



GREATER SALT LAKE  
**Municipal Services  
District**

**MEETING MINUTES  
BOARD OF TRUSTEES MEETING  
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT  
Wednesday, July 8<sup>th</sup>, 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  
Max Burdick  
Kelly Bush (was excused at 6:20 and returned at 6:40)  
Sean Clayton  
Dan Peay  
Keith Zuspan

**Trustees Excused:**

**Staff Present:**

Bart Barker, MSD General Manager  
Brian Hartsell, MSD Associate General Manager  
Marla Howard, MSD Chief Financial Officer  
Izabela Miller, MSD Operations Officer  
Ina Oviatt, MSD Records Officer  
Mark Anderson, MSD Legal Counsel  
Madeline Francisco-Galang, Salt Lake County Public Works Engineering  
Kevyn Smeltzer, Salt Lake County Director of Public Works  
Scott Baird, Salt Lake County Public Works Director

**Others Present:**

James Woodward, Municipal Emergency Management Planner

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

Called to order at 6:02 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. Public Comments** (up to 3 minutes each)

No public comments were read into the minutes.

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

Meeting minutes for May 13, May 27, June 10 and June 24, 2020.

**Trustee Bush made a motion to approve all the minutes as presented.  
Trustee Clayton seconded.**

The motion passed with Smolka, Flint, Bush, Clayton, Burdick, Peay and Zuspan voting “aye”.

## **5. Presentation on the Salt Lake County Division of Emergency Wildland Interface Management Annex draft plan**

Jim Woodward shared a presentation on the Salt Lake County Wildland Interface Annex plan.

He shared the process and the focus of the study which is on the four major canyons, those communities abutting the Wasatch Front and areas with highly flammable brush and grass. He pointed out that there needed to be expanded wildland firefighting credentialing for UFA and USFS staff in addition to strengthening equipment standards. He highlighted the conclusions from the study and the communities that will be reviewed because of the immediate impact. He summarized what the ANNEX will address. It will include critical documents, maps, visuals or data, GIS and topographical maps showing ingress for emergency responders and egress, escape routes for citizens, and locations of high-risk populations. Their goal is to create a GIS database of vulnerable citizens for immediate access by emergency responders. The report will be comprehensive with an overall strategic plan. He shared the timeline with the key dates. It will be a tight timeline for review and approval by the metros.

He also encouraged the Town and Townships that haven't already to pass a resolution adopting the Salt Lake County Hazard Mitigation Plan (HMP) since it was approved by the State and FEMA. Unified Fire Authority has worked with Hagerty Consulting to develop and update several Emergency Plans as part of completing the Certified Emergency Management Plan (CEMP).

COVID-19 pandemic has affected the normal flow of information between organizations. There is a limited number of emergency managers and elected officials who have received NIMS, ICS or other formalized training. Public education training regarding ingress/egress and evacuation routes, shelter in place other emergency staging areas is needed.

Trustee Flint shared the process for her community to receive CERT training that may not meet the standards by UFA.

**6. Consideration of agreements with WSP USA Inc and Horrocks Engineers, Inc for rights of way services for the 4700 South project between 4015 West and 5600 West in Kearns**

Madeline Francisco-Galang reviewed the projects, the partners, funding and the agreements. Requesting approval of the contracts.

**Trustee Peay moved to approve the agreements with WSP USA Inc. and Horrocks Engineers, Trustee Burdick seconded, and it was approved unanimously with Trustees Smolka, Flint, Bush, Clayton, Burdick, Peay and Zuspan voting “aye”.**

**7. Discussion of GRAMA fees and process**

Marla Howard and Mark Anderson reviewed the reason behind the change to the fee schedule and policy. Chair Smolka asked some questions about the appeal process which was clarified. Mayor Flint also stated that an appeal can also go to the state.

Trustee Flint stated that the fees need updating and the blanks filled in and asked that the item be deferred to the next agenda for review and voting. Mark addressed the fee structure and the reason for the change. Paul Ashton recommended that we bring over the existing numbers.

**Trustee Flint moved that the fees be moved over from the development fee schedule and that the \$25 fee be removed to comply with statute. Trustee Flint withdrew her motion and deferred this agenda item to the 7/22/20 agenda.**

The was a discussion about the fees and the cost based upon the size of the plans. Trustee Clayton shared the process with the board.

**8. Consideration of Resolution 2020-07-01 for Amendment No. 1 to the Master Development Agreement for Olympia Hills**

Mark reviewed the purpose of the resolution regarding the school district and that if the school district acquires additional land that it will be treated the same as the original MDA.

**Trustee Flint moved to approve the Resolution as presented, the motion was seconded by Peay, was unanimous with Chair Smolka, Trustees Burdick, Bush, Clayton and Zuspan voting “aye”.**

**9. General Manager report**

Bart shared his report and informed the board that he, Brian and Marla have been looking closely at the sales tax and class B&C road funds and the impact of the COVID-19 pandemic on revenues. He shared that to date there hasn't been the drop that was anticipated. He stated that at the next meeting he will share with the board the five-year projections. He shared that the MSD and the metros has benefitted from the conservative spending of the metro's and the MSD which has resulted in a healthy rainy-day fund. He will be sharing some other information that was asked for by Trustee Flint.

Brian reported on CARES. He shared that MSD received the first payment advice from SL County on behalf of Kearns. The funds will be deposited in the MSD account, but will be moved to the account set up for CARES funding. He asked for direction on whether the members were willing to pay for MSD COVID-19 costs on a pro-rata basis. This must be discussed with the various councils. He stated that all of the expenses would meet the criteria and would be documented according CARES reporting requirements. He gave an example of costs that would be considered. He asked if the members would provide guidance regarding reimbursement to MSD. Trustee Bush asked how long it would take to get an agreement created for review. Brian stated that they would work to have an agreement created within two or three weeks. Trustee Clayton asked if it was an allowable expense to reimburse the MSD for COVID related expenses. Brian stated that the agreements with the county allowed for sub-granting, but that an opinion from the County's DA be obtained. Trustee further clarified his concern about paying another governmental agency. Trustee Flint shared that Nathan Bracken stated that MSD can be reimbursed but a detailed itemized invoice and the purpose of the allowable cost must be presented for payment. Brian stated that he will verify with the district attorney and see if a written opinion is available. Trustee Flint asked that Paul review what White City did with their agreement as approved by White City's council and that 1) the council needs to approve an expenditure, and 2) that there will need to be an agreement between MSD and White City with indemnification by MSD.

Mark reviewed potential legislation that will cover special service districts potentially receiving funds directly. The MSD may qualify for direct funding.

Brian also reviewed the status of the small business grant. One business from Kearns has applied for the grant. This application is under review. He reviewed the outreach campaign that is currently underway. He shared the postcard that is being sent to eligible businesses in Kearns and shared the various features of the program which also include a webinar and direct phone calls. Bart stated that this was first coming from the County's funding before the Kearns' funding. Mayor Flint asked if she needed to make written request to have this same service for White City. She shared an example of a small home-based business and potential eligibility. Brian reviewed how the list of potentially eligible businesses was developed.

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

There was no other business.

#### **11. Discussion of future agenda items (5 minutes)**

No future agenda items were presented.

#### **12. Adjourn** Trustee Flint moved to adjourn the meeting and Trustee Clayton seconded.

Meeting adjourned at 7:09 pm

Signatures on following page

**APPROVED:**

DocuSigned by:

*Joe Smolka*

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Joe Smolka, Chair

**ATTEST:**

DocuSigned by:

*Marla Howard*

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Marla Howard, Clerk