



G R E A T E R   S A L T   L A K E  
**Municipal Services  
District**

**MEETING MINUTES  
BOARD OF TRUSTEES MEETING  
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT  
Wednesday, August 12, 2020, 6:00 p.m.**

*Due to the COVID-19 pandemic, this meeting will be held electronically\*. To watch or listen, please see the information at the end of this agenda.*

Members of the Board of Trustees may participate electronically. Portions of meetings may be closed for reasons allowed by statute. Motions relating to any of the items listed below, including final action, may be taken.

**Trustees Present:**

Joe Smolka, Chair <sup>1</sup>  
Paulina Flint, Vice-Chair  
Kelly Bush  
Sean Clayton  
Dan Peay  
Keith Zuspan

**Trustees Excused:**

Max Burdick

**Staff Present:**

Bart Barker, MSD General Manager  
Brian Hartsell, MSD Associate General Manager  
Marla Howard, MSD Chief Financial Officer  
Lupita McClenning, MSD Director of Planning and Development Services  
Izabela Miller, MSD Operations Officer  
Ina Oviatt, MSD Records Officer  
Mark Anderson, MSD Legal Counsel  
Bob Thompson, Salt Lake County Watershed Manager  
Kade Moncur, Salt Lake County Director of Engineering and Flood Control  
Mike Reberg, Salt Lake County Associate Deputy Mayor

**Others Present:**

Paul Ashton, Magna Metro and White City Legal Counsel

**1. Call to Order - Joe Smolka, Chair**

Chairman Smolka called the meeting to order at 6:00 pm.

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<sup>1</sup> All participants listed above joined the meeting electronically. Other individuals may have been present or via Zoom, who were not specifically recognized by the Chair.

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<b>Trustees</b>						
<b>Joe Smolka</b>	<b>Paulina Flint</b>	<b>Max Burdick</b>	<b>Kelly Bush</b>	<b>Sean Clayton</b>	<b>Dan Peay</b>	<b>Keith Zuspan</b>
<b>Chair</b>	<b>Vice Chair</b>					

## **2. Pledge of Allegiance**

The Pledge of Allegiance was not recited.

## **3. Statement of Board Chair concerning the temporary conduct of electronic meeting of the board consistent with the Utah Open and Public Meetings Act**

Chair Smolka read the provision concerning the conduct of electronic meeting consistent with the Utah Open and Public Meeting Act since he wasn't at the host site.

## **4. Public Comments** (up to 3 minutes each)

No comments were read into the meeting.

## **5. Approval of Meeting Minutes** for July 22, 2020.

Trustee Bush moved to approve the minutes for July 22, 2020. Trustee Zuspan seconded the motion.

**Chair Smolka, Trustees Flint, Bush, Zuspan, Clayton and Peay voted "aye" and the minutes were approved unanimously.**

## **6. Consideration of 2020 Greater Salt Lake Municipal Services District Stormwater Management Plan**

Bart asked to pull this subject off the agenda for tonight due to some issues with the accuracy of the document.

Bart asked Kade Moncur to discuss the FEMA national flood insurance requirements and getting compliant with the NFIP. Every member is now in the system. Unincorporated was already in the NFIP and Brighton is part of Unincorporated therefore is part of the zoning control. Now there needs to be an update to the FEMA flood plain ordinance. He explained the process and how Title 17 doesn't apply to the Metro Townships. He mentioned that Title 17.6 needs to be re-written and put into Title 19. Kade is going to rewrite Title 19 and update the floodplain requirements to include the Members. He will detail the steps for each of the Members to follow to adopt the ordinance to be compliant with FEMA. Bart recommended that Title 17.6 be repealed.

Kade mentioned what Members are affected by the flood plain maps. Emigration has more issues than any other of the Members because the town runs next to a creek. Lupita noted that any of the members can challenge FEMA's flood plain map but need to be compliant with FEMA to do so. She briefly explained the process and the need to feel confident with FEMA.

## **7. 2021 Budget Overview Discussion**

### **a. Administrative budget request from Metro Townships, Town and County:**

Bart reviewed the schedule of special board meetings and when the budgets will be reviewed and approved.

He explained that we requested their proposed budget from each Metro Township, Town and County for 2021. As part of the process, Brian and Marla reviewed the projected sales tax and class B&C road funds for 2021 based upon the most recent results. In some cases, the projected revenue was less than originally thought, thus, revenues were reduced accordingly. A summary of the budgets was shared, and each Metro Township, Town and County's request was individually reviewed. Items requiring clarification will be reviewed and addressed by the affected Member.

Trustee Flint asked for an in-person, socially distant meeting to review the budget because reviewing it via a internet meeting is very difficult. The options were discussed. She also asked for the spreadsheets so she can take time for an in depth review. Bart informed the Board that the worksheet is still being updated and specifically mentioned the upcoming discussion with County Engineering which will affect Capital Projects. The worksheet will be delivered to the Board in addition to the five-year forecast. Copies can be made and delivered.

Brian briefly reviewed the potential projects that will be reviewed at the August 28<sup>th</sup>, or September 2<sup>nd</sup> board meeting. Trustee Flint asked for an accounting of the fund balances by member.

