



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, October 23, 2024  
At 2001 South State Street  
Room N2-800  
Salt Lake City, UT 84190

### **Trustees Present:**

Keith Zuspan, Chair  
Joe Smolka  
Eric Barney  
Kelly Bush  
Paulina Flint  
Laurie Stringham

### **Trustee Excused:**

Sean Clayton, Vice Chair

### **Staff Present:**

Marla Howard, General Manager  
Brian Hartsell, Associate General Manager  
Stewart Okobia, Director of Finance  
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  
Daniel Torres, Economic Development Manager  
Alex Rudowski, Grading, Floodplain and Stormwater Manager (via WebEx)  
Maridene Alexander, Communications Manager (via WebEx)  
Lizel Allen, Director of Engineering (starting November 4, 2024)

### **Others Present:**

Steve Kuhlmeier, Salt Lake County Public Works Engineering  
Ryan Anderson, Salt Lake County Municipal Services and Regional Planning Program Manager (via WebEx)  
Paul Ashton, Magna and White City Legal Counsel  
David Brickey, Magna City Administrator  
Mick Sudbury, Magna City Council  
Lilibeth Iba, Salt Lake County Justice Court Fiscal Manager

### **1. Call to Order**

Chair Zuspan called the meeting to order at 6:00 p.m.

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#### Trustees

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

## **2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

## **3. Public Comments**

There were no public comments.

## **4. Approve Federal Aid Agreement for Emigration Canyon Road Widening for \$3 million Federal Funding, about \$3.1 million of State Funding and \$361,640 of local match. (\$30,000 in match funding may be required in FY 2025 with the remaining in FY 2026.)**

This agenda item was tabled until the November 13, 2024, Board of Trustees meeting.

## **5. Introduce new Unified Fire Authority Municipal Emergency Management Planner Madison Warner.**

This agenda item was tabled until the November 13, 2024, Board of Trustees meeting.

## **6. Introduce Director of Engineering, Lizel Allen**

Marla Howard introduced the MSD's new Director of Engineering, effective as of November 4, 2024, Lizel Allen. Lizel presented a brief overview of her education, experience and strategic goals for her department.

## **7. Overview of Snow Removal Services by Salt Lake County Public Works.**

Steven Kuhlmeier shared a presentation about snow removal services provided by Salt Lake County Public Works. He agreed to share the electronic presentation with the Trustees.

## **8. Report from the Audit Committee meeting on October 23, 2024**

Trustee Barney summarized the October 23, 2024 Audit Committee meeting discussion. He pointed out specific items on the financial statements to the other Trustees.

## **11. Present the Fraud Risk Assessment report for FY2024 and FY2025**

This agenda item was taken out of order. Trustee Barney presented the 2024 and 2025 Fraud Risk Assessment and explained the importance of the State of Utah's requirements. The MSD's overall Risk Assessment score indicates that the MSD is at a low risk for fraud.

## **9. Approve the disbursements and financial statements for the period July 1, 2024, to September 30, 2024**

Trustee Barney stated that the Audit Committee reviewed the financial statements and disbursements and recommended that they be approved.

**Trustee Bush moved to approve the disbursements and financial statements, with corrections, for the of July 1, 2024, to September 30, 2024 period. Trustee**

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

#### **10. Approve Contract with Syringa Networks LLC for Internet Services**

This item was tabled until the November 13, 2024, Board of Trustees meeting.

#### **12. Discuss the plan to transfer Salt Lake County Engineering Vendor Contracts to the MSD**

Brian Hartsell presented a summary of the status of the transfer of Salt Lake County engineering vendor contracts to the MSD. He stated that the MSD will issue RFQs (Request for Qualifications) to the County’s existing vendors and other vendors to establish engineering services pool contracts for the MSD. As part of the transition, specific existing contracts and/or work orders with current County vendors, that relate to ongoing projects that will be taken over by the MSD, will be assigned to the MSD. He stated that there will be regular meetings with representatives of the County Mayor’s office and the District Attorney’s office.

Brian Hartsell indicated that the MSD Board will either need to approve the contract and work order assignments or authorize the MSD General Manager to approve the assignments in consultation with the MSD’s attorney. He presented both options to get a sense of the Trustees’ preference.

