



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, November 8, 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  
Sean Clayton (via Webex)  
Paulina Flint  
Dan Peay  
Laurie Stringham

#### **Trustee Excused:**

Kelly Bush

#### **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  
Maridene Alexander, Communications Manager (via Webex)

#### **Others Present:**

Shane Ellis, Salt Lake County Public Works Engineering  
Scott Baird, Salt Lake County Public Works Department Director  
Paul Ashton, Magna and White City Metro Townships Legal Counsel  
Rori Andreason, White City Metro Township Administrator  
Tara Behunin, Salt Lake County Emergency Management Director  
Judge Shauna Graves-Robertson, Salt Lake County Justice Court (via Webex)  
Lilibeth Iba, Salt Lake County Justice Court Fiscal Manager (via Webex)

#### **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.

### 5. Approve Amendment Two of the CDBG/Subrecipient Agreement for the Conduct of a Community Development Project between Salt Lake County and Greater Salt Lake Municipal Services District for the Kearns 4805 S C Loop project.

Agenda items 5 and 6 were considered out of order.

Shane Ellis stated that the Amendment will extend the term of the current reimbursement contract, which expired in August of 2023. It was noted that there may be a few adjustments to the signature line. Trustee Stringham arrived during this discussion.

**Trustee Flint moved to approve Amendment Two of the CDBG/Subrecipient Agreement for the Conduct of a Community Development Project between Salt Lake County and Greater Salt Lake Municipal Services District for the Kearns 4805 South C Loop Project. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

### 6. Approve the transfer of \$85,000 from the Misc. Projects fund to the Emigration Canyon Road Damage repair project, EFCMC230005

Shane Ellis explained that the requested budgetary transfer would provide funding to remediate damage caused by the Emigration Canyon Road mudslide in unincorporated Salt Lake County.

**Trustee Flint moved to approve the transfer of \$85,000 from the Misc. Projects fund to the Emigration Canyon Road damage repair project, EFCMC230005, as recommended. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

### 4. Approve Board Meeting Minutes for July 26, 2023

**Trustee Peay moved to approve the July 26, 2023 Board meeting minutes as presented. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

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

Brian Hartsell explained the contract with Roth Landscape Services for wintertime snow removal services in the same pocket parks for which Roth provides landscaping services during the summer. The Agreement with Roth Landscape Services falls under a State Contract.

**Trustee Peay moved to authorize the General Manager to finalize and sign an Agreement with Roth Landscape Services to provide snow removal services at certain parks within the MSD. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

#### **8. Approve Resolution 2023-11-01 for the Surplus Property Policy**

Marla Howard presented the Surplus Property Policy Resolution.

**Trustee Stringham moved to adopt Resolution 2023-11-01 to approve the MSD Surplus Property Policy. Trustee Zuspan seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

#### **9. Approve invoice for Cityworks in the amount of \$78,910.00**

Izabela Miller presented the annual Cityworks invoice and requested approval for the invoice to be paid. Izabela stated that the invoice includes a standard 4% increase, which was included in the MSD's Budget.

**Trustee Flint moved to approve the payment of the Cityworks invoice in the amount of \$78,910.00. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

#### **10. Discuss meeting with Salt Lake County Engineering regarding open positions**

Marla Howard stated that she and Brian Hartsell met with Salt Lake County Engineering, which operates as an enterprise fund. Because it is an enterprise fund, there will be no change in the budget or staffing due to the budgetary freeze announced by Salt Lake County for expenses paid from the County's General Fund. Marla stated the budgeting freeze also will not impact services provided by County Public Works.

#### **11. Review MSD year to date expenses Compared to Budget**

Stewart Okobia presented the 2023 actual year to date expenses compared to the budgeted numbers.

#### **12. Salt Lake County Justice Court seeking approval to add 1.0 FTE (time-limited) position**

Judge Shauna Graves-Robertson and Lilibeth Iba stated that the Justice Court needs a new clerk because there are more cases than the current staff can handle. Lilibeth noted that Steve Calbert put together a case load analysis. She explained that the Court's workload has not changed, but efficiencies have improved, resulting in less overtime being needed than in the past.

After further discussion, Judge Graves-Robertson was advised that the MSD has no authority to approve or amend the budget for the Justice Court, which is part of Salt Lake County. Consequently, the request to budget an additional temporary FTE for the Justice Court should be addressed to the Salt Lake County Council.

### **13. General Manager report**

Marla Howard presented her General Manager's report:

- The MSD Thanksgiving party will be held on Wednesday November 15.
- The MSD will be closed on Friday, November 10, in honor of Veterans Day.
- The MSD will be closed on November 23 and 24 for Thanksgiving.
- Smith Hartvigsen notified the MSD that the law firm is eligible to receive grant funds from the State of Utah to prepare municipal Code revisions and updates in compliance with S.B. 174. The law firm will be reimbursed directly by the State. This is a good opportunity to receive about \$10,000 per municipality.
- Marla reminded the Trustees that she would be out of town from December 2 through December 17.
- Trent Sorenson stated that the Current Planner 1 position has been filled by Gordon Bennett, who previously worked with the Emigration Canyon Metro Township.
- The second round of interviews for the Grading Review Specialist position has begun.
- The open Economic Developer position was posted today.

### **14. 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.

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

No future agenda items were suggested.

### **16. 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 Stringham moved to go into closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual pursuant to Utah Code Ann. § 52-4-205(1)(a). Trustee Zuspan seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting "aye".**

Chair Smolka declared the meeting to be closed at 7:22 p.m. with all of the members of the Board of Trustees present, except Kelly Bush, along with Brian Hartsell, Marla Howard, Stewart Okobia, Tabitha Mecham, Mark Anderson, Trent Sorenson, Izabela Miller, Paul Ashton, and Tara Behunin.

The meeting returned to open session at 7:36 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.

**17. Discussion and consideration of amending the municipal emergency management planning services and reimbursement agreement with Unified Fire Authority**

Brian Hartsell stated that Jim Woodward retiring as one of the contracted emergency management planners creates an opportunity to re-examine the allocation of costs for this contracted service. Several options were presented. It was determined to be advisable to discuss the cost allocation with Trustee Bush before a decision is made.

**18. Discussion of the purchase, exchange, or lease of real property (possible closed meeting pursuant to Utah Code Ann. 52-4-205(1)(d))**

**Trustee Stringham moved to go into closed session for the sole purpose of discussing the purchase, exchange, or lease of real property pursuant to Utah Code Ann. § 52-4-205(1)(d). Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

Chair Smolka declared the meeting to be in closed session at 8:08 p.m. with all of the members of the Board of Trustees present, except Kelly Bush, along with Brian Hartsell, Marla Howard, Stewart Okobia, Tabitha Mecham, Mark Anderson, Trent Sorenson, Izabela Miller, and Paul Ashton.

The meeting returned to open session at 8:32 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.

**19. Discuss the identified office space and approve the completion of a Request for Proposal for rental terms and conditions.**

Marla Howard recommended proceeding with an RFP process regarding office space.

**Trustee Flint moved to approve the completion of a Request for Proposal for rental terms and conditions. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.**

**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 necessary.

**21. Adjourn**

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

Chair Smolka declared the meeting to be adjourned at 8:34 p.m.

**Approved by the Board of Trustees on the 10<sup>th</sup> day of January, 2024.**

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Joe Smolka, Chair

**ATTEST:**

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Stewart Okobia, Clerk

4884-6912-4506, v. 1

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