Marla pointed out that in the past that the fines collected from the Justice Court were allocated to each of the Members and then transferred to the MSD. For 2020 and going forward, she suggested that the funds will be booked directly to the MSD, thus reducing the accounting and which more accurately reflects the matching concept of revenues to expenses. The Chair thought that the Members had to take the funds directly then transfer the funds the MSD. This is the understanding of the Board. Marla will find out the payment requirements for the fines.

Paul suggested that a letter from the various councils approving this change be created and signed.

Brian stated that they are working closely with the County's engineering department to identify the capital projects that will be worked on during 2021. Each Metro Township, Town and Unincorporated County will have to prioritize those projects to fit within the budget and at the same time allow capacity for the ongoing projects to be adequately funded for 2021 if they are to progress.

Marla shared that the audit is in the last stages. The auditor has reviewed the notes and Pelorus is doing the schedules for the report. She doesn't have a confirmed delivery date, yet.

- b. Initial MSD budget overview:** Bart reviewed the overall budget summary, explaining the various parts of the report. He stated that after a few more adjustments the spreadsheet will be shared with the Members for their review.

## **8. Discussion of CARES Act sub-grants for UFA and UPD**

Paul reviewed the status of the agreements with subgrantees and stated that the county's DA office is not requiring the sub-agreements with the UFA but if the members would like they can enter into an agreement with the UFA. Brian stated that the MSD was ready to make any payments when the members are ready to do so. Paul indicated that he will contact the UFA legal to continue the process for White City and Magna.

Brian reported on the mandatory CARES expense reporting is due on August 15 for expenses paid through July 31. Since some Members have not yet received funds, no report is needed. For the rest, reports are due regardless of expenditures. Brian stated that the MSD can submit the reports on behalf of the Members and asked for their preference. He has all the DUNS numbers except for one, which is required for the filing. The report must be posted on the member's website and can be posted on the MSD's website, too.

Trustee Flint asked that the MSD do the reporting for White City. Chair Smolka asked the same for Emigration Canyon.

## **9. Planning and Development Services Strategic Plan Update**

Izabela shared that planning and development has made progress on their strategic plan and shared a summary of the various areas of accomplishments. The strategy was based upon the Board of Trustees comments and also from other constituents. Providing excellent customer services is a primary goal. Izabela shared specific website enhancement which includes statistical information that enables transparency to the public. She demonstrated some of the interactive functions that have been added, including fillable pdf forms that expedites filing processes. She thanked all of her support staff for their creativity and hard work.

Bart suggested that the members link their website to specific areas on the MSD website get the information out to the respective residents. He complimented the website improvements done by Maridene and the Planning and Development department and the accomplishments achieved. Trustee Flint suggested linking White City's website to link to the MSD website so the full functionality can be experienced. Other enhancements were discussed such as the citizen problem reporter. Izabela stated that they can work with the member's website developer to create the links. Chair Smolka suggested that this be included in the upcoming newsletter.

## **10. General Manager report**

Bart briefly discussed the five-year anniversary for the MSD. He spoke of the newsletter that will go to over 25, 000 households for a cost of about \$25,000. Maridene has negotiated some great prices for the publication and mailing services. The format will be a tabloid with the front page customized to each Member entity with a unique header and a letter from the respective Metro Township to their constituents.

The second part of the five-year celebration will be a picnic event that will be held at a park yet to be determined and restricted to a smaller group to maintained distancing. Attendees will be the Trustees, mayors, Salt Lake County service providers and MSD employees. He reviewed the history of the MSD's creation and the benefit to the Members by having local control over the services that they need.

**11. Other Metro Township, Town, Unincorporated County, and Greater Salt Lake Municipal Services District business**

Trustee Flint shared that Utah State Legislature is holding special session next week to consider special legislation on municipal annexation over county lines that needs to be monitored closely by the Members. Bart spoke about the technical amendment that included language allowing municipalities to annex land in another county which was passed a few months ago that had gotten consensus but really didn't have support for this specific item. He shared that there is a case in Summit County where Hideout is attempting to annex some open space in Summit County in order to build a town center. A copy of the legislation will be shared. Mark will be watching the boxcar bill in addition to Paul.

Also, the nomenclature with the state regarding the Members has been wrong. Bart indicated that the state will be fixing the issue at their level.

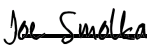
**12. Discussion of future agenda items (5 minutes)**

Chair Smolka asked if the August 28 morning meeting or the September 2 meeting needed to be in person. Trustee Flint feels that no in person meeting is needed if a usable copy of the spreadsheet is shared in advance of the meeting. Marla stated that the MSD will send out 11 by 17" copies of the master spreadsheet and the supporting individual Members' budget request to each Trustee enabling consistency.


**13. Adjourn** Trustee Flint moved to adjourn the meeting.

Meeting adjourned at 8:09 pm

**APPROVED:**

DocuSigned by:  
  
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Joe Smolka, Chair

**ATTEST:**

DocuSigned by:  
  
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Marla Howard, Clerk