



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, October 11, 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)
Paulina Flint (via Webex)
Dan Peay
Laurie Stringham (via Webex)

Trustee Excused:

Sean Clayton

Staff Present:

Marla Howard, General Manager
Brian Hartsell, Associate General Manager
Stewart Okobia, Director of Finance
Tabitha Mecham, Executive Assistant
Izabela Miller, Director of Information Technology
Mark Anderson, Legal Counsel
Kirk Boyington, Chief Building Official (via Webex)

Others Present:

Steve Kuhlmeier, Salt Lake County Public Works Engineering
Paul Ashton, Magna and White City Metro Townships Legal Counsel
Rori Andreason, White City Metro Township 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.

3. Public Comments

There were no public comments.

Trustees

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

4. Overview of MSD 2024 Tentative Budget

Stewart Okobia presented an overview of the 2024 Tentative Budget.

5. Public Hearing on the 2024 Tentative Budget

Trustee Bush moved to open a Public Hearing on the 2024 Tentative Budget. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

Chair Smolka invited members of the public to make comments and ask questions regarding the 2024 Tentative MSD Budget. There were no public comments, and no additional comments from the Trustees.

Trustee Flint moved to close the Public Hearing. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

Chair Smolka declared the public hearing to be closed.

6. Approve the adoption of the 2024 Budget

There were no questions or comments from members of the Board of Trustees.

Trustee Peay moved to approve the adoption of the 2024 Budget. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

7. Approval of a contract between the MSD and Avenue Consultants for public involvement services on the final phase of the 4700 South project in the amount of \$38,531.83

Steve Kuhlmeier presented a contract between the Greater Salt Lake Municipal Services District and Avenue Consultants to provide public involvement services on the final phase of the 4700 South Project at a not to exceed cost of \$38,531.83. The contract falls within the budgeted amount for the 4700 South Project.

Trustee Peay moved to approve the contract between the MSD and Avenue Consultants for public involvement services on the final phase of the 4700 South project in the amount of \$38,531.83. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

8. Approve an agreement between Salt Lake County and GSLMSD for \$346,526.00 of CDBG Federal Grant funds for the construction of curb, gutter, and sidewalk along Western Drive in Magna

Steven Kuhlmeier presented the Western Drive Grant Agreement between Salt Lake County and the MSD. No matching funds are required for this federal grant, but any cost overages will be the responsibility of the MSD. Mark Anderson has reviewed the Grant Agreement and had a few comments and concerns that should be addressed before the Grant

Agreement is signed, including the identity of the MSD's "Subrecipient Contract Person". Consequently, Mr. Kuhlmeier recommended that the Grant Agreement be approved contingent on a resolution of Mr. Anderson's concerns.

Trustee Peay moved to approve the Grant Agreement between Salt Lake County and GSLMSD for \$346,526.00 of CDBG (Community Development Block Grant) federal grant funds for the construction of curb, gutter, and sidewalk along Western Drive in Magna, contingent on the resolution of comments from the MSD's attorney. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting "aye".

9. Approve membership in UASD, elect a representative and elect a UASD Board-of-Trustees Nomination for the MSD

Marla Howard stated that membership in the Utah Association of Special Districts will cost approximately \$15,000. She stated that the Board will have an opportunity to nominate a representative to the UASD Board of District Representatives. Trustee Bush stated that she was willing to be the representative for the MSD again next year. Trustee Zuspan stated that he was willing to be an alternate.

Trustee Flint moved to approve membership in the UASD at the cost of approximately \$15,000.00. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting "aye".

Trustee Flint moved to approve Trustee Kelly Bush as the MSD's UASD representative and Trustee Keith Zuspan as the alternate representative. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting "aye".

Trustee Stringham stated that she would be interested in being nominated to the UASD Board of Trustees, on which she served several years ago, but noted that it would be necessary for the Board to adopt a resolution to nominate her as a candidate for the UASD Board of Trustees. Mark Anderson, who is UASD's General Counsel, stated that October 20th is the deadline to nominate a Trustee candidate, with a Resolution of support from the sponsoring district (the MSD). Trustee Stringham stated that it may be too late for this year, but it is something she would be interested in at a later date.

