GREATER SALT LAKE
Municipal Services
District

MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT
Held Wednesday, September 25, 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 (via Webex)
Laurie Stringham (via Webex)

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 (via Webex)
Mark Anderson, Legal Counsel
Kirk Boyington, Chief Building Official (via Webex)
Daniel Torres, Economic Development Manager
Alex Rudowski, Grading, Floodplain and Stormwater Manager

Others Present:
Mary Dawson, Salt Lake County Engineering and Flood Control Office Manager
Ryan Anderson, Salt Lake County Municipal Services and Regional Planning Program Manager
Chad Anderson, Salt Lake County Public Works Engineering
Steve Kuhlmeier, Salt Lake County Public Works Operations
Paul Ashton, Magna and White City Legal Counsel
Rori Andreason, White City Administrator
David Brickey, Magna City Administrator
Legrand Bitter, Executive Director, Utah Association of Special Districts
Brad Jewett, UFA (Unified Fire Authority) Paramedic and Intelligence Specialist
Brian Buckhout, UFA (Unified Fire Authority) Municipal Emergency Management Planner
Tara Behunin, UFA (Unified Fire Authority) Emergency Management Director
Heather Anderson, Utah Association of Special Districts Government Affairs Director

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. **Board Member Training**

   Legrand Bitter presented detailed Board member training to the Trustees.

5. **Approve a small purchase ROW contract agreement with Commercial Appraisal & Valuation Experts for $6,145.00**

   Chad Anderson presented and briefly discussed a Right of Way Local Government Contract with Commercial Appraisal & Valuation Experts LLC to provide right of way appraisal review services at a not to exceed cost of $6,145.00.

   > **Trustee Flint moved to approve a Right of Way Appraisal Review Services Contract with Commercial Appraisal & Valuation Experts for not to exceed $6,145.00. Trustee Bush seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".**

6. **Approve Right of Way Acquisition Contract with Avenue Consultants for the Cougar Lane Project from Niagara Way to Kearns High Drive**

   Chad Anderson presented and discussed a Contract for right of way acquisition services to be provided by Avenue Consultants for the Cougar Lane Project.

   > **Trustee Flint moved to approve the Right of Way Local Government Contract with Avenue Consultants to provide right of way acquisition services for the Cougar Lane Project from Niagara Way to Kearns High Drive. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".**

7. **Approve contract for Geotechnical Services with Gerhart Cole Incorporated for core sampling for the Cougar Lane Project from Niagara Way to Kearns High Drive for $12,602.73**

   Chad Anderson presented and briefly discussed a Local Government Contract for Geotechnical Services to be provided by Gerhart Cole Incorporated for core sampling of Cougar Lane at a not to exceed cost of $12,602.73.

Trustee Bush moved to approve a Contract with Gerhart Cole Incorporated for geotechnical services (core sampling) for the Cougar Lane Project from Niagara Way to Kearns High Drive for not to exceed $12,602.73. Trustee Flint seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".

8. Approve extension of Contract with Utah Department of Transportation for the Canal Trail Lighting Project in White City

Chad Anderson explained the need to extend a UDOT Cooperative Agreement that was executed last October with the Utah Department of Transportation to provide $75,900 in grant funding for the White City Canal Trail Lighting Project. Work on the Project has been delayed, necessitating an extension of the Transportation Alternative Program (TAP) Grant provided by UDOT to the MSD; which will be accomplished by approving a Cooperation Agreement Completion Date Extension with UDOT, to extend the construction completion date to May 31, 2025.

Trustee Barney moved to approve an Extension of the Cooperative Agreement with the Utah Department of Transportation for the Canal Trail Lighting Project in White City and to authorize Chair Zuspan to sign the Extension. Trustee Smolka seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".

9. Present status of summer 2024 road maintenance projects by Public Works Operations

Steve Kuhlmeier presented the 2024 road maintenance project update from Salt Lake County Public Works Operations.

10. Approve Notice of Termination letter for Engineering Services from Salt Lake County

Marla Howard stated that she and Mark Anderson are working on a letter to terminate Engineering Services that are being provided by Salt Lake County. Mark Anderson requested direction from the Board to avoid "jumping the gun" by moving forward prior to being directed to do so.

