



**MEETING MINUTES FOR THE
BOARD OF TRUSTEES WORK MEETING
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT
(MSD)**

Friday, November 30, 2018, 3:00pm.

2001 S. State Street, Council Chambers, N3-930
Salt Lake City, UT 84190

Trustees Present:

Joe Smolka, Chair
Paulina Flint, Vice-Chair
Dan Peay
Kelly Bush

Trustees Excused:

Richard Snelgrove

Others Present:¹

Bart Barker, MSD General Manager
Mark Anderson, MSD Legal Counsel
Cathy Jensen, CFO for MSD
Jared Steffey, Salt Lake County Public Works Fiscal Administrator
Scott Baird, Public Works Department Director
Lupita McClenning, Planning and Development Director
Sam Klemm, Policy Advisor for Salt Lake County Councilman Richard Snelgrove
Paul Ashton, Legal Counsel for White City and Magna Metro Townships

1. Call to order

Joe Smolka, Chair, called the meeting to order.

2. Public comments

There were no public comments.

3. Appointment of an MSD Clerk (Discussion and Possible Action)

It was moved by Trustee Bush and seconded by Trustee Peay as follows:

¹ Other individuals may have been present who were not specifically recognized by the Chair.

That Cathy Jensen be appointed the Clerk of the MSD.

The motion carried with Trustees Smolka, Flint, Peay, and Bush each voting “aye.”

4. Appointment of an MSD Records Officer (Discussion and Possible Action)—Bart Barker and Mark Anderson

It was moved by Trustee Bush and seconded by Trustee Peay as follows:

That Ina Oviatt be appointed the Records Officer of the MSD.

The motion carried with Trustees Smolka, Flint, Peay, and Bush each voting “aye.”

5. Consideration of budget matters preliminary to the December 5, 2018, budget hearings (Discussion and Possible Action)

a. 2018 Budget Adjustments

Jared Steffey explained that he reviewed and verified the budget adjustments that had previously been approved. These budget adjustments were done for capital projects only, and had not been set up correctly. Mr. Steffey suggested doing the budget adjustments the way that they should have been done in the first place, after establishing new capital improvement projects. Trustee Flint suggested putting a more detailed description in the adjustments. Mr. Steffey suggested not doing a lot of corrections on what had already been done, but rather just setting up the new system correctly. Mr. Steffey and Cathy Jensen are working this.

Sam Klemm, Policy Advisor to Trustee Snelgrove, asked why the Class B and C revenues have more money than originally reported. Bart Barker explained there was a change to the State law, which Mr. Steffey then described. Mr. Steffey has been working with Kara Trevino, the County Council’s Legislative Director, to find out why errors were made by the State. Mr. Barker explained that the information in the spreadsheet included road miles and population that were used by the State for the formula. Trustee Flint suggested holding on to the money and not spending it because the State may eventually want it back once corrections are made.

Mr. Steffey and Mrs. Jensen will be going through the metro townships’ budgets to make sure that they are balanced by next Wednesday’s meeting.

b. 2019 Budget Updates

Mr. Steffey updated the 5-year budget plan for each of the metro townships. Mr. Steffey and Mrs. Jensen adjusted the 2019 MSD budget to account for the five MSD employees’ insurance, benefits, retirement, health insurance, and other professional fees. Scott Baird, Salt Lake County Public Works Department Director, suggested having an engineering consultant assigned to the MSD. Trustee Flint suggested having an engineer hired exclusively for the MSD. The Board increased the budget by \$100,000 to fund it.

Trustee Smolka asked about the ACCT contribution. Trustee Flint asked what the ACCT insurance covers.

c. Future and funding of Community Outreach and Engagement

Bart Barker explained that Alison Weyher’s position is being eliminated, after her retirement from the position. Mr. Steffey adjusted the budgets to accommodate having an administrator for Emigration Canyon Metro Township and the unincorporated areas. Mr. Barker is going to meet with the County and ask them do direct billing, so we can adjust for the errors as they come in, instead of waiting 15 months after the fact.

d. Discussion of Justice Courts 2018 and 2019 budgets

Mr. Steffey said that we would adjust the budget for the \$1.5 million for 2018. The 2019 budget will be adjusted to \$1.2 million. The justice courts will then provide ticket breakdown information. Trustee Flint suggested that their budget is based on population, until we receive the ticket information, for which we’ve been waiting for months.

