



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, March 27, 2024
2001 South State Street
Room N2-800
Salt Lake City, UT 84190

Trustees Present:

Keith Zuspan, Chair
Sean Clayton, Vice-Chair (via WebEx)
Eric Barney
Kelly Bush (via WebEx)
Paulina Flint
Joe Smolka
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 Information Technology (via WebEx)
Daniel Torres, Manager of Economic Development
Mark Anderson, Legal Counsel
Maridene Alexander, Communications Manager
Alex Rudowski, Grading, Floodplain and Stormwater Manager
Kirk Boyington, Chief Building Inspector (via WebEx)

Others Present:

Rori Andreason, Administrator for White City and Magna Metro Townships (via WebEx)
Steven Calbert (via WebEx)
Riley Pilgrim, Assistant Chief, Unified Fire Authority (via WebEx)
Jace Bunting (via WebEx)
Helen Peters, Director, Salt Lake County Regional Development (via WebEx)
Elizabeth Baylor, Salt Lake County District Attorney's Office
Ralph Chamness, Chief Deputy, Salt Lake County District Attorney's Office
Mick Sudsbury, Magna Metro Township Council
Trish Hull, Magna Metro Township Council
Jared Steffey, Fiscal Manager, Salt Lake County Public Works (via WebEx)
Tara Behunin, Salt Lake County Emergency Coordination Center (via WebEx)
Chad Anderson, Project Manager, Salt Lake County Engineering

1. **Call to Order**

Trustee 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 meeting minutes for March 13, 2024**

There being no corrections, it was moved by Trustee Barney and seconded by Trustee Flint that the March 13, 2024 Board meeting minutes be approved as presented. The motion carried with Trustees Zuspan, Bush, Barney, Flint and Smolka each voting “aye”.

5. **Approve the Federal Aid Agreement for Safe Routes To School (SRTS) grant with UDOT for the Onyx Lane UDOT SRTS grant of \$375,054.**

Trustee Stringham joined the meeting.

Shane Ellis informed the Trustees about the Federal Aid Agreement for the \$375,054 Safe Routes To School (SRTS) UDOT grant for Onyx Lane. He noted that the \$27,235 local match has already been budgeted and the Agreement has been reviewed by Mark Anderson.

Trustee Smolka moved to approve the Federal Aid Agreement for the \$375,054 Safe Routes To School (SRTS) UDOT grant for Onyx Lane. Trustee Flint seconded the motion. The motion carried with Trustees Zuspan, Bush, Barney, Flint, Smolka and Stringham each voting “aye”.

6. **Approve contract for Engineering Geology Consulting Services with IGES Inc.**

Alex Rudowski explained that Mark Anderson had reviewed the contract pursuant to which IGES Inc. will provide geology consulting services.

Trustee Clayton joined the meeting.

Trustee Smolka moved to approve the contract for Engineering Geology Consulting Services with IGES Inc. Trustee Flint seconded the motion. The motion carried with Trustees Zuspan, Bush, Barney, Clayton, Flint, Smolka and Stringham each voting “aye”.

7. **Presentation on Proposed Communications related to HB35 on the Members’ communities**

Maridene Alexander presented proposed language for communications to member communities regarding the impact of H.B. 35, which automatically will convert the five

Metro Townships into one town and four cities, and the changes that will immediately be apparent. The message will be reviewed by the respective attorneys and Mayors of the Metro Townships.

8. Approve Resolution 24-03-01 Change of Accounting Year for the MSD contingent upon the Governor’s signature on HB35

All cities and towns in Utah operate on July 1 to June 30 fiscal years. Consequently, Marla Howard recommended that the MSD change from a calendar year budget to a fiscal year budget.

Trustee Smolka moved to adopt Resolution 24-03-01 to change the accounting year for the MSD to a July 1 to June 30 fiscal year. Trustee Flint seconded the motion. The motion carried with Trustees Zuspan, Bush, Barney, Clayton, Flint, Smolka and Stringham each voting “aye”.

9. Approve 2024 Strategic Plan

Marla Howard described the process to revise the Strategic Plan to bring it current with new goals and initiatives. She noted the changes in the Vision and Mission Statement, and the addition of a new pillar.

Trustee Flint moved to approve the 2024 Strategic Plan as presented. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Bush, Barney, Clayton, Flint, Smolka and Stringham each voting “aye”.

10. Discussion and approval of amending the municipal emergency management planning services and reimbursement agreement with Unified Fire Authority

Brian Hartsell described the new costs associated with the municipal emergency management planning services contract with the Unified Fire Authority (UFA) and presented options to appropriately allocate the costs among member communities and the District. He referred to a staff report that was sent to the Trustees that included five cost allocation options. There was a discussion among the Trustees and staff regarding the sharing of emergency management costs.

Trustee Smolka moved to approve amending the Municipal Emergency Management Planning Services and Reimbursement Agreement with the Unified Fire Authority using option 5 (100% MSD funding). Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Bush, Barney, Clayton, Flint, Smolka and Stringham each voting “aye”.

11. FY2025 budget presentations by MSD service provider

- a. **District Attorney Prosecution:** Ralph Chamness presented the Salt Lake County District Attorney’s proposed budget for the fiscal year ending on June 30, 2025 and responded to a series of questions from Trustee Barney regarding the SMOT table and what the District Attorney’s office is doing for the MSD communities.

Trustee Flint moved to direct staff to include the numbers presented by the Salt Lake County District Attorney’s office in the MSD’s Preliminary FY 2025 Budget. Trustee Stringham seconded the motion. The motion carried with Trustees Zuspan, Bush, Clayton, Flint, Smolka and Stringham each voting “aye” and Trustee Barney voting “nay”.

b. Salt Lake County Justice Court:

This agenda item was reserved for discussion at a later time.

12. Discussion of clerk/recorder duties staffing requirements

Marla Howard presented background information on the duties of municipal clerks and recorders.

Trustee Flint moved to direct management to move forward with hiring clerks to be paid through the Metro Townships’ Administrative Budgets. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Bush, Barney, Clayton, Flint, Smolka and Stringham each voting “aye”.

13. General Manager report

Marla Howard reported as follows:

1. Until a new building inspector is hired, it has been necessary to pull in Kirk and plans examiners to meet the inspection demands. The MSD is also actively interviewing for a HR (Human Resources) Manager. Some good candidates will be invited to participate in a second round of interviews.
2. The external auditors are physically present at the MSD office doing field testing. They should be done with the field work in about a week.
3. Budgeting is progressing. The remaining service provider presentations, except for capital projects, will be made during a MSD Board meeting on Friday. Capital Projects will be presented on April 10th, so the Board meeting on Friday shouldn’t last past 12:15 p.m.
4. Marla met with Lannie Chapman today to discuss support that will be provided by the Salt Lake County Clerk’s office during the clerk/recorder transition. The MSD will move forward with a combination clerk/recorder and assess additional staffing needs as we get a better feel regarding the workload.
5. Staff is continuing to look at furniture and attempting to identify the optimal office cubicle size and arrangement. A Request for Qualifications (RFQ) for a construction manager/consultant is being prepared.
6. An all-day staff training to be held in May at the Utah Local Governments Trust is being planned.

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

Trustee Flint raised an issue for a future discussion regarding franchise agreements with utility providers.

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

This agenda item was not needed.

17. Approve Action on Lease of Real Property

This agenda item was tabled.

18. Discussion regarding the deployment of security personnel, devices or systems (Possible closed meeting pursuant to Utah Code Ann. § 52-4-205(1)(f))

This agenda item was not needed.

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

Trustee Zuspan declared the meeting to be adjourned at 7:52 p.m.

Approved by the Board of Trustees of the Greater Salt Lake Municipal Services District on the 10th day of April, 2024.

Keith Zuspan, Chair

ATTEST:

Stewart Okobia, Clerk

4895-6392-7476, v. 1