Following a back and forth discussion between the Trustees and staff, it was moved by Trustee Barney and seconded by Trustee Flint that the General Manager and the MSD's attorney be authorized to prepare a letter of termination of engineering services from Salt Lake County. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".

11. Approve Notice of Termination letter for Clerk Services from Salt Lake County

Marla Howard requested approval for a letter to be written to terminate receiving clerk services from Salt Lake County.

After a lengthy discussion, during which Trustee Barney clarified that his motion regarding agenda item 10 was merely to prepare such a letter for consideration by the Board, not to send or deliver it to the County before it had been reviewed by the Trustees, the Board agreed to table this agenda item and to hold a special Board meeting on September 30, 2024 at 3:00 p.m. to further consider this matter and to vote on a letter of termination of engineering services provided by Salt Lake County (agenda item 10 above) that will be prepared and distributed to the Trustees prior to the special Board meeting.

12. Introduce new Unified Fire Authority Municipal Emergency Management Planner, Brian Buckhout

Brian Hartsell introduced Brian Buckhout, the new Municipal Emergency Management Planner provided by the Unified Fire Authority, to the Trustees, and Mr. Buckhout spoke briefly.

13. Adopt Resolution 2024-09-02 adopting the District's Comprehensive Emergency Management Plan

Brad Jewett presented details regarding, and a lengthy discussion of, the District's new Comprehensive Emergency Management Plan (Base Plan) dated September 2024.

> **Trustee Flint moved to adopt Resolution 2024-09-02, thereby approving the District's new Comprehensive Emergency Management Plan. Trustee Bush seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".**

14. Adopt Resolution 2024-09-03 to Authorize the General Manager to sign an Interlocal Cooperation Agreement between Salt Lake County and the District for Cost Sharing 2024-2028 Utah Pollutant Discharge Elimination System (UPDES) Media Campaign (also known as participation in the County Stormwater Coalition)

Alex Rudowski presented details regarding the Stormwater Coalition media campaign and an Interlocal Cooperation Agreement with Salt Lake County to share the cost of the media campaign; which cost will also be shared by other Salt Lake County municipalities and the County itself. Mark Anderson stated that he had reviewed the Agreement, and there were a few minor typos that should be fixed prior to signature.

> **Trustee Stringham moved to Adopt Resolution 2024-09-03 to authorize the General Manager to sign an Interlocal Cooperation Agreement between Salt Lake County and the District for Cost Sharing of the 2024-2028 Utah Pollutant Discharge Elimination System (UPDES) Media Campaign (also known as participation in the County Stormwater Coalition), subject to typos being fixed as recommended by the District's attorney. Trustee Bush seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Clayton, Flint, Smolka, and Stringham each voting "aye".**

15. Approve attorney conflict waiver for Smith Hartvigsen, PLLC

Brian Hartsell explained that the City of Kearns and the MSD are pursuing an Interlocal Agreement to serve as an instrument to obligate ARPA Funds before the December 31, 2024 deadline. The waiver is necessary because Smith Hartvigsen acts as the City Attorney for Kearns, along with providing land use attorneys for the MSD.

> **Trustee Barney moved to approve the attorney conflict waiver for Smith Hartvigsen, PLLC. Trustee Stringham seconded the motion. The motion carried with Trustees Zuspan, Barney, Clayton, Flint, and Smolka each voting "aye". Trustee Bush abstained from the vote.**

16. General Manager report

Marla Howard presented her General Manager's Report:

- Building update: Demolition has been completed and cleanup is done. Rough work will begin next week. Countertop, flooring, millwork, and other finishes have been selected.
- We will begin actively recruiting for a Director of Engineering on Monday and will begin reaching out to the affected County personnel next week to begin a conversion.
- Only Board meeting will be held in November, on the 13^{th}, and one Board meeting will be held in December, on the 11th.
- Maridene Alexander will make a presentation on communication updates during the next Board meeting.
- Laurie Stringham will present information about the Justice Court during the next Board meeting.
- Marla Howard will be traveling the last week of October and the 1^{st} week of November.
- Senior management will have an offsite meeting on December 12^{th} to discuss the MSD's Strategic Plan and how we can strengthen the services the MSD provides.

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

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

18. Identify future agenda items

No future agenda items were suggested.

19. 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.

20. 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.

21. Adjourn

Trustee Flint 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 7:22 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