6. Planning and Development 2019 Goals and Outcomes (Discussion)

Lupita McClenning explained that the County has a new planner, Diana Martinez, who will be starting soon to work at the front counter. They are also hiring a new GIS person. They are looking at the work-loads and verifying the employees that are needed. They also have some retirements that are coming up. They are going to be changing how the weekly reports are prepared and how the information is shared. Mrs. McClenning wants to increase the level of customer service that is offered and hold the staff accountable. Mrs. McClenning will get the general plans for each of the Metro Townships. Mr. Klemm suggested that Mrs. McClenning come to the January LUCC Meeting.

7. Discussion of annexations by cities, withdrawal of annexed property from the MSD, and related legislation proposed by Sandy City (Discussion and Possible Direction)

Mark Anderson met with the Deputy Mayor of Sandy City. Sandy City has gone to Senator Lincoln Filmore. Sandy has said that annexation of an unincorporated area into Sandy will mean an immediate withdrawal from the MSD. Mr. Anderson and Mr. Barker had explained the boundary adjustment process to the City. Sandy wasn’t aware of the process. Mr. Anderson explained to them how the process works, but Sandy thought it involved too much red tape. Mr. Anderson and Mr. Barker asked why Sandy wanted to do this? The first response they made was to avoid double taxation, and that there is too much red tape. With the concurrence of the MSD Board, the annexation/withdrawal process will happen. From the MSD service standpoint, it would be better for the small Sandy islands to not be part of the MSD. Paul Ashton, legal counsel for White City and Magna Metro Townships, asked Mr. Anderson if he had asked the UASD to draft the bill. Mr. Klemm said that he would much rather be involved in crafting the Bill, than having someone else draft it. Mr. Klemm asked the Board to have Mr. Anderson and Mr. Barker talk with Kara Trevino.

It was moved by Trustee Bush and seconded by Trustee Flint as follows:

That Mr. Anderson and Mr. Barker talk to Kara Trevino, Salt Lake County Council's Legislative Director, regarding the Bill concerning withdrawal of annexed properties from the MSD.

The motion carried with Trustees Smolka, Flint, Peay, and Bush each voting "aye."

8. Consideration of the purchase of a municipal and district accounting system (Discussion and Possible Action)

Mr. Barker stated that they will be bringing forward a proposal for the accounting system that will cost about \$50,000. Mr. Barker and Mrs. Jensen will present three proposals to the Board during the next meeting.

It was moved by Trustee Flint and seconded by Trustee Bush as follows:

That staff proceed with acquiring the new accounting system.

The motion carried with Trustees Smolka, Flint, Peay, and Bush each voting "aye."

9. Update on the engagement of a Land Use Attorney (Discussion and Possible Action)

Mr. Barker announced that the law firm of Smith Hartvigsen has been chosen to be the land use attorney for the MSD. Mr. Anderson and Mr. Barker have asked Smith Hartvigsen to submit a contract proposal to the MSD for review. Magna is already working with Smith Hartvigsen.

It was moved by Trustee Flint and seconded by Trustee Bush as follows:

That Mr. Barker negotiate with Smith Hartvigsen and approve a final contract with Smith Hartvigsen for land use attorney services.

The motion carried with Trustees Smolka, Flint, Peay, and Bush each voting "aye."

10. Other Metro Township, Unincorporated County Community Councils and Greater Salt Lake Municipal Services District business (Discussion)

Mr. Barker shared the contents of Mayor McAdams' letter with the Board.

Trustee Smolka shared how well the COG Meeting went yesterday.

11. Adjourn

Trustee Flint moved to adjourn the meeting. The motion was seconded by Trustee Bush and the meeting was declared to be adjourned by Chair Smolka.

Approved by the Board of Trustees on the _____ day of _____, 2019.

Joe Smolka, Chair

Attest:

Cathy Jensen, Clerk

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