GREATER SALT LAKE **Municipal Services District**

MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT
Held Wednesday, September 11, 2024
At 2001 South State Street
Room N2-800
Salt Lake City, UT 84190

Trustees Present:
Keith Zuspan, Chair
Sean Clayton, Vice Chair
Joe Smolka (via Webex)
Eric Barney
Kelly Bush (via Webex)
Paulina Flint
Laurie Stringham (via conference call)

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 (via Webex)
Joel Grant, Human Resources Manager
Mark Anderson, Legal Counsel
Kirk Boyington, Chief Building Official (via Webex)
Daniel Torres, Economic Development Manager
Daniel Hoffman, Senior General Ledger Accountant
Alex Rudowski, Grading, Floodplain and Stormwater Manager
Rachel Manko, IT Support Supervisor

Others Present:
Chad Anderson, Salt Lake County Public Works Engineering
Kade Moncur, Salt Lake County Engineering and Flood Control Division Director
Shane Ellis, Salt Lake County Public Works Engineering
Greta Hamilton, Salt Lake County Stormwater Program Supervisor
Paul Ashton, Magna and White City Legal Counsel
Ryan Anderson, Salt Lake County Municipal Services and Regional Planning Program Manager
Al Peterson, Kearns City Council
Rori Andreason, White City Administrator

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

Daniel Hoffman, the MSD's new Senior General Ledger Accountant, introduced himself to the Trustees.

4. Approve membership in the Utah Association of Special Districts for $15,375 (UASD)

Brian Hartsell presented the Utah Association of Special Districts membership renewal to the Board, for a total expenditure of $15,375.

> **Trustee Smolka moved to approve membership in the Utah Association of Special Districts for $15,375. Trustee Bush seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, and Smolka each voting "aye".**

5. Approve Resolution 2024-09-01 to approve a nomination of a Board Member for the UASD Board of Representatives and Alternate Representative

Brian Hartsell stated that, as a member, the MSD can appoint a Representative and an Alternate Representative on the UASD Board of District Representatives.

Trustee Flint suggested that Chair Zuspan be the Representative and that Trustee Bush be the Alternate.

> **Trustee Flint moved to adopt Resolution 2024-09-01, thereby naming Chair Zuspan as the MSD's Representative on the UASD Board of District Representatives and Trustee Bush as the Alternate Representative on that Board. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, and Smolka each voting "aye".**

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

Marla Howard presented an update, stating that she, Trent Sorensen and Brian Hartsell met with Kade Moncur (Salt Lake County) and Rob Thompson (Salt Lake County) to discuss UPDES (Utah Pollutant Discharge Elimination System) permitting, and the cost to bring permitting over to the MSD with the engineers. They also discussed which fixed assets would be transferred to the MSD. Deputy Salt Lake County Mayor Catherine Kanter stated that she would take the MSD's requests to the County Council. Ms. Howard recommended that the Board select option 2, namely bring the engineers and UPDES over to the MSD, and for the MSD to hire the open positions as MSD employees. She stated that there isn't yet an exact number for the costs to pay out the vacation and sick leave of the employees who will transfer from the County to the MSD.

Trustee Flint moved to approve Option 2 from the Spreadsheet — to establish an in-house Engineering Services Department and include UPDES permitting. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, and Smolka each voting "aye".

7. Approve budget adjustment of $325,000 in Planning and Development Services wages for direct hire of two engineers

Marla Howard explained that the budgeted amount is in a different category (the Engineering line item), and requested a budget adjustment to move $325,000 from the Engineering budget to the Planning and Development Services wages budget.

Trustee Flint moved to approve a budget adjustment (increase) of $325,000 in Planning and Development Services wages for the direct hire of two engineers. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, and Smolka each voting "aye".

8. Discuss status of office construction and office furniture design review and pricing

Marla Howard reported that construction is one week behind schedule, but demolition work has started. The contractor is confident that the demolition can be completed by sometime in December. The furniture vendor will be able to deliver the furniture on time if the order is placed within the next few weeks.

9. Approve a budget adjustment of $175,000 for furniture from approved budget of $400,000 to $575,000

Marla Howard stated that the furniture bid came in higher than originally expected. A few layout changes have increased the costs.

Trustee Flint moved to approve a budget adjustment of $175,000 for furniture to increase the approved budget from $400,000 to $575,000. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, and Smolka each voting "aye".

10. Approve a budget adjustment of $25,000 for IT and AV wiring and equipment from $125,000 to $150,000

Marla Howard stated that the bid for electrical work came in higher than expected. Electrical wiring is the main item that was missed. The current wiring is stripped or nonexistent. It wasn't anticipated that the high voltage wiring would need to be pulled, which is an approximately $21,000 cost. The low voltage wiring, phone, and internet bids came in as expected.

Trustee Flint moved to approve a budget adjustment of $25,000 for IT and AV wiring and equipment to increase the budgeted amount from $125,000 to $150,000. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, and Smolka each voting "aye".

11. Authorize General Manager to negotiate and sign contract with chosen furniture provider for up to $575,000

After a brief discussion, Trustee Flint moved to authorize the General Manager to negotiate and sign a contract with the chosen furniture provider at a cost of up to $575,000. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, and Smolka each voting "aye".

12. General Manager report

Trustee Stringham called into the meeting during this discussion.

Marla Howard presented the General Manager's Report:

- UASD Convention will be held November 6, 7, and 8; individuals who would like to attend should contact Tabitha to sign up.
- Daniel Hoffman started work with the MSD on Monday.
- Taylor Stewart, a new Grading Reviewer, will start October 14th.
- Marla Howard, Trent Sorensen, Joel Grant and Brian Hartsell attended the Fabian VanCott HR training. It was very worthwhile.
- Human Resource Manual review is underway.
- The MSD birthday party will be held in the Magna Copper Park on September 18th.
- November 20th is the date of the Thanksgiving lunch.
- December 18th is the date of the Christmas breakfast and gift exchange.

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

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

14. Identify future agenda items

- Laurie Stringham asked that the Justice Court be on the next agenda.
- Trustee Barney stated that Magna is having an issue with Public Works Operations not providing certain services in the expected manner or timeline. Magna is looking forward to working through these issues with the new Director of the Salt Lake County Public Works Department, Steven Kuhlmeier.

15. 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.

16. 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.

17. 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.

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

This agenda item was not needed.

19. Adjourn

Trustee Flint moved to adjourn the Board meeting. Trustee Barney 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 6:29 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

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