



G R E A T E R   S A L T   L A K E

# Municipal Services District

## GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT (MSD)

### MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

March 25, 2020 at 6:00 p.m.  
2001 South State Street, N3-600 North Conference Room  
Salt Lake City, UT 84190  
Video Conferencing by Zoom

#### **Trustees Present:**

Chair Joe Smolka  
Vice-Chair Paulina Flint (via Zoom)  
Dan Peay  
Keith Zuspan  
Sean Clayton (via Zoom)  
Kelly Bush (via Zoom)

#### **Staff Present:**<sup>1</sup>

Brian Hartsell, Associate General Manager  
Izabela Miller, Operations Officer (via Zoom)  
Lupita McClenning, Director of Planning and Development Services (via Zoom)  
Marla Howard, Chief Financial Officer (via Zoom)  
Ina Oviatt, Office Coordinator/Records Officer  
Rachel Manko, Business Analyst  
Janeth Marroquin, Technical Support Specialist  
Mark Anderson, Legal Counsel (via speaker phone)  
Trent Sorensen, Chief Building Official (via Zoom)  
Crystal Hulbert, Salt Lake County Public Works Engineering (via Zoom)  
Madeline Francisco-Galang, Salt Lake County Public Works Engineering (via Zoom)  
James Woodward

#### **Staff Excused:**

Bart Barker

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

Chair Smolka called the meeting to order at 6:06 p.m.

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<sup>1</sup> Other individuals may have been present, in person or via Zoom, who were not specifically recognized by the Chair.

## **2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

## **3. Public Comments**

There were no public comments.

## **4. Approval of Meeting Minutes**

There were no meeting minutes to be considered.

## **5. Earthquake update**

Trustee Peay updated the Board concerning the chain of events that happened the day of the earthquake. Magna was the closest community to the earthquake epicenter. Trustee Peay, who is the Mayor of Magna, was in Arizona at the time, so Magna Mayor Pro Tem Trish Hull took charge during Mayor Peay's absence. Trustee Peay summarized the earthquake damage to his community: Magna has experienced approximately 200 aftershocks since the 5.7 earthquake on March 18, 2020. Approximately 15 to 20 families were displaced from apartments located on Magna Main Street. The American Red Cross turned Taylorsville High School into temporary housing and placed some of the displaced families in hotels. Most of the families have now been cleared to go back to their homes. There was also significant damage to businesses on Magna Main Street. Magna Main Street was blocked off for two days, but it has been scaled back now so that only buildings that were red tagged as unsafe to enter have been blocked off. The Webster Center, where Magna Metro Township's office is located, didn't sustain any damage, so that became the command center for the emergency crews.

Trustee Peay explained that, having nothing to identify herself, it was a challenge for Mayor Pro Tem Hull to function effectively. The Trustees and staff discussed sources from which ID badges might be obtained for MSD, Metro Township and Town of Brighton officials. Possible sources include contracting with Salt Lake County or reaching out to Utah Warn to obtain badges.

Trent Sorensen described how MSD Public Works engineers, building inspectors and code enforcement officers have been going street by street to contact residents in the hardest hit areas to assess and document damage caused by the earthquake. The teams then branched out in vehicles for more broad assessments in Magna, Kearns, Copperton and White City. He described the difficulties being encountered in assessing the damage from the earthquake, not the least of which are complications caused by COVID-19. The teams are taking precautions to protect the residents and themselves. Whenever possible, they are assessing damage from the outside of houses, rather than going inside. They may triage the worst situations now and put off addressing structures with only minor damage for a couple of months, after the COVID-19 pandemic hopefully slows down. Another option is to obtain protective gear (including face masks and gloves) for the teams so they can enter houses to assess the damage.

In response to a question from Chair Smolka, Chrystal Hulbert described in greater detail how businesses and homes are being evaluated. She estimated that only three individuals will need safety gear to go back into houses to assess the damage. In response to another question from Chair Smolka, Marla Howard agreed to immediately prepare a form to track time spent by MSD personnel responding to the earthquake.

Trent Sorensen advised the Trustees that constituents who are concerned about damage should fill out a survey, after which the MSD team can assess the damage to their homes. He explained that residents of some older homes are reluctant to acknowledge earthquake damage for fear that they will be required to leave their homes. That fear is exacerbated by the desire of residents to be isolated in their homes during the COVID-19 emergency.

Brian Hartsell explained that he, along with Lupita McClenning and James Woodward, participated in an Emergency Command Center (“ECC”) meeting and obtained more information concerning submitting damage assessment forms to FEMA (Federal Emergency Management Agency). The information must be submitted by April 22, 2020. FEMA will then determine if federal assistance will be provided. Residents with earthquake insurance should look to their insurance to repair earthquake related damage. Other residents must document their damage for possible FEMA reimbursement.