Trustee Flint stated that her preference is to allow the General Manager to approve the individual contract assignments, with anomalies to be presented to the Board. A decision regarding the Board’s preferred option will be on the November 13, 2024 Board meeting agenda. Chair Zuspan asked about the General Manager’s current contract approval limit, and how to resolve any legal limitations. Trustee Stringham shared the County’s existing process and explained that contracts have already been approved and work for the MSD is being performed under existing contracts with Salt Lake County. Mark Anderson confirmed the accuracy of Trustee Stringham’s statements.

#### **13. Approve 2025 Holiday and Payroll Schedule**

Marla Howard presented the 2025 Holiday and Payroll Schedule.

**Trustee Smolka moved to approve the 2025 Holiday and Payroll Schedule as presented. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Flint, Smolka, and Stringham each voting “aye”.**

#### **14. Approve an amendment to the MSD Human Resources Manual**

Joel Grant presented an amendment to the MSD Human Resources Manual regarding parental leave and explained why this benefit should be included in the Human Resources Manual. Trustee Stringham discussed how Salt Lake County’s Policy was created and suggested that the amount of parental leave a father gets should be the same as the leave a mother receives, but that isn’t how the amendment reads.

**Trustee Flint moved to approve the amendment to the MSD Human Resources Manual as presented. Trustee Smolka seconded the motion.**

**Trustee Stringham made a substitute motion to approve an amendment to the MSD Human Resources Manual that includes twelve weeks of leave for the non-birthing parent. Trustee Barney seconded the motion.**

Trustee Stringham pointed out that there may have been a change in the Trustees' weighted voting percentages due to parcels in unincorporated areas having been annexed into Sandy City.

Mark Anderson explained that the Trustees should first vote on the substitute motion and, if it receives a majority of the Trustees' weighted votes, it would not be necessary to vote on the original motion. On the other hand, if the substitute motion fails, the Trustees would then vote on the original motion.

**Trustees Zuspan, Barney, and Stringham each voted "aye" and Trustees Bush, Flint, and Smoka each voted "nay" on the substitute motion.**

If the statutory formula for counting the Trustees' votes hasn't changed, the motion would fail, but if the new weighted voting formula applies, the "aye" votes would carry. Research will be necessary to determine whether, and possibly when, the event that triggers the new weighted voting formula has taken place.

The Trustees agreed to table the matter for further consideration during the next Board meeting after staff determines whether the event that triggers the application of the new statutory weighted voting formula has occurred.

## **15. Discuss the status of the Justice Court**

Trustee Stringham informed the other Trustees that the County Council has moved to close the Justice Court and notified the Utah State Legislature of that intent. The Justice Court will close by June 30, 2026. Lilibeth Iba, the Justice Court Fiscal Manager, indicated that the Judge's term ends in 2027. Trustee Stringham will verify that information.

## **16. General Manager report**

Marla Howard presented the General Manager Report:

- The office space remodel is progressing. The electrical distribution has been reviewed and the framing is done.
- Only one Board of Trustees meeting will be held in November, on the 13<sup>th</sup>.
- The staff Thanksgiving bash will be held on November 20<sup>th</sup> at 11:30 a.m.
- Lizel Allen starts working on November 4<sup>th</sup>. We are excited to have her on board.
- Izabela Miller presented an update on the status of the server and networking.

## **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. Trustee Barney stated that he may not be in attendance at the next Board meeting.

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

**Trustee Flint moved to go into closed session for the sole purpose of discussing pending or reasonably imminent litigation. Trustee Barney seconded the motion. The motion carried with Trustees Zuspan, Barney, Bush, Flint, Smolka and Stringham each voting “aye”.**

The meeting went into closed session at 7:15 p.m. with Trustees Zuspan, Barney, Bush, Flint, Smolka and Stringham present, along with Mark Anderson, Trent Sorensen, Marla Howard, Brian Hartsell, Joel Grant, Stewart Okobia, Paul Ashton and David Brickey.

The meeting was declared to again be open at 7:25 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.

**21. Adjourn**

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

Chair Zuspan declared the meeting to be adjourned at 7:26 p.m.

**Approved by the Board of Trustees of the Greater Salt Lake Municipal Services District on the 13th day of November, 2024.**

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Keith Zuspan, Chair

**ATTEST:**

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Stewart Okobia, Clerk