



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**

January 22, 2020 at 6:00 p.m.
2001 South State Street #N2-800
Salt Lake City, UT 84190

Trustees Present:

Joe Smolka, Chair
Paulina Flint, Vice-Chair
Dan Peay
Keith Zuspan
Kelly Bush
Sean Clayton
Max Burdick – via speaker phone

Staff Present:

Bart Barker, General Manager
Brian Hartsell, Associate General Manager
Lupita McClenning, Director of Planning and Development Services
Mark Anderson, Legal Counsel
Marla Howard, Chief Financial Officer
Izabella Miller, Planning and Development Operations Manager
Ina Oviatt, Office Coordinator/Records Officer
Jim Woodward, Emergency Management Planner
Julie Harvey, Emergency Management Specialist

1. Call to Order

Chair Smolka called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments

There were no public comments.

4. Consideration of minutes for February 13, 2019; April 5, 2019; May 17, 2019; May 31, 2019; August 9, 2019; August 20, 2019; September 25, 2019; and January 8, 2020

None of the Trustees having any changes or corrections for the minutes, it was moved by Trustee Peay and seconded by Trustee Bush as follows:

That the MSD Board meeting minutes for February 13, 2019; April 5, 2019; May 17, 2019; May 31, 2019; August 9, 2019; August 20, 2019; September 25, 2019; and January 8, 2020 be adopted and approved as presented.

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

5. Introduction of Marla Howard, new MSD Chief Financial Officer

Bart Barker introduced Marla Howard to the Board as the District’s new Chief Financial Officer. She currently is the General Manager of Summit County Service Area No. 3 and has a wealth of experience that will be beneficial to the MSD.

6. Consideration of Resolution 2020-01-02 authorizing execution of an agreement with UDOT for a new sidewalk at 8086 West 3500 South in Magna. UDOT allocation \$244,392; local match of \$144,442 (25%); total project value \$388,834

6a. Consideration of a \$388,834 budget adjustment for a new sidewalk at 8086 W. 3500 South in Magna

Crystal Hulbert briefly reviewed the proposal, pursuant to which the bulk of the funding for a new sidewalk in the Magna Metro Township will be provided by the Utah Department of Transportation (“UDOT”). She explained that the payment amounts are correct (\$244,392 from UDOT and \$144,442 from the MSD) but the percentages (75% and 25%) are not accurate (the actual MSD share of the projected cost is a little over one-third). Mark Anderson reviewed a few small corrections to the Cooperative Agreement which, in addition to correcting the respective payment percentages, included correcting the word “City” to “District” in three places and correcting the statement on page 5 that describes the MSD as being a “Municipal Corporation”, which is not accurate. Mr. Anderson explained that, by adopting Resolution 2020-01-02, the Board will approve the execution of the Cooperation Agreement with UDOT and also approve an amendment to the MSD’s 2020 Budget, in the amount of \$388,834, for the Magna sidewalk project.

It was moved by Trustee Peay and seconded by Trustee Flint as follows:

That Resolution 2020-01-02 be adopted, thereby authorizing the execution of an Agreement between the Greater Salt Lake Municipal Services District and the Utah Department of Transportation, including a correction of the payment percentages and the contract corrections recommended by legal counsel, and approving a 2020 Budget Amendment to accommodate the sidewalk project.

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

7. Emergency Management Update

Brian Hartsell reviewed a printed Emergency Management Update, which was included in the Board meeting materials and was presented during recent ACCT (Association of Community Councils Together) training. Mr. Hartsell and Jim Woodward discussed the Salt Lake County Comprehensive Emergency Management Plan (CEMP), including the Hazard Mitigation Plan (HMP), the Emergency Operations Plan (EOP) and the Continuity of Operations Plan (COCP). Jim Woodward and Julie Harvey are Emergency Management Planners employed by the Unified Fire Authority. The MSD and the Unified Fire Authority (“UFA”) have entered into a contract pursuant to which Mr. Woodward works full-time and Ms. Harvey works one day a week at the MSD office. Mr. Woodward serves all five Metro Townships and Ms. Harvey, in addition to working with Midvale and Holiday, provides services to the MSD (one-half day per week) and unincorporated Salt Lake County (one-half day per week).

