

**UNOFFICIAL NOTES FROM THE  
BOARD OF TRUSTEES WORK MEETING  
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT**

Held Friday, November 9, 2018, 3:00 pm.

2001 South State Street, Suite N3-930

Salt Lake City, UT 84190

*Not an official meeting, due to lack of a quorum*

Trustees Present:

Joe Smolka  
Paulina Flint  
Dan Peay  
Sean Clayton

Trustees Excused:

Kelly Bush  
Richard Snelgrove

Others Present:<sup>1</sup>

Bart Barker, MSD General Manager  
Mark Anderson, MSD Legal Counsel  
Cathy Jensen, MSD Chief Financial Officer  
Jared Steffey, Salt Lake County Public Works Fiscal Administrator  
Sam Klemm, Senior Policy Advisor  
Helen Peters, Salt Lake County Program Manager for Transportation

**1. Call to order:**

By law, each member of the MSD Board of Trustees has weighted voting power based upon the relative population of the area represented by the Trustee. Trustee Bush represents the Kearns Metro Township, which has the largest population of any of the Metro Townships, and Trustee Snelgrove represents the remaining unincorporated area located within the MSD. Together, Trustees Bush and Snelgrove represented more than 50% of the total voting power of the Board. Consequently, a quorum not being present, it was not possible to convene an official meeting of the Board of Trustees. Nevertheless, the Trustees present decided to informally discuss the items contained in the property noticed agenda.

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<sup>1</sup> Other individuals who were not recognized by the Chair may also have been in attendance.

After calling everyone to order, Chair Smolka introduced Cathy Jensen, the newly hired Chief Financial Officer for the MSD. Cathy will start work on November 26, 2018.

**2. Public comments:**

There were no public comments.

**3. Approval of minutes for the October 10, 2018 meeting:**

A quorum not being present, this agenda item was not discussed.

**4. Closed session to discuss imminently threatened litigation:**

This agenda item was not discussed.

**5. Presentation on transportation funding:**

Helen Peters, the Salt Lake County Program Manager for Transportation, presented the transportation planning process to the Board. She discussed the Wasatch Choice 2050 Program, which will be adopted in May, 2019. Every community should have a General Plan and a Transportation Master Plan. The Transportation Master Plan is required by state law.

Vice-Chair Flint shared concerns about not being included in communications on the forms that need to be taken care of before funding may be obtained. She was told that, because the White City Metro Township doesn't have a General Plan, White City wouldn't receive funding. Ms. Peters suggested going to the Wasatch Front Regional Council (WFRC) website to get all of the needed information. The Salt Lake County Transportation Choice Committee has established criteria for the application process.

**6. Update on Brighton incorporation:**

Bart Barker provided an update on the incorporation of the Town of Brighton. Brighton residents have voted to incorporate as a town. Mr. Barker plans to meet with the incorporators next week. The town council election will take place in 2019, with the officials to take office in January of 2020. The Brighton Mayor will sit on the MSD Board. Brighton has approximately 265 residents.

**7. Update on proposed 2019 Budget, including additional information and changes since previous 2019 budget discussion:**

Jared Steffey presented information regarding the proposed 2019 Budget. He updated the 2018 Budget line item for Class B road revenue for the unincorporated area and also

updated the line items regarding fees and other items. He split the Budget line items into three categories (Planning and Development, Engineering, and Justice Courts).

**8. Discussion of 2018 Justice Court budget:**

Jared Steffey discussed the 2018 Justice Court Budget. There was a major breakdown in communications between the Justice Court and the MSD. The resulting issues are being worked out.

**9. Update on interest earnings:**

Jared Steffey discussed the MSD's interest earnings for August 2018. Mr. Steffey discovered a problem with the way his predecessor recorded revenues and expenses. Mr. Steffey has now properly recorded everything up through September, and will continue to look for resolutions to this problem.

**10. 2019 legislative update:**

This agenda item was postponed until a later meeting.

**11. Consideration of requests for budget adjustments:**

Jared Steffey presented Budget adjustment requests. The first was for an increase of \$165,000 for the 3500 South Sidewalk Project between 7640 West and 7690 West. This request will increase the Budget item from \$103,656 to \$284,546. Bart Barker talked about the demographics of the area and explained that children are walking to school with no sidewalks, which is especially dangerous during the winter season.

Mr. Steffey also presented requests to reduce the Budget for the 7200 West Bridge on the Utah-Salt Lake Canal from \$135,207 to \$0, and to reduce the Budget line item for the 7200 West Project between SR201 and 3500 South by \$29,793, from \$40,395 down to \$10,602.

Mr. Steffey also discussed re-encumbering \$553,132 in project funding for projects that were budgeted in prior years but, because of accounting changes, the projects were not constructed and the prior encumbrances were cancelled. This Budget adjustment will encumber the funding in 2018. The projects affected are:

<b>Project Number/ Amount</b>	<b>Description</b>
CI6120012 \$13,403.86	Emigration Canyon Slope Stabilization

MC140013 \$32,826	Millcreek Canyon Bike Lanes
TB140001 \$171,210.25	8400 West Pedestrian Overpass
CJ080019 \$55,021	Wood Hollow at Redwood Road Culvert
CJ213004 \$280,670	4700 South Environmental

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

Vice Chair Flint discussed the Utah Association of Special Districts. She prepared a list of about 11 “best practices” that the MSD needs to follow, because they are required by law. She discussed a new law that will require all government entities to register on a central website run by the Lieutenant Governor’s office. Other items on the list include fiscal reporting requirements, bonding requirements for board members, and loss prevention.

**13. Adjournment:**

Since a quorum was lacking, the foregoing notes are not official minutes of the MSD Board and, therefore, have not been formally adopted by the Board. They constitute unofficial notes concerning the public discussion that took place on November 9, 2018.