GREATER SALT LAKE
Municipal Services District

MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT
Held Wednesday, August 28, 2024
At 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

Staff Present:
Marla Howard, General Manager
Brian Hartsell, Associate General Manager
Stewart Okobia, Director of Finance
Tabitha Mecham, Office Manager
Trent Sorensen, Director of Planning and Development Services
Izabela Miller, Director of Information Technology
Joel Grant, Human Resources Manager (via Webex)
Mark Anderson, Legal Counsel
Kirk Boyington, Chief Building Official (via Webex)

Others Present:
Steve Kuhlmeier, Salt Lake County Public Works Engineering
Shane Ellis, Salt Lake County Public Works Engineering
Chad Anderson, Salt Lake County Public Works Engineering
Kade Moncur, Salt Lake County Engineering and Flood Control Division Director (via Webex)
Jefferson Thomson, Salt Lake County Public Works Engineering (via Webex)
Greta Hamilton, Salt Lake County Stormwater Program Supervisor (via Webex)
Ron Coshow, Salt Lake County Engineering and Flood Control Construction Project Inspector (via Webex)
Helen Peters, Salt Lake County Director of Regional Planning and Transportation (via Webex)
Paul Ashton, Magna and White City Legal Counsel (via Webex)
David Brickey, Magna City Administrator
Jared Steffey, Salt Lake County Public Works Fiscal Manager (via Webex)
Michelle McCabe, Salt Lake County Public Works Engineering Permit Specialist (via Webex)
Amy McCormick, Salt Lake County Engineering and Flood Control Fiscal Manager (via Webex)
Adam Freitas, Salt Lake County Mayor's Finance (via Webex)

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 July 10, 2024, July 31, 2024 and August 14, 2024 Board Meeting Minutes**

Trustee Barney moved to approve the July 10, 2024, July 31, 2024 and August 14, 2024 Board meeting minutes as presented. Trustee Flint seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".

5. **Approve Cooperative Agreement with Utah Department of Transportation for the $100,000 Safe Sidewalk Grant**

Steve Kuhlmeier presented a Cooperative Agreement with the Utah Department of Transportation for a $100,000 Safe Sidewalk Program Grant. He stated that a local agency (MSD) match of at least $33,333.00 will be required. Mark Anderson confirmed that he had reviewed the Agreement as to form.

Trustee Flint moved to approve the Cooperative Agreement with the Utah Department of Transportation for the $100,000 Safe Sidewalk Program Grant. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".

6. **Approve $100,000 Budget Adjustment for the Safe Sidewalk Grant for the 8400 West Rail Crossing in Magna**

Steve Kuhlmeier presented a $100,000 budget adjustment for the Safe Sidewalk Program Grant for the 8400 West Rail Crossing in Magna.

Trustee Flint moved to approve a $100,000 Budget Adjustment for the Safe Sidewalk Program Grant for the 8400 West Rail Crossing in Magna. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".

7. **Approve Right of Way Appraisal Services Local Government Contract with Van Drimmelen & Associates, Inc. for Cougar Lane, Niagara Way to Kearns High Drive (Cougar Lane)**

Chad Anderson presented the Contract with Van Drimmelen & Associates, Inc. for right of way appraisal services costing $12,100.00.

> **Trustee Barney moved to approve the Right of Way Appraisal Services Local Government Contract with Van Drimmelen & Associates, Inc. for Cougar Lane, Niagara Way to Kearns High Drive (which is Cougar Lane). Trustee Flint seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".**

8. **Approve Construction Engineering Management Local Government Contract with Horrocks Engineers LLC for the Cougar Lane Project**

Chad Anderson presented the Construction Engineering Management Local Governmental Contract. He stated that the Contract will be with Horrocks Engineers at a cost of not to exceed $199,435.27.

> **Trustee Flint moved to approve the Construction Engineering Management Local Government Contract with Horrocks Engineers LLC for the Cougar Lane Project. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".**

9. **Discuss and approve a Memorandum of Understanding with the Utah Cyber Center regarding Participation in the State and Local Cybersecurity Grant Program**

Izabela Miller explained the importance of cybersecurity and presented a Memorandum of Understanding with the Utah Cyber Center pursuant to which the MSD will participate in the State and Local Cybersecurity Grant Program. She stated that participation is free of charge. The benefits include employee trainings and access to the Utah Cyber Center platform, and one MSD employee will be certified in the cybersecurity program. Mark Anderson had reviewed the Memorandum of Understanding and was prepared to approved it as to form.

> **Trustee Flint moved to approve the Memorandum of Understanding with the Utah Cyber Center regarding Participation in the State and Local Cybersecurity Grant Program. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".**

10. Update on the Status of Bond-Funded Projects

Shane Ellis presented an update on the Status of the bond-funded capital projects that have been worked on so far during 2024.

11. Discuss potential updates to Title 17B-2a-1106 Municipal Services District Board of Trustees - Governance

Mark Anderson requested guidance regarding how the Board of Trustees wants to handle this situation, and asked for feedback on the letter he created. The Trustees agreed that the language Mark Anderson drafted to amend Section 17B-2a-1106 of the Utah Code would be acceptable, and asked him to try to get the language in a UASD cleanup Bill.

12. Discuss the Analysis of Establishing an In-House Engineering Services Department

Marla Howard presented a brief update on how MSD management finalized the Analysis of Establishing an In-House Engineering Services Department. She stated that a 90 day notice period is required if the Board decides to terminate receiving engineering services from Salt Lake County.

13. General Manager report

Marla Howard presented her General Manager's Report:

- Staff met with the MSD's construction contract management company and the new contractor on Monday. Marla Howard will send the project timeline to the Trustees.
- Two competitive bids were received from furniture vendors. They will be presented to the Trustees during the next Board meeting.
- The MSD luncheon birthday celebration will be held in Magna on September 18. A 2 hour Human Resource Manual training session will be held that morning.
- Brian Hartsell, Stewart Okobia, and Marla Howard are looking into the impact of the income generated from unincorporated areas due to HB 35.
- Daniel Torrez, who wasn't able to attend the Board meeting, wanted to inform the Trustees that recommendations for Wasatch Front Regional Council grants will be coming their way to be signed.
- A Senior General Ledger Accountant has been hired to start on September 9th.

14. Other City, Town, Unincorporated County, and Greater Salt Lake Municipal Services District business

There was no other business to be considered by the Board.

15. Identify future agenda items

No future agenda items were suggested.

16. Discuss 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. Discuss 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.

18. Discuss 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.

19. Adjourn

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

Chair Zuspan declared the meeting to be adjourned at 7:05 p.m.

Approved by the Board of Trustees of the Greater Salt Lake Municipal Services District on the 9th day of October, 2024.

Keith Zuspan, Chair

ATTEST:

Stewart Okobia, Clerk