

**GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT  
(MSD)**

**MINUTES OF THE  
BOARD OF TRUSTEES MEETING**

Wednesday April 10, 2019 6:00 p.m.  
At 2001 South State Street #N1-100 Council Chambers  
Salt Lake City, Utah

Trustees Present:

Joe Smolka, Chair  
Paulina Flint, Vice-Chair  
Kelly Bush  
Sean Clayton (via conference phone)  
Max Burdick  
Dan Peay

Others Present:<sup>1</sup>

Bart Barker, MSD General Manager  
Cathy Jensen, MSD Chief Financial Officer  
Mark Anderson, MSD Legal Counsel  
Ina Oviatt, MSD Office Manager  
Lupita McClenning, Division Director—Planning and Development Services  
Greg Schultz, Municipal Administrator for Magna and White City Metro Townships  
Paul Ashton, Legal Counsel for Magna and White City Metro Townships  
Kade Moncur, Division Director—Salt Lake County Engineering and Flood Control  
Robert Thompson, Watershed Manager – Salt Lake County Engineering and Flood Control  
Ryan Perry, Senior Advisor to Salt Lake County Mayor Jenny Wilson  
Scott Baird, Salt Lake County Public Works Department Director

**1. Call to order**

Joe Smolka, Chair, called the meeting to order.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Public comments**

There were no public comments.

**4. Consideration of minutes from March 25, 2019 and August 29, 2018; and presentation of notes from November 9, 2018 (no quorum)**

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

Bart Barker noted a correction in the March 25, 2019 Board meeting minutes regarding Ryan Perry's title. His correct title should read "Senior Advisor to the Salt Lake County Mayor".

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

**That the March 25, 2019 and August 29, 2019 MSD Board Meeting minutes, with the correction to Ryan Perry's title, be approved.**

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

#### **5. Presentation on snow pack, runoff and flooding potential**

Robert Thompson shared snow pack information generated by the Colorado Basin River Forecast Center. The saturation data for each of the Metro Townships was surprising. Apparently, any water that falls has nowhere to go, so the pooling of water in the Metro Townships should be expected.

Kade Moncur shared the status of the Emergency Action Plan with the Board. In preparation for anticipated added moisture, Salt Lake County has partnered with the Unified Fire Authority and Salt Lake City to obtain access to residents. He described the sandbag stations that will be made available for any Salt Lake County resident. Any resident can go to the Midvale Operations Center (located at 604 West 6960 South) and receive 25 filled sandbags, free of charge. County Engineering and Flood Control can also deliver a load of sand and empty bags to communities or neighborhoods where the residents prefer to fill their own sandbags. He suggested that residents not ask for filled sandbags to be delivered, so filled sandbags can be reserved for residents with immediate flooding needs.

Trustee Flint asked what Flood Control is doing with the deadfall from the last snow storm. Mr. Moncur responded that Flood Control relies on residents to call-in and report issues with fallen limbs. Flood Control will then remove them. Flood Control has employees walking the streams, but reliance is placed on residents to identify issues.

#### **6. Consideration of a Federal Aid Agreement with UDOT for Kearns Bicycle Route Signing Wayfinding**

Trustee Bush asked that this agenda item be tabled until the next Board meeting, so she can first meet with Kade Moncur and Madeline Francisco-Galang to discuss the project. This item will be moved to the May 8, 2019 MSD Board meeting agenda.

#### **7. Request for approval of a consultant to provide a market study and to help design a compensation plan and philosophy**

Cathy Jensen explained that MSD staff has issued an RFP for a market study of the MSD's compensation plans. Two companies have responded. Mrs. Jensen, Lupita McClenning, and Bart Barker, acting as an evaluation committee, determined that the Employers Council's proposal represents the best value to the MSD. The Employers Council will require that the MSD become a member of its organization. The first year

will cost \$1,450.00 and later, as the MSD brings the rest of the Planning and Development department over, the cost will probably rise to \$5,800.00. The Employers Council will set up the MSD's personnel system, job descriptions, pay scales, etc.

Bart Barker provided background respecting the need for an RFP for a market study, compensation plan, and philosophy. He said that Lupita McClenning is having a hard time finding qualified applicants for open positions in the Planning Department in the current labor market. A market study will help her recommend a compensation plan that will be attractive to potential applicants.

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

**That the MSD enter into a contract with the Employers Council for a compensation market study and to design a compensation plan and philosophy.**

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

#### **8. Update on Salt Lake County reduction in force and MSD recruitment process**

Lupita McClenning explained that Salt Lake County Human Resources will present information regarding the process for a reduction in force to County Planning and Development employees. The employees will be given an opportunity to apply for jobs with the MSD. Mrs. McClenning has conducted an analysis to get an idea of the abilities possessed by the current employees. Scott Baird, the Salt Lake County Public Works Department Director, has asked that the employees be treated fairly. If any County employees won't be employed by the MSD, the County wants to know immediately in order to make a plan for them. Mrs. McClenning explained that she has been very transparent with the employees regarding her expectations. The Planning and Development team has held two retreats to help with employee morale, and they have a "book club," with participating employees reading *Managing for Results*. The employees are discussing what they are learning with their peers.

Trustee Burdick asked how the benefits package is coming along. In response, Bart Barker updated the Trustees respecting the to-do list for the insurance package. Autistic coverage will be added for employees who have that need.

#### **9. Presentation of financial reports—Cathy Jensen, CFO**

Cathy Jensen reviewed each Metro Township's final 2018 Budget numbers, along with comparisons from the prior year's budget. The Copperton Cemetery has been separated from the Copperton Metro Township, and Mrs. Jensen is waiting for confirmation from Trustee Clayton on how he wants the cemetery account to be set up. It is currently set up as a restricted fund balance. It can either be a perpetual or a fiduciary fund.

The fund balance for the general fund for the Metro Townships can be between 5% and 25%.

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

There was no other business to discuss.

**11. Adjourn**

Trustee Bush moved to adjourn the meeting. The motion was seconded by Trustee Peay. The motion carried with Trustees Smolka, Flint, Burdick, Bush, Clayton, and Peay each voting “aye.” The meeting was then declared to be adjourned by Chair Smolka.

Approved by the Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Joe Smolka, Chair

Attest:

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Cathy Jensen, Clerk

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