10. Discuss unallocated Bond Proceeds and outstanding ARPA balances by member

Stewart Okobia and Brian Hartsell presented an overview of unallocated discretionary Bond proceeds, in the amount of \$416,065, and the unallocated ARPA funds for each jurisdiction (the five Metro Townships, Town of Brighton, and Salt Lake County for unincorporated areas). Trustee Stringham stated that there are projects in upper Millcreek Canyon that need to be completed, and asked the Board to consider moving \$416,065 to the unincorporated area projects budget to complete those projects.

Trustee Bush moved that \$416,065 in remaining bond funds be allocated to the unincorporated Upper Millcreek Canyon Project pending invoice. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting "aye".

11. Approve the 2024 Board of Trustees meeting schedule

Marla Howard presented the 2024 Board meeting schedule. Two alternative Board meetings that would be held on Friday mornings were not included in the schedule because they have not been needed the past two years, but they could be included at a later date. The 2024 meeting dates are as follows: January 10, January 24, February 14, February 28, March 13, March 27, April 10, April 24, May 8, May 22, June 12, June 26, July 10, July 31, August 2 (9:00 a.m. - service provider Budget presentations), August 14 (overview of Budget), August 28 (Budget update), August 30 (Budget workshop – special Board meeting), September 11 (Budget workshop – special Board meeting), September 25 (Budget workshop – special Board meeting), October 9 (Budget public hearing), October 23 (final Budget adoption if not adopted immediately after the public hearing), November 13, and December 11. All meetings will start at 6:00 p.m. at 2001 South State Street, Salt Lake City, Utah except as otherwise indicated.

Trustee Stringham moved to approve the 2024 Board of Trustees meeting schedule. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

12. Update on Justice Court

Marla Howard stated that there was no new information on the Justice Court situation.

13. Discussion and approval for receipts and payment of recent Justice Court invoices

Stewart Okobia presented an update on the Justice Court invoices. He stated that all of the Justice Court invoices and receipts were included in the Board packets. In the past, the MSD was billed based upon budgeted amounts, with 1/12 of the total budgeted costs that were allocated to the MSD being billed each month. The MSD is now being billed based on actual costs, which should have been the case all along. Stewart asked the Board to approve the continued payment of 60% of each invoice.

Trustee Zuspan moved to approve the payment of Justice Court invoices as recommended. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

14. General Manager Report

Marla Howard presented her General Manager’s report:

- There are open positions for a Planner 1 and a Grading Inspector.
- Don Domauer, a Building Inspector, will start work on 10/30. Max Chavez, a Code Enforcement Officer, will start on October 16.
- Health care premium costs will increase in 2024 by just 1.2% to 1.5%. Open enrollment will be held just before Thanksgiving.
- Brian Hartsell, Marla Howard and Trent Sorenson attended the Utah QuakeSmart Workshop last week at the Capital.
- On October 26, a meeting will be held to go over what they learned, the calling tree, and duty officer rotation and responsibilities. There will also be a Benefit Briefing.

- Tabitha Mecham, Izabela Miller, and Marla Howard viewed the 4th floor at the GBS building. Two-thirds of the floor is available to do a build out. Unfortunately, there is no easy public access. The floor is only accessible by key card. The parking garage spaces are also limited.
- Today, we viewed Marriot Vacations' old building. They are willing to lease part of the building at \$21 per square foot, full service. Some MSD employees will go over to get a feel for the space.
- The Metro Township version 4 Bill moved on as an Interim Political Subdivisions Committee Bill. It should get a low number and high priority.

15. 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.

16. Discussion of future agenda items

Trustee Zuspan asked that all of the Justice Court invoices be placed in a spreadsheet so they are a little easier to decipher.

17. 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.

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

There was no need to discuss litigation.

19. Adjourn

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

Chair Smolka declared the meeting to be adjourned at 7:14 p.m.

Approved by the Board of Trustees on the 13th day of December, 2023.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk