



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 (MSD)**  
Held Wednesday, April 24 2024, at 6:00 p.m.  
At 2001 South State Street  
Room N2-800  
Salt Lake City, UT 84190

**Trustees Present:**

Keith Zuspan, Chair  
Joe Smolka  
Kelly Bush (via Webex)  
Laurie Stringham (via Webex)  
Audrey Pierce (Magna Metro Township Mayor Pro-Tem)\*  
Greg Shelton (White City Metro Township Mayor Pro-Tem)\*

**Trustees Excused:**

Eric Barney  
Sean Clayton  
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  
Mark Anderson, Legal Counsel  
Joel Grant, Human Resources Manager  
Kirk Boyington, Chief Building Official (via Webex)

**Others Present:**

Steve Kuhlmeier, Salt Lake County Public Works Engineering  
Chad Anderson, Salt Lake County Public Works Engineering  
Shane Ellis, Salt Lake County Public Works Engineering  
Paul Ashton, Magna and White City Metro Townships Legal Counsel  
David Brickey, Magna City Administrator (via Webex)  
Helen Peters, Salt Lake County Office of Regional Development (via Webex)  
Scott Baird, Salt Lake County Public Works Department Director  
Mike Nielsen, CBRE  
Charles Gaddis, CBRE  
Kris Larson, Construction Control Corporation

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\* Pursuant to Utah Code § 17B-2a-1106, prior to May 1, 2024 the Mayor Pro Tempore of a Metro Township may take the place of the Mayor on the MSD Board in the Mayor's absence.

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**Trustees**

**Keith Zuspan   Sean Clayton   Eric Barney   Kelly Bush   Paulina Flint   Laurie Stringham   Joe Smolka**  
**Chair   Vice Chair**

**1. Call to Order**

Chair 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 29, 2024, and April 10, 2024**

**Trustee Bush moved to approve the March 29, 2024, and April 10, 2024 Board meeting minutes. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka, and Stringham each voting “aye”.**

**5. 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 Smolka 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 Bush seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka, and Stringham each voting “aye”.**

The meeting went into closed session at 6:10 p.m. with Trustees Zuspan, Bush, Smoka, Stringham, Pierce, and Shelton present, along with Marla Howard, Brian Hartsell, Stewart Okobia, Tabitha Mecham, Joel Grant, Izabela Miller, Trent Sorensen, and Mark Anderson.

The meeting returned to open session at 6:35 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.

Charles Gaddis of CBRE shared his scope of experience and a tentative timeline for the buildout of the tenant improvements at the MSD's new office space ("the Project"). He stated that the proposed occupancy date of October 1 isn't realistic. Kris Larson of Construction Control Corporation spoke about his firm's history and proposed approach to the Project.

The members of the Board were given a scoring sheet that would be reviewed and scored later during the meeting, with the Board members acting as a procurement evaluation committee.

**6. Approve action on Construction Management Firm to Assist the MSD in Tenant Improvements**

This item was deferred to later in the meeting.

**7. Approve contract with Avenue Consultants for Preconstruction Engineering Services on EFCMC210017 8000 W Road Widening project – Steve Kuhlmeier (5 minutes)**

Steve Kuhlmeier presented and reviewed the Contract with Avenue Consultants.

**Trustee Bush moved to approve the Contract with Avenue Consultants for Preconstruction Engineering Services on the EFCMC210017 8000 West Road Widening Project. Trustee Pierce seconded the motion. The motion carried with Trustees Zuspan, Bush Pierce, Shelton, Smolka, and Stringham each voting “aye”.**

**8. Report from the Audit Committee Meeting on April 24, 2024**

This agenda item was tabled until the Board Meeting on May 8, 2024.

**9. Approve the disbursements for the 1<sup>st</sup> quarter of 2024 and approve the financial statements for the period ending March 31, 2024**

This agenda item was tabled until the Board meeting on May 8, 2024.

**10. Approve Mutual Aid Agreement for cross jurisdictional building inspections**

Kirk Boyington presented a Mutual Aid Agreement that was discussed during a prior Board meeting and reviewed the importance of the Agreement.

**Trustee Bush moved to approve the Mutual Aid Agreement for cross jurisdictional building inspections. Trustee Shelton seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka and Stringham each voting “aye”.**

**11. Presentation on the purpose and the responsibilities of the MSD**

This agenda item was not tabled until the Board meeting on May 8, 2024.

**12. FY2025 Proposed Budget Overview Discussion and Possible Action**

**a. Cities, Towns, and Unincorporated Budgets**

Stewart Okobia presented a summary of the budgets for the cities and towns that are served by the MSD.

**b. Capital Projects Fund**

Stewart Okobia discussed the carryover capital projects for the next fiscal year that will run from July 1, 2024 through June 30, 2025. The schedules had been changed to reflect the

total cost of the projects, in addition to the amounts being funded by the respective jurisdictions served by the MSD.

Stewart Okobia and Brian Hartsell shared the proposed list of new capital projects. It was noted that a Big Bear Park Improvement Project was added to the list. The White City Canal Trail Lighting Project received a grant, which ultimately lead to the reallocation of \$122,646 to the Big Bear Park Improvement Project.

### **c. MSD General Fund Budget**

Stewart Okobia reviewed the General Fund budget.

**Trustee Smolka moved to tentatively adopt the 2025 Tentative Budget, to be presented during a future public hearing. Trustee Shelton seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka and Stringham each voting “aye”.**

### **13. Schedule the Public Hearing for May 8, 2024, to tentatively adopt the FY 2025 Tentative Budget**

**Trustee Smolka moved to schedule a public hearing on May 8, 2024, to consider the FY 2025 Tentative Budget. Trustee Shelton seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka and Stringham each voting “aye”.**

### **14. General Manager report**

Marla Howard presented her General Manager's report:

- Marla Howard will be travelling during the next Board meeting, so Brian Hartsell, the Associate General Manager, will present the management report.
- Alex Rudowski is at the NIMS training center in Emmetsburg, Maryland for a week-long class on flood plains. The total cost of the program paid for by FEMA (Federal Emergency Management Agency). We pay for the ticket there and get reimbursed by FEMA. He has been in contact with Trent Sorensen and has reported that he is learning information that will directly impact the MSD's processes regarding current issues with sites on the Great Salt Lake shoreline.
- The MSD sent three building inspectors to the hospital today. There was a controlled detonation of TNT in Holladay, and three MSD building inspectors were called out to help. When they arrived and exited their vehicles, they could smell a metallic odor. After leaving the scene, they reported that they could still taste metal in their mouths, and they had slightly sore throats. They went to IHC, where they were treated for exposure to hazardous materials. The test results will be back in a week. In the meantime, they have received information about potential symptoms and what to do if and when they appear.
- The need for protective gear in MSD vehicles, that also is to be available to staff, has been discussed with staff. Today's incident reinforced the need for staff to have equipment in their possession so they can deal with unexpected hazards.

**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**

No future agenda items were suggested.

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

**Trustee Smolka 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 Shelton seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka, and Stringham each voting “aye”.**

The meeting went into closed session at 7:58 p.m. with Trustees Zuspan, Smolka, Bush, Stringham, Pierce, and Shelton present, along with Marla Howard, Brian Hartsell, Stewart Okobia, Tabitha Mecham, Joel Grant, Izabela Miller, Trent Sorensen, and Mark Anderson.

The meeting returned to open session at 8:25 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.

Staff was instructed to submit the suggested edits to the Lease Agreement to the landlord.

**18. Approve Action on Lease of Real Property**

This agenda item was not needed.

**19. 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.

**20. 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 Shelton 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 Smolka seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka, and Stringham each voting “aye”.**

The meeting went into closed session at 7:30 p.m. with Trustees Zuspan, Smolka, Bush, Stringham, Pierce, and Shelton present, along with Marla Howard, Brian Hartsell, Stewart Okobia, Tabitha Mecham, Joel Grant, Izabela Miller, Trent Sorensen, and Mark Anderson.

The meeting returned to open session at 7:50 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.

## **6. Approve action on Construction Management Firm to Assist the MSD in Tenant Improvements**

Consideration of this agenda item was deferred from earlier during the meeting. The Trustees, in the capacity of members of a procurement evaluation committee, submitted their completed scoring sheets to the General Manager and her staff.

**Trustee Bush moved to authorize the General Manager to negotiate a contract, at the appropriate time, with the highest ranked construction management firm (based on the evaluation committee scoring sheets). Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Bush, Pierce, Shelton, Smolka, and Stringham each voting “aye”.**

## **21. Adjourn**

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

Chair Zuspan declared the meeting to be adjourned at 8:27 p.m.

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

DocuSigned by:  
  
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Keith Zuspan, Chair

## **ATTEST:**

Signed by:

  
 Stewart Okobia

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Stewart Okobia, Clerk