



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, August 23, 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)  
Dan Peay  
Laurie Stringham (Via Webex)

#### **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 (via Webex)  
Mark Anderson, Legal Counsel  
Kirk Boyington, Chief Building Official (via Webex)

#### **Others Present:**

Paul Ashton, Magna and White City Metro Townships Legal Counsel  
Jared Steffy, Salt Lake County Public Works Fiscal Manager  
Ryan Anderson, Salt Lake County Municipal Services and Planning Program Manager  
Shane Ellis, Salt Lake County Public Works Engineering  
Scott Baird, Salt Lake County Public Works Department Director  
Rori Andreason, White City Administrator  
Al Peterson, Kearns Metro Township Council

#### **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.

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#### **Trustees**

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

### 3. Public Comments

There were no public comments.

### 4. Approve Board Meeting Minutes for July 28, 2023

**Trustee Peay moved to approve the July 28, 2023 Board meeting minutes as presented. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Peay, Stringham and Zuspan each voting “aye”.**

### 5. Discuss and approve the Economic Development Manager job description

Marla Howard stated that she received no comments regarding the Economic Development Manager job description, and recommended that the Board approve the job description as presented.

**Trustee Bush moved to approve the Economic Development Manager job description as presented. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Peay, Stringham and Zuspan each voting “aye”.**

### 6. 2024 Proposed Budget Overview

Brian Hartsell stated that the only change to the Capital Projects list was an additional \$70,000.00 for the White City Stormwater Master Plan. He explained that most of the projects on the Capital Projects list are tied to current grant awards or have future grant opportunities that will allow the MSD to maximize the use of its funds.

Stewart Okobia reviewed highlights from the remaining Budget items, including administrative Budget requests from the Metro Townships, the Town of Brighton, and unincorporated Salt Lake County, and ongoing capital projects that will be carried over into the 2024 Budget.

**Trustee Peay moved to approve the \$70,000 adjustment to the Capital Projects fund for the White City Stormwater Master Plan. Trustee Zuspan seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Peay, Stringham and Zuspan each voting “aye”.**

### 7. Authorize the General Manager to finalize and sign an agreement for landscape maintenance services and an agreement for snow removal services with Roth Landscape Services for services at certain parks within the MSD

Brian Hartsell stated that Roth Landscape Services has been chosen to maintain smaller neighborhood pocket parks in Magna. He explained that this company is on a state contract, and recommended approval once the end user agreement is finalized.

**Trustee Peay moved to authorize the General Manager to finalize and sign an agreement with Roth Landscape Services for landscape maintenance services at certain parks within the MSD. Trustee Zuspan seconded the**

**motion. The motion carried with Trustees Smolka, Bush, Clayton, Peay, Stringham and Zuspan each voting “aye”.**

## **8. Cancellation of the August 25, 2023 Budget Workshop**

Marla Howard stated that it will not be necessary for the Board to hold the scheduled Budget Workshop meeting.

**Trustee Peay moved to cancel the August 25, 2023 Budget Workshop Board meeting. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Peay, Stringham and Zuspan each voting “aye”.**

## **9. Discuss highlights of 2023 year to date accomplishments**

Marla Howard presented a brief update on the MSD’s accomplishments so far in 2023.

## **10. General Manager report**

Marla Howard presented her General Manager’s report:

- On September 12, from 11:00 a.m. to 2:00 p.m., the MSD will hold a BBQ at Big Bear Park in White City.
- On November 6<sup>th</sup> there will be a Strategic Plan Retreat.
- The employee performance evaluation process is being re-evaluated.
- The HRIS (Human Resource Information System) Analysis Task Force is reviewing software options.
- Trent Sorensen is interviewing building inspector applicants.
- There are 5 or 6 employees who want to participate in the new employee development plan.
- There will be a MSD Christmas breakfast from 9:00 a.m. to noon on December 20<sup>th</sup>, followed by a white elephant exchange.
- Trent Sorensen will discuss the Desktop Dashboard during the next Board meeting.
- Brian Hartsell stated that an RFQ will be issued for structural review, plan review and building inspection services to supplement the work of MSD employees on an as needed basis.

## **11. 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.

## **12. Discussion of future agenda items**

No future agenda items were suggested.

**13. 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))**

There was no need for this discussion.

**14. 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.

**15. Adjourn**

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

Chair Smolka declared the meeting to be adjourned at 6:37 p.m.

**Approved by the Board of Trustees on the 13<sup>th</sup> day of December, 2023.**

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Joe Smolka, Chair

**ATTEST:**

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Stewart Okobia, Clerk