The Kearns Metro Township has committed to 1½ days of Mr. Harvey’s time per week. Trustee Bush, who is the Mayor of the Kearns Metro Township, offered to relinquish one-half day to the Town of Brighton. Trustee Zuspan will take that offer to the Brighton Town Council and report back. Mr. Woodward will provide training to each Metro Township Council.

There was a brief discussion of monthly Salt Lake Valley Emergency Manager Group meetings and of a weekly emergency management briefing. Mr. Woodward reviewed the services he has already provided for the Town of Brighton. He also mentioned the 2020 Great Shakeout that will take place statewide on April 16th. Bart Barker praised Mr. Hartsell, Mr. Woodward, and Julie Harvey for their efforts.

8. Discussion of representation on Valley Emergency Communications Center (VECC) Board of Trustees

Trustee Bush has had multiple problems with VECC, particularly with Animal Services emergencies. Trustee Bush detailed her negative experiences and concerns. She has had one issue after another with VECC. None of the Metro Townships are represented on the VECC Board. UFA Chief Dan Peterson Chairs the VECC Board. Trustee Bush is concerned that, even though all of the communities served by the MSD receive services provided by VECC and contribute financially to VECC, they do not have representation on the VECC Board. Salt Lake County Animal Services is considering going in-house for dispatch services. If that happens, the fees charged to the MSD likely will go up. Trustee Flint suggested looking at the VECC's underlying documents (by-laws and creation documents). Trustee Bush asked Mark Anderson to help the MSD and the Metro Townships with this issue. Trustee Zuspan said that the Town of Brighton adopted a Resolution requesting representation on the VECC Board.

9. Report of the MSD Audit Committee

Trustee Clayton reported to the Board, explaining that the Audit Committee met for an hour immediately before the MSD Board meeting. The Committee members reviewed some

travel transactions and general transactions. Trustee Clayton expects an Audit Committee Policy to be ready for the Board to consider by July. IT security will be discussed during the next quarterly Audit Committee meeting. Trustee Clayton added that the Audit Committee is excited to have Marla Howard on board to assist the Committee. Trustee Clayton would like to involve interested citizens as part of the Audit Committee. Upcoming subjects for the Committee's consideration include internal controls and separation of duties.

10. Consideration of Resolution 2020-01-03 authorizing the execution of the assignment to the MSD of an agreement between Salt Lake County and Landmark Design Inc. for planning and development services

Mark Anderson explained that Salt Lake County entered into an Agreement with Landmark Design Inc. ("Landmark") to provide development application review and analysis services and input respecting the proposed Olympia Hills development. The original contract term was six months (ending January 18, 2020), and payment for the services was not to exceed \$20,000. The MSD has taken over the planning and development services that were formerly provided by Salt Lake County, including processing the Olympia Hills development. With the County's approval, Landmark has done significantly more work than was originally anticipated, and the work is not yet complete. The County has proposed that the MSD assume the Landmark Agreement, after which Landmark, and the MSD would approve a new not to exceed price of \$55,000 and extend the term of the Agreement by three months.

There was a brief discussion of the benefits of contracting with specialists to assist with planning and development efforts for large projects, instead of hiring additional personnel for whom there may not be sufficient work after the project ends. The Olympia Hills developer has agreed to reimburse the cost of the consultant, and the MSD has received from the developer funds sufficient to cover the current Landmark invoice.

Mr. Anderson explained that, by adopting Resolution 2020-01-03, the Board will approve the execution of an Assignment of the Landmark Agreement from Salt Lake County to the MSD. In response to a question from Chair Smolka, Lupita McClenning explained that the Landmark Agreement is one of a number of Salt Lake County contracts that are being reviewed to determine which contracts should be assumed by the MSD.

It was moved by Trustee Flint and seconded by Trustee Peay as follows:

That Resolution 2020-01-03, which authorizes the execution of an Assignment to the MSD of an Agreement between Salt Lake County and Landmark Design Inc., be adopted.

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

10a. Consideration of Resolution 2020-01-04 authorizing the execution of an amendment to an agreement between Landmark Design Inc. and the MSD for planning and development services

Mark Anderson briefly reviewed Amendment #1 to the Master Planned Community Application Review & Analysis Agreement with Landmark Design Inc., including extending the term of the Agreement by three months and capping total consideration to be

paid to Landmark at \$55,000. He reviewed other changes to the Agreement that were necessary because the MSD, not Salt Lake County, will be the second party to the Agreement. Trustee Flint suggested an additional edit in paragraph 5 of Amendment #1 to enable Lupita McClenning or Todd Draper to designate another staff member to act as an MSD Representative under the Agreement.

It was moved by Trustee Flint and seconded by Trustee Bush as follows:

That Resolution 2020-01-04, authorizing the execution of Amendment #1 to an Agreement between Landmark Design Inc. and the MSD, be adopted and approved, including adding a statement in paragraph 5 of Amendment #1 to allow the designee of either Lupita McClenning or Todd Draper to act under the Agreement as a MSD Representative.

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

11. Consideration of Resolution 2020-01-05 authorizing execution of an agreement with Gridics, LLC, for Software-as-a-Service (SaaS)

Lupita McClenning reviewed the Technology Software-as-a-Service (SaaS) Agreement with Gridics, LLC, including a brief review of the RFP (Request for Proposals) process that led to the selection of Gridics. Izabella Miller also provided information concerning the Gridics software system and staff implementation of the GIS software. Mrs. McClenning and Ms. Miller reviewed the capabilities and benefits of the software, after which it was moved by Trustee Clayton and seconded by Trustee Bush as follows:

That Resolution 2020-01-05, authorizing the execution of an Agreement with Gridics, LLC for Software-as-a-Service (SaaS), be adopted.

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

12. General Manager report

Mr. Barker reported that ACCT training conducted last Saturday was successful. He also reported that an offer will soon be made to a candidate for the Communications Manager position. Mr. Barker briefly discussed the Olympic Hills public hearings and other items of interest, including explaining that the County is developing a job description for the unincorporated area Community Council Liaison, reviewing efforts to locate grants for indigent legal services, reporting that mediation of the personal injury claims resulting from a bicycle accident in Emigration Canyon is progressing (the Utah Local Governments Trust has provided outstanding legal representation), and praising Brian Hartsell as an “outstanding addition” to the District’s management team.

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

Lupita McClenning updated the Trustees concerning General Plan and Transportation Plan progress. She also discussed training, grant applications, and upcoming activities.

In response to a question from Trustee Clayton, Bart Barker provided information concerning the ¾ time benefited Community Council Liaison position. Trustee Flint pointed out that the impacted unincorporated area Community Councils should be represented in the Liaison hiring process, and that Trustee Burdick, as the MSD Board representative for the unincorporated areas, should be directly involved. Brian Hartsell has been working with Ron Faerber to address unincorporated Community Council concerns. Trustee Burdick stated that he will meet with Deputy Mayor Catherine Kanter to discuss the Liaison position. Mark Anderson noted that Salt Lake County and the County Council have the same status, respecting unincorporated areas, as each Metro Township and the Town of Brighton have for their respective municipalities.

14. Discussion of future agenda items

No specific future agenda items were mentioned.

15. Adjourn

It was moved by Trustee Flint and seconded by Trustee Bush as follows:

That the meeting be adjourned.

The motion carried with Trustees Smolka, Flint, Peay, Burdick, Zuspan, Bush and Clayton each voting “aye”. Chair Smolka declared the meeting to be adjourned at 7:36 p.m.

Approved by the Board of Trustees on the ____ day of February 2020.

Joe Smolka, Chair

ATTEST:

Marla Howard, Clerk