



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, November 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  
Max Burdick  
Kelly Bush  
Sean Clayton  
Dan Peay  
Keith Zuspan

**Trustees Excused:**

**Staff Present:**

Brian Hartsell, MSD Associate General Manager (AGM)  
Marla Howard, MSD Chief Financial Officer (CFO)  
Lupita McClenning, MSD Director of Planning and Development Services  
Ina Oviatt, MSD Records Officer  
Travis Hair, MSD Planner II  
James McNulty, MSD Planning Director  
Mark Anderson, MSD Legal Counsel  
Corey Bullock, Salt Lake County Parks Maintenance

**Others Present:**

Paul Ashton, Magna Metro and White City Legal Counsel  
Rori Andreason, White City Township Administrator.  
Gary Bowen  
Nancy Carlson-Gotts  
Norm Henderson  
Dea Theodore

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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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**Trustees**

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

Wayne Crawford

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

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

**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**

Chairman Smolka read the provision concerning the conduct of electronic meeting consistent with the Utah Open and Public meeting Act.

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

Trustee Flint noted that there were some letters that were forwarded on. Mark Anderson read the letters into the meeting. Norm Henderson wrote about the EIS process for transportation improvements in Little Cottonwood. He asked that the MSD review his concerns and make a recommendation to UDOT to become a Cooperating Agency in the UDOT LCC EIS process.

Mr. Anderson also read a second email from Mr. Henderson about potential land acquisition in Big Cottonwood Canyon and citations reported by current owners regarding easement/access issues and use of storage containers on private property. He has submitted formal requests to MSD Planning Director regarding restrictions. He stated that he made his request on July 13, 2020 hasn't gotten a response.

James McNulty has provided and sent about 13 response letters. These letters were sent today.

Mr. Henderson asked about the letters that were sent today and whether they were coming from the Planning Director. James McNulty indicated that he had prepared and sent the letters. The Planning Director has reviewed the letter and is receiving a copy. Mr. McNulty offered to email the letter tonight to Mr. Henderson Mr. Henderson stated that the letter needed to be from the Planning Director because the ordinance stated that the response needs to come from the Planning Director. Mr. Anderson asked Mr. Henderson to look at the letter and respond to it accordingly. Mr. Henderson agreed.

**5. Approval of Meeting Minutes**

The Chair asked for any comments or corrections. There were none.

**Trustee Peay moved to approve the September 23, 2020; October 14, 2020 and October 28, 2020 meeting minutes. Trustee Bush seconded the motion and Chair Smolka, Trustees Burdick, Bush, Clayton, Flint, Peay and Zuspan voted "aye" and the motion passed unanimously.**

**6. Presentation of 2021 Fee Schedule Draft**

Travis Hair presented the draft fee schedule and reviewed the changes. Trustee Flint asked for an updated copy for each of the participating councils. The schedules will be forwarded to each jurisdiction for adoption.

#### **7. Consideration of Resolution 2020-11-1 implementing an electronic payment fee**

The CFO summarized the purpose of the electronic payment fee and how the amount of the fee was determined. She referred to the staff report that was provided in the Board packet. Chair Smolka indicated that other agencies do the same thing. Trustee Clayton supported the imposition of the fee.

**Trustee Clayton moved to approve the 2020-11-1 Resolution implementing an electronic payment fee. Trustee Peay seconded the motion and Chair Smolka, Trustees Burdick, Bush, Clayton, Flint, Peay and Zuspan voted “aye” and the motion passed unanimously.**

#### **8. Update on Request for Qualifications and Proposal for Strategic Plan consulting**

The CFO summarized the RFQ process and stated that one submission was received. Since we did issue the RFQ, we need to follow the process as outlined in the document. The AGM stated that the evaluation committee will review the submission and make its recommendation at a subsequent board meeting. Mark Anderson summarized that even though we only received one response, we can award to that one respondent since we followed the RFQ process and if the submission is responsive to the RFQ criteria and negotiations are successful.

#### **9. Planning and Development Service report**

Lupita McClenning stated that there will be some line item adjustments to the existing budget but overall, the actual expenses will be less than the proposed 2020 budget. These adjustments will be presented at the December board meeting.

#### **10. General Manager report**

The GM was excused due to illness. The AGM reported that the next CARES reporting deadline is November 15 and reports will be submitted by the MSD on behalf of the member entities. The deadline to spend the CARES funds is Nov 30. The return of the unused funds must be completed by December 4. He shared that by that date funds will be returned to Salt Lake County. He encouraged the Metro Townships to send invoices before the Thanksgiving holiday to ensure timely receipt of all invoices prior to the deadline.

The CARES report for the October 31 deadline will be completed by November 13, 2020. The next report is due on December 15.

The MSD is looking at December 9, 2020, or soon thereafter to declare surplus office equipment. An associated disposal resolution would be presented before the board.

The AGM stated that the MSD's COVID office procedures are consistent with the Government Center and recent directives from the State.

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

There was no other business to discuss.

**12. Discussion of future agenda items**

Trustee Flint asked about Olympia Hills. She would like a status report. Trust Clayton asked for a report on the amount of reimbursement from Olympia Hills be included in the report.

She also asked if we have been providing regional development services to the County and if so, if we are charging for these services. She doesn't recall adopting a contract to provide services to Salt Lake County Regional Planning Services.

Trustee Zuspan asked about the franchise fees that had been requested by the Metro Townships. Trustee Flint stated that they are working on a proposal for the next legislation to get the same authority for the Metros that the other Municipalities have. Mark Anderson reviewed some of the progress made with the Utah League of Cities and Town (ULCT). He stated that the ULCT view of the MSD has been changing and that we are no longer considered part of the County but an independent entity. Trustee Flint shared some information that she received from Representative Maynes and that there is momentum coming in our favor.

**13. Adjourn** Trustee Zuspan moved to adjourned.

Meeting adjourned at 6:47 pm

**APPROVED:**

*Joe Smolka* \_\_\_\_\_

Joe Smolka, Chair

**ATTEST:**

*Marla Howard* \_\_\_\_\_

Marla Howard, Clerk