



G R E A T E R S A L T L A K E

Municipal Services District

STAFF REPORT

Date: July 9, 2025

From: Brian Hartsell

RE: Proposed Policy & Bylaw Changes

Issue Summary

Several elements of the Bylaws require updates. The updates would render a previous policy obsolete.

1. *Alternate Board Member Appointments.* As a result of the update to the state code concerning the appointment of alternate board members, the MSD Bylaws require an update. Proposed redlines have been included in the meeting packet for this agenda item.
2. *Purchasing.* We've also identified an inconsistency between a previously approved purchasing policy and the Bylaws. In 2019, the board approved a policy authorizing the General Manager to approve expenditures up to \$50,000. MSD bylaws indicate that the General Manager has a \$25,000 approval limit, while the Board Chair has a \$40,000 limit.

Utah Administrative Code R33-5-107 allows for the purchase of items over \$5,000 and up to \$50,000 to be acquired by obtaining two quotes. A \$100,000 threshold also exists for a more simplified procurement of professional services when under that amount, and more involved RFP/RFQ process when over that amount. To resolve the inconsistency between the policy and the bylaws, and to align with this purchasing thresholds identified by the state procurement code, we are proposing some additional updates to the bylaws related to purchasing. A previously approved purchasing policy dated Sep 11, 2019, could be retired since the key points of that policy are now found in the bylaws.

Recommendation

Motion to approve updates to the MSD Bylaws and rescind purchasing policy dated Sep 11, 2019. The updated bylaws give authority to the General Manager to approve purchases up to \$50,000, and the Board Chair up to \$100,000.

Attachments

1. Proposed edits to the Bylaws
2. Purchasing Policy dated Sep 11, 2019