



GREATER SALT LAKE

Municipal Services District

MEETING MINUTES BOARD OF TRUSTEES MEETING GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT Wednesday, May 12, 2021, 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 ¹
Paulina Flint, Vice-Chair
Kelly Bush
Sean Clayton
Dan Peay
Laurie Stringham
Keith Zuspan

Trustees Excused:

Staff Present:

Bart Barker, MSD General Manager (GM)
Brian Hartsell, MSD Associate General Manager (AGM)
Marla Howard, MSD Chief Financial Officer (CFO)
Lupita McClenning, MSD Director of Planning and Development Services
Maridene Alexander, MSD Communications Manager
Mark Anderson, MSD Legal Counsel
Corey Bullock, Salt Lake County Parks Maintenance
Dea Theodore, Salt Lake County Councilwoman

Others Present:

Paul Ashton, Magna Metro and White City Legal Counsel
Brian Richards
Rori Andreason, White City Metro Administrator
Nancy Carlson-Gotts
Gary Bowen

1. Call to Order - Joe Smolka, Chair

¹ 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.

Trustees

Joe Smolka Paulina Flint Kelly Bush Sean Clayton Dan Peay Laurie Stringham Keith Zuspan
Chair Vice Chair

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

2. Pledge of Allegiance

The Pledge of Allegiance was not recited.

3. Public Comments (up to 3 minutes each)

No comments were read into the minutes.

4. Consideration of budget adjustment for design work on lower Millcreek Canyon road

Marla Howard discussed the reasoning behind the budget adjustment is to isolate work that will be done in 2021 for the lower Millcreek Road project.

Trustee Flint moved to approve the budget adjustment for design work on lower Millcreek Canyon Road. Trustee Bush seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, Stringham and Zupan voted “aye”.

5. Consideration of general fund check and credit card registers for FY 2020 and for Q1 2021

Marla Howard presented the purpose of the credit card and check registers for 2020 and the first quarter of 2021. Mark Anderson will research whether the registers need approving or ratifying for discussion at the next board meeting.

Trustee Flint moved to defer the approval of the general fund check and credit card registers for FY 2020 and Q1 2021 until the next meeting to give the Trustees time to review the registers. Trustee Bush seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, Stringham and Zupan voted “aye”.

6. US Treasury guidance on the use of ARP Act state and local funding

Brian Hartsell presented the fact sheet that was prepared by the Federal government which elaborates on the American Rescue Plan Act (“ARP Act”). He pointed to four bullet points that summarized the purpose of the ARP Act. He reviewed the impact of COVID on 2020 revenues. He emphasized that the funds can be used for building, maintaining, or upgrading their water, sewer systems and broadband infrastructure. The funds will come in two tranches.

He read the clarification in the instructions regarding the use of the funds for vital improvements for clean drinking water and support of wastewater and stormwater infrastructure. Communities may also use the funds to expand broadband internet. Trustee Flint asked if the broadband internet services could replace other service providers. Bart Barker gave a short history on governmental associations with private entities to provide internet services. He indicated that state code may need to be revisited to allow for this. Trustee Flint asked to add this topic to other business later in the meeting.

7. Consideration of appointing Marla Howard as MSD Records Officer

Chair Smolka discussed the need to appoint a records officer for the MSD. Since Marla Howard is the clerk, this appointment would be consistent with her duties. She will have the ability to delegate the responsibilities to the new position.

Trustee Flint moved to approve appointing Marla Howard as MSD Records Officer. Trustee Peay seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, Stringham and Zuspan voted “aye”.

8. General Manager report

- The GM gave an update on the strategic planning process. A postcard will go to all of the residents inviting them to take the survey. Several of the entities still need to record a message which need to be done by before the survey goes live on May 19th. We are looking forward to the results which will be summarized by community.
- We are proceeding with the engineering feasibility study.
- We are in our new offices, there will be no keypad access, but access will be via by card. Brooke Barnes will get the cards for each Trustee.
- There has been a request by a Trustee to move to a hybrid Board meetings and the GM suggested doing this option in June. We would use the large meeting room that is set up by cameras that will allow speakers to be viewed while they are speaking. He asked for the Boards sense about making the change. Trustee Flint, Stringham and others seemed to be comfortable with it. Chair Smolka reminded us that we need to accommodate those who are not immunized. Councilwoman Stringham described how the Salt Lake County Council conducts their hybrid meeting. She emphasized the importance of speaking clearly so the microphones can pick up the voices. The GM asked the AGM to book the room through the end of the year.
- The GM informed the board that the CFO will be providing more information regarding the fund balances and other expenditures on a regular basis.
- We are in the process of writing the job description for the administrative position. There will be changes to the current functions such as the records officer which will be performed by the CFO in addition to GRAMA requests.
- We are in the process of developing conflict of interest and ethical conduct policies that will be presented to the Board for approval.
- The weekly service reports were prepared by the administrative assistant. They will be suspended until a person is hired. The GM asked if the reports were helpful and if they want the reports to continue. The Chair indicated that they were helpful, but repetitious. Trustee Flint indicated that she gets reports on Emigration and suggested a monthly report would be sufficient. Trustee Stringham asked that we identify what should be on the report. Trustee Flint said that there were some items missing such as engineering and public works. She asked that more significant active information be provided. The GM stated that he will be having regular coordination meetings with the service providers. Trustee Flint referred to her reports from the Sandy City Fire Chief and how helpful they have been. She suggested that a comprehensive report would be of interest.
- The GM informed the board on the annual review of policies was conducted as defined by the State of Utah Auditor.
- Trustee Flint reminded the Bord of Trustees of the requirement of a minute book of the business of the board. The GM said that he can show her where the minute books

are kept. Trustee Stringham asked how the minutes are getting signed during COVID restrictions and the GM let her know that they are being signed via DocuSign. Trustee Stringham said that she has those policies that we can use in developing our conflict of interest and ethic policies.

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

Trustee Flint informed the Board that there is an issue with Google Fiber who has approached White City about installing their services in White City. She indicated that there have been some issues with the installers for Google Fiber in other areas that would be problematic for us. She asked if we could implement standards for franchise operators. She informed the Board about a specific issue about a switch box that was accessible and dangerous. She shared the process that she went through to file a complaint about the situation. She mentioned that Utopia was expensive. Trustee Flint provided a name of someone with Salt Lake County that can handle these issues and has the direct contacts with the utility companies. She would like to have providers prequalified before doing work within the metro townships.

Lupita McClenning indicated that there is a performance bond required and there could be performance standards developed. The GM stated that we need to protect the rights of ways of the members.

10. Discussion of future agenda items

The AGM informed the Board of Trustees that some members of the public have joined. The Chair asked if there were any public comments.

There were no future agenda items brought to the Board.

11. Adjourn Trustee Flint moved to adjourn. Trustee Clayton seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, Stringham and Zuspan voted "aye".

Meeting adjourned at 7:00pm

APPROVED:

Joe Smolka

Joe Smolka, Chair

July 19, 2021 | 7:30 PM PDT

ATTEST:

Marla Howard

Marla Howard, Clerk

July 20, 2021 | 7:29 AM PDT