology Department, built to better relay up-to-date information to the Trustees and members of the municipal and county councils served by the MSD.

10. Schedule the Public Hearing for October 11, 2023 to discuss the 2024 Tentative budget

This agenda item was considered after agenda item 5.

11. General Manager report

Marla Howard presented her General Manager's report:

- Tomorrow is Erin O'Kelly's last day.
- Morgan Julian has been selected as the new Long-Range Planner and her current position, Current Planner, will be posted.
- On Friday, management staff will meet with County Economic Development to discuss the MSD's long term needs and long range goals.
- A QuakeSmart Preparedness Workshop will be held on Wednesday the 4th of October at 9:00 a.m., sponsored by the Utah Division of Emergency Management. Marla Howard, Brian Hartsell and Trent Sorensen will attend.
- The annual Fabian Vancott HR (human resources) workshop will be held on October 12th. Trent Sorensen, Brian Hartsell and Marla Howard will attend.
- The UASD (Utah Association of Special Districts) Convention will be held from November 8 through November 10. Please contact Tabitha for registration information.
- We will host the annual Halloween luncheon on October 31st at 11:00 a.m., with a "School Lunch" theme. Everyone is invited.

- Management staff is actively identifying office space in the area that is for lease or for sale.
- Marla Howard has almost completed her final ICS400 class.
- Four submissions have been received in response to a Request for Qualifications (RFQ) for plan review and inspection services. Management hopes to receive more responses before tomorrow's deadline.
- Reminder of the tabletop exercise on October 3rd at the Emergency Management building.

12. 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. Trustee Flint thanked the MSD staff for attending the Southeast Township Days and reported on the barbeque that White City hosted for Public Works Operations employees.

13. Discussion of future agenda items

No future agenda items were suggested.

14. 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))

Trustee Flint moved to go into closed session to discuss 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)). Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting "aye".

The meeting went into closed session at 8:03 p.m. with all of the members of the Board of Trustees present, along with Brian Hartsell, Marla Howard, Stewart Okobia, Tabitha Mecham, Mark Anderson, Trent Sorenson, Paul Ashton, Cameron Platt, and Nathan Bracken.

The meeting returned to open session at 8:47 p.m. No action was taken during the closed portion of the meeting, other than the approval of a motion to close the closed meeting and return to open session.

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

There was no need for this agenda item.

15. Adjourn

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

Chair Smolka declared the meeting to be adjourned at 8:48 pm

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

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk