



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, May 13, 2020, 6:00 p.m.**

Trustees Present:

Joe Smolka, Chair ¹
Paulina Flint, Vice-Chair
Max Burdick
Kelly Bush
Sean Clayton
Dan Peay
Keith Zuspan

Trustees Excused:

Staff Present:

Bart Barker, General Manager
Brian Hartsell, Associate General Manager
Mark Anderson, MSD General Counsel
Marla Howard, Chief Financial Officer
Lupita McClenning, Director of Planning and Development Services
Izabela Miller, Operations Officer
Ina Oviatt, Records Officer
Maridene Anderson, Communications Manager
Trent Sorenson, Chief Building Official

Others Present:

Paul Ashton, Legal Counsel for the Magna and White City Metro Townships
Vaughn Cox, Granite Community Counsel Chair
Corey Bullock, Salt Lake County Parks and Maintenance
James Woodward, Municipal Emergency Management Planner
Crystal Hulbert, Salt Lake County Public Works Engineering
Kevyn Smeltzer, Salt Lake County Director of Public Works Operations
Ken Barrier, Salt Lake County Operations

1. Call to Order

The meeting was called to order by Chairman Smolka at 6:05 p.m.

¹ Due to the COVID-19 pandemic, 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. 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

Joe Smolka **Paulina Flint** **Max Burdick** **Kelly Bush** **Sean Clayton** **Dan Peay** **Keith Zuspan**
Chair **Vice Chair**

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments (up to 3 minutes each)

There were no public comments or public comment emails to be read into the record.

4. Approval of Meeting Minutes

No corrections were offered, Trustee Clayton moved to approve the minutes as presented. Motion seconded by Trustee Zuspan.

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

5. Consideration of modification to a contract among UDOT, TEA Group and the MSD for Magna Bridge Replacements

Crystal Hulbert reported on the Magna Bridge replacement project which was budgeted for \$1.9 million and is estimated to end up under budget. The TEA group requested a \$30,000 increase in their contract due to overtime scheduling to achieve the completion date. Bart Barker made a site visit and reported that it is a great project and community asset. Motion made by Trustee Flint to approve the modification to the contract among UDOT, TEA Group and the MSD. Trustee Bush seconded the motion as follows:

That the additional payment to TEA Group be approved as presented.

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

6. Presentation of proposed Street Light Construction

Crystal Hulbert reported that they are proposing updated engineering lighting standards for developers and Salt Lake County projects. She explained that on the base of the light is the township's logos and that they want to provide an updated township logo to developers. Also, they would like to have a light standard that is approved by the metros which they can give to developers and for their use. **Ms. Hulbert, Salt Lake County will send an email with the options that are available to select.** They are requesting the metros to identify the logo and the light. They are willing to visit the respective areas to discuss the options. Magna and Kearns need to have their selections quickly due to the developments that are in process.

7. Consideration of a Six-month Surveyor Services Modification Notice

Lupita McClenning reviewed the proposal which is to terminate the GIS contract with Salt Lake County and take control of the center line. She reviewed the staffing qualifications and the authoritative need to have control of the GIS data. She reviewed the type of data that is maintained and reasoning for having the overall control. Class B & C road funding is dependent upon the quality of the data. She provided a presentation to support her reasoning. Izabela Miller discussed the collaborative partnerships that would support the request. The GIS team has the strength to maintain the new database that will support center line, property addresses and jurisdiction. There will oversight by the State and will be

overall beneficial to the MSD. It will also save on expenses. Bart Barker notified Salt Lake County Surveyor of our direction. The interlocal agreement was reviewed with the proposed changes. Trustee Flint informed the Board that as curb and gutters are being replaced or repaired that monument markers are not being replaced. The agreement requires a six-month notice to change or termination to the agreement.

Trustee Clayton made motion to send the six-month Services Modification notice letter to the Surveyor. Motion seconded by Trustee Flint as follows:

That the recommended letter to Salt Lake County terminating GIS data management as presented, be sent as recommended.

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

8. Discussion

Maridene Anderson presented a proposal for public recognition of homeowners who have exceptional landscaping and maintenance. She proposed different award classifications, the nomination process, the award categories, judging criteria and recognition options. Board members commented favorably on the proposal and would like to pursue this proposal.

9. Consideration of an MSD Emergency Operations Plan

Brian Hartsell reviewed the development of the emergency operations plan (EOP). If approved, each Metro and the Town could adopt the MDS EOP as their own plan. James Woodward shared a presentation of the plan overview, significant provisions, sections, guidelines, reporting and legal reasons for the plan. This plan is important in emergencies such as the recent earthquake. Mr. Woodward offered to review the plan with each Metro Township and the Town when the EOP is before each Council for adoption. Chairman Smolka asked about the ongoing maintenance of the adopted plan, which will be done by the MSD. The resolution presented also adopts the National Incident Management System (NIMS). Trustee Flint noted that each Metro needs to assign someone on their staff or in the community to work with Mr. Woodward. She is concerned that this will be a difficulty at the Metro level which means someone will need to become NIMS certified. Many of her Council would not be in a position to get the certification or manage the Operations Plan. Mr. Woodward reminded the Trustees that he will conduct training and exercises and serve as the planner for each Metro Township and Town. Trustee Flint complemented the overall plan. Mr. Woodward also commended Ms. Alexander for the work that she did to pull the plan into a professional format. Mr. Barker reminded the Board that they need to adopt the plan, with subsequent adoption by the respective Metros.

The Board requested that the review will be on the May 27 meeting agenda.

10. Coronavirus update

Mr. Hartsell informed the Board that as a tenant of the Salt Lake County Government Center, which lease was recently extended through Sep 30, 2021, the MSD is required to adhere to the Government Center Guidelines (GCG) as the office is reopened. He discussed key requirements of the guidelines. He commended Brooke Barnes for her work in making masks for all the staff. He reviewed all the safety and cleaning supplies that have been acquired for the reopening of the office in compliance with the GCG guidelines. He provided each Trustee the specifics regarding the plan. He reviewed some items from the County's

task force meeting, specifically the importance of distancing, hand washing, respiratory etiquette and masks when distancing is not possible. He reviewed the basics of safe practices to mitigate risks of contraction of the virus. Also, he reviewed the State's emergency provision regarding electronic meetings, which currently expires the end of June. Mr. Barker commended Mr. Hartsell on his management and leadership of this situation.

11. Consideration of a budget adjustment for completed projects

Marla Howard informed the Board that as part of their ongoing project management, Salt Lake County provides a summary of the MSD projects, that includes the budgeted cost, funding sources and in case of completed projects, final cost to budget. The budget adjustment of about \$53,000 represents the unexpended budget for three projects. This adjustment restores these amounts to the unassigned budget. Trustee Clayton moved to approve the budget adjustment as stated. Trustee Bush seconded the motion as follows:

That the recommended Budget Adjustments, totaling \$53,206.00, be approved as recommended.

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

12. Consideration of Resolution 2020-05-01 approving an interlocal agreement with Salt Lake County for Participation as Co-Permittees under UPDES Permit No. UTS000001

Mark Anderson, General Counsel, reviewed the contract from Salt Lake County regarding the pollution permit or storm water discharge permit. The municipalities as a group is under the same permit, including the MSD. The agreement referred to the MSD as a municipal corporation which is wrong and didn't include the municipalities. He edited the agreement, which was presented to the Board. He reviewed each of his proposed changes. His edits don't change the heart of the agreement. He suggested either approving this agreement tonight and adopt the resolution at the next meeting or wait until the next meeting to give the County and the Board members time to review the contract. Mr. Smolka asked regarding the permit's deadline which expires in about one year. Delaying two weeks does not put the MSD at risk since the MSD is covered now by the permit. Trustee Bush moved to adopt resolution 2020-05-01. Motion seconded by Trustee Peay, as follows:

That Resolution 2020-05-01 approving an interlocal agreement with Salt Lake County for Participation as Co-Permittees under UPDES Permit No. UTS000001 be approved as presented.

The motion passed unanimously with Trustees Smolka, Flint, Burdick, Bush, Clayton, Peay and Zupan each voting "Aye". Mr. Barker noted that Ms. McClenning is the administrator of the agreement. Ms. McClenning commented about the need and the impact on grants.

13. General Manager report

Bart Barker first reported about the community outreach liaison position at the County, in which he and Mr. Hartsell participated in the interviews. There was an overall consensus on the candidate, but the County imposed a hiring freeze. Mr. Barker reviewed the funding was from the MSD and informed the Mayor's office of that and requested an exemption from the hiring freeze in order to get this position filled. The Mayor's office fundamentally agrees and is following the internal process to get this position exempted from the hiring freeze. If the

position can't be exempted, the MSD will request the funds be released to the MSD and we will make the hire. It isn't clear if the preferred candidate isn't still available or not.

Mr. Barker reviewed the status of the audit, the engagement letter has been signed, and the CFO is working closely with the auditing firm, Gibson and Stewart.

Mr. Barker commended Ms. Barnes for her work on sewing masks for the staff, in addition to the County's supplies. Moody's highly ranked Provo and Salt Lake County as cities that will quickly recover from COVID 19.

14. Other Metro Township, Town, Unincorporated County, and Greater Salt Lake Municipal Services District business (Discussion) – None

Trustee Flint discussed the FEMA Flood application and requested that the MSD complete those items that she cannot. Trustee Smolka reminded the Board that the applications must be done by May 29th.

15. Discussion of future agenda items (5 minutes)

Trustee Flint asked about the ordinances that need to be completed in conjunction with some items that have been adopted. She wanted to know who the coordinator is. Ms. McClelland mention that this year the fees will be adopted by ordinance. Trustee Bush is concerned about the FEMA insurance since Kearns is not in a flood plan, residents are not required to flood insurance. Ms. McClelland indicated that some residents are in a Zone E, flood plain or Hazard Zone. She will coordinate a meeting with Nathan Bracken. Trustee Flint stated that lenders indicate that properties must meet the requirement of FEMA to get lending. Adopting the FEMA insurance is critical to residents who do have flood insurance to retain their insurance.


Ms. Oviatt reviewed the outstanding list of ordinances and resolutions that need to be completed. Trustee Smolka asked that those items be included on the weekly reports.

They currently are 1. Fee Schedule adoption, 2. Flood Insurance Application, 3. EOP Plan (all of these are at the Metro level)


16. Adjourn Trustee Flint, seconded by Trustee Bush.

Meeting adjourned at 7:47 pm

APPROVED:

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 Joe Smolka, Chair

ATTEST:

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 Marla Howard, Clerk