James Woodward described the \$3,900,000 damage threshold that must be met before FEMA will trigger access to federal assistance. There has been no federal emergency declaration, but a state declaration was made on March 20, 2020. Mr. Woodward briefly reviewed damage appraisals that are required for residences, businesses and government buildings. Cost appraisals are not required to submit a residential claim. At the state’s request, FEMA has granted a 30 day extension for information to be gathered and claims to be submitted, which ends on April 22, 2020. Information will first go to the state for evaluation. By the middle of May, the state will submit a report to FEMA, and FEMA will make a determination. If the FEMA threshold is reached, Small Business Administration loans may be available to assist impacted businesses. Once FEMA reviews all of the information, including information from FEMA inspectors, a determination concerning whether federal funding will be available will likely be made in June or July. Mr. Sorenson suggested leaving door hangers to advise building occupants and owners to gather documentation that will be required by FEMA. Mr. Hartsell noted that the MSD website is being updated to inform residents to save damage repair receipts and submit damage assessment forms. James Woodward declared that MSD staff has learned a lot from this experience that may be valuable in the future.

## **6. Coronavirus update**

Brian Hartsell reported that the MSD receives daily updates, situation reports and intelligence briefings from the ECC and also receives updates from the COVID-19 Task Force, federal, state, and local officials, the Governor’s office, and the Utah League of Cities and Towns. The updates have enabled the MSD to ensure that its operations and practices are consistent with statewide directives and practices. MSD levels of service will be affected in some degree. The Metro Townships and the Town of Brighton have declared local emergencies. The MSD has implemented an emergency personnel policy under which the General Manager may address and stagger work schedules, promote social distancing, accommodate video conferencing, approve telecommuting, and address the use of sick time and administrative leave during the COVID-19 quarantine period. A temporary take home vehicle policy for building officials and code enforcement officers is being developed, to enable them to work more efficiently and safely during the current emergency. Management continues to evaluate strategies to lower expenses. Fortunately, there was a significant Budget under expenditure last year. As a result, the MSD has a healthy fund balance and it will not be necessary to consider reducing our workforce at this time, but vacant positions may not be filled. The statutory Class B Road Funds “hold harmless” provision will drop from 14% to 7%, effective July 1, 2021. That will result in an estimated \$2,400,00 annual reduction in revenues starting in 2022, with an estimated \$1,200,000 reduction in revenue in 2021.

Mark Anderson explained that the emergency personnel policy referenced by Mr. Hartsell could either be ratified by the Board under this agenda item or be treated as an administrative action within the General

Manager's authority to manage the day-to-day business of the MSD. The Trustees were in agreement that the emergency personnel policy can be treated as an administrative action under the General Manager's jurisdiction. However, Trustee Flint suggested that the Board address the District's Emergency Management Policy in the future, including ratifying the emergency personnel procedures that are currently being generated and implemented by Mr. Barker and his management team. Mr. Woodward may include the emergency personnel policy in the District's Emergency Management Plan. Mr. Woodward intends to present an Emergency Operating Plan, a Continuity Plan, and forms, all of which will be on a flash drive, for consideration during a Board meeting in April or May. Mr. Woodward is also putting together a comprehensive Emergency Response Plan for the Magna Metro Township.

Chair Smolka expressed his appreciation for the professional way Trish Hull handled public relations in connection with the earthquake.

Chair Smolka asked for opinions concerning whether the MSD should provide a list of service providers that could be available to constituents in the event of a lockdown. A brief discussion ensued with Trustees Flint and Clayton making comments and asking questions and Lupita McClenning and James Woodward providing clarifying information. Mrs. McClenning noted that the Citizen Problem Solver app on the MSD website will enable residents to communicate issues and concerns to the MSD. She added that the GIS/IT team has been working feverishly to make sure that everyone can work remotely. It was emphasized that the MSD is open for business!

**7. Consideration of a deadline extension for application processes and performance bonds, and other efforts to facilitate business during the coronavirus crisis**

Trent Sorensen reported that, due to COVID-19 and the older ages of the inspectors, only those project inspections that are absolutely necessary are being conducted. Fees are not being charged for expired inspections. Essentially, builders and developers are receiving automatic extensions. His department is trying to be proactive, including performing some inspections remotely via video. Chair Smolka applauded the building officials for their efforts.

**8. General Manager report**

Brian Hartsell explained that his comments earlier during the meeting included General Manager Bart Barker's information. Lupita McClenning mentioned a customer survey that will identify areas where the MSD can improve and do things better to support the communities we serve. Chair Smolka indicated that Salt Lake City is implementing strategies for developers so that, when the COVID-19 emergency is gone, the City can hit the road running. He expressed a desire to look into ways and means that the MSD can use to aid in stimulating the economy when the time comes. Mrs. McClenning volunteered to reach out to her colleagues, particularly in the Utah League of Cities and Towns, for information and insights.

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

There was no additional business to come before the Board.

**10. Discussion of future agenda items**

No future agenda items were suggested.

**11. Adjourn**

After a motion to adjourn was made by Trustee Peay, Chair Smolka declared the meeting to be adjourned at 7:27 p.m.

Approved by the Board of Trustees on the \_\_\_\_ day of April, 2020.

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Joe Smolka, Chair

**ATTEST:**

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Marla Howard, Clerk

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