



G R E A T E R   S A L T   L A K E

# Municipal Services District

**MEETING OF THE MEETING OF THE  
BOARD OF TRUSTEES  
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT**

Held Wednesday, **September 8, 2021**, at 6:00 p.m.  
At 2001 South State Street  
Room N2-800  
Salt Lake City, UT 84190

**Trustees Present:**

Joe Smolka, Chair  
Paulina Flint, Vice-Chair  
Kelly Bush (via Webex)  
Sean Clayton (via Webex)  
Dan Peay  
Laurie Stringham  
Keith Zuspan

**Trustee Excused:**

**Staff Present:**

Brian Hartsell, MSD Interim General Manager  
Marla Howard, MSD Chief Financial Officer and Records Officer  
Izabela Miller, MSD Technology Manager  
Maridene Alexander, MSD Manager of Communications  
Mark Anderson, MSD Legal Counsel  
Tabitha Mecham, Office Administrator

**Others Present:**

Crystal Hulbert, Salt Lake County Public Works Engineering  
Madeline Francisco-Galang, Salt Lake County Public Works Engineering  
Corey Bullock, Salt Lake County Parks Maintenance  
Lisa Hartman, Salt Lake County Associate Deputy Mayor  
Paul Ashton, Magna and White City Metro Townships Legal Counsel

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

Chair Smolka called the meeting to order at 6:00 pm. He introduced Tabitha Mecham as the new administrator coordinator.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

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

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**Trustees**

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

There were no public comments.

**4. Approval of Meeting Minutes**

Marla Howard stated that Brian had some changes to the minutes that were grammatical and didn't change the substance of the minutes.

**Trustee Bush moved to approve the August 27, 2021 minutes with the grammatical adjustments. Trustee Peay seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay and Zuspan each voted "aye".**

**5. Consideration of contract between UDOT and GSLMSD for SR-190 Driver Feedback signs**

Crystal Hulbert mentioned that the project was approved previously, and this is the contract with UDOT. Mark Anderson had a few comments but weren't sufficient to hold up the contract.

**Trustee Bush moved to approve the contract between UDOT and GSLMSD for SR-190 Driver Feedback signs. Trustee Zuspan seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay and Zuspan each voted "aye".**

**6. Consideration of SR-190 Driver Feedback Signs budget adjustment of \$80,000**

Crystal Hulbert stated that it was driver signage budget adjustment. There will be public outreach to educate the public about the purpose of the "no parking" signs and the importance for public safety. They have worked closely with the ski resorts, the US Forest Service and UDOT. Brian Hartsell stated that this project was anticipated for fiscal year 2022 but with some new developments there is an opportunity to complete the project in 2021. Trustee Zuspan complimented Crystal Hulbert's work on this. The funds will come out of MSD fund balance. Mark Anderson stated that the MSD has done budget adjustments as we move funds from other accounts. At the end of the year, we have a formal budget amendment that incorporates all the adjustments. Trustee Flint wanted to make sure that we keep in mind our overall budget and 2022's budget adjustment. Trustee Flint wanted to state that she is for this project, but we need to be careful not to exceed the adopted budget.

**Trustee Bush moved to approve the budget adjustment of \$80,000 for SR-190 Driver Signage. Trustee Flint seconded the motion. Chair Smolka and Trustees Bush, Clayton, Peay, Price, Stringham and Zuspan each voted "aye".**

**7. Consideration of contract between WCEC Engineers Inc., DBA Wall Consultant Group (WCG) and GSLMSD for 2820 South Sidewalk design**

. The 2820 sidewalk project exists in two phases, one of which was already approved by the board, the other appears on the FY2022 project list. This agreement approves the design for both phases. MSD recommends to the board that if this is approved, that the second phase on the new project list gets approved as well.



**Trustee Flint moved to approve the contract between WCEC Engineers Inc., DBA Wall Consultant Group (WCG) and GSLMSD for 2820 South Sidewalk design. Trustee Bush seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, and Zuspan each voted “aye”.**

**8. Consideration of a contract with Project Engineering Consultants for construction engineering management for 4700 S.**

Madeline Francisco-Galang is for the construction management for the major portion of the project. It is in the budget. This contractor was selected through the UDOT process. The contract was reviewed by Mark Anderson.

**Trustee Bush moved to approve the contract with Project Engineering Consultants for construction engineering management for 4700 S. Trustee Flint seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, Stringham and Zuspan each voted “aye”.**

**9. Review of MSD Communications for 2020-2021**

Maridene Alexander reviewed the communications produced on behalf of district members over the past year and a half. She had the booth set up and examples of different communications to the members. She reported that there is a low number of residents that have subscribed to MSD’s Facebook page. She shared that Municode has joined with Civic Plus, a software that she has used in the past and that she is getting pricing for site improvements.

**10. Consideration of Branding Standards**

Maridene Alexander reviewed the purpose behind having communication branding standards.

**Trustee Peay moved to approve the branding standards. Trustee Zuspan seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, Stringham and Zuspan each voted “aye”.**

**11. Consideration of the contract with Stifel**

Brian Hartsell shared that we reviewed the qualifications of three municipal bond consultants and selected Stifel. The fee for private placement is \$35,000 whereas the price for public placement is \$47,500. Additional consulting fees for additional work unrelated to the bond was also included. If the board approves the contract, then we will work closely with Stifel to produce scenarios and timelines that will be presented at the September 22, 2021, meeting. Mark Anderson stated that he reviewed the contract template but hadn’t seen the most recent changes. He asked if the Chair has been added as a signer, which has been made. Brian Hartsell shared the changes consisted of the fee schedule, which was presented to the board. He stated that we are seeking one bond issuance which is covered in the flat fee. Trustee Clayton asked about the interest rates between public placement versus private placement. Trustee Bush suggested that Trustee Clayton be involved and asked the Board to consider having two trustees involved in the process and suggested Trustee Flint in addition

to Trustee Clayton. Trustee Clayton stated that he doesn't want to be involved in the process. Trustee Flint stated that the entire Board will be involved. Trustee Clayton stated that he would like the documentation in plenty of time for review due to the significant nature of issuing a bond.

**Trustee Flint moved to approve the contract with Stifel for municipal bond services with Mark Anderson's recommended changes. Trustee Peay seconded the motion. Chair Smolka and Trustees Bush, Clayton, Flint, Peay, Stringham and Zuspan each voted "aye".**

Brian Hartsell asked what would be sufficient for review. Trustee Clayton would like five days for review. Brian Hartsell shared the existing list of potential bond projects which was also reviewed at the August 27<sup>th</sup> meeting. He reviewed the highest priority is the 4700 S. project. The recommendation for a second priority is the Sego Lily Drive improvements. He spoke about bond issuance costs that should come out of the bond proceeds. He spoke about projects that could be funded from ARPA funds but stated that the respective Metro Townships will determine how they will spend their funds. He asked for a recommendation on the dollar amount to use in the scenarios. Trustee Stringham asked for the full amount as the worst-case scenario versus best case scenario. Some constraints will be the term of the bond and limitations on the amount of Class B&C road funds committed for repayment. We need to recognize the importance of ensuring that there is a funding stream for maintenance projects. Trustee Flint stated that one of the reasons behind the bond was because the Members had little appetite to raise property taxes to fund these projects. She stated that these projects are desperately needed and if we don't do this, we will have to look at raising taxes or increasing fees to maintain our roads. She asked for support in this process because to exclude a project may have difficult consequences.

## **12. Consideration of implementing Cityworks Asset Management**

Izabela Miller gave a brief review on the current usage of Cityworks and that we are in the final stage of implementation. We are on one central platform for our use. Trustee Flint asked us to project the ongoing cost of Cityworks and the impact of the asset management module for a total annual cost to the MSD. Trustee Stringham would like a cost of recovery and do a value analysis. Trustee Zuspan asked how this module would impact the existing contract. Chair Smolka stated that we need a way to track all of our assets. Trustee Flint had heard that Cityworks isn't working and wants to know when it will be fully functioning and at what cost. Isabela Miller offered to give the Board a presentation of Cityworks functionality.

## **13. General Manager report**

Brian Hartsell gave an update on the strategic plan. We met with Insignia Partners and went over the implementation plan. The team will meet biweekly and review the action items. Based upon Insignia's recommendation, the team will provide a progress report quarterly beginning in 2022.

He reviewed that he is preparing to notify the current service providers that we are renewing our contracts before the October 1 deadline as required by contract.

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

There was no other business to be considered by the Board.

**15. Discussion of future agenda items**

Mark Anderson asked the Board if they want to impose property taxes. If so, it needs to be on the next Board agenda. Trustee Stringham asked that it would be on the next meeting's agenda for discussion. Trustee Flint stated that the whole purpose of the bond was to delay the need of imposing taxes. She stated that the discussion needs to start in the Metro Townships before it is discussed at the MSD level. She would prefer the discussion be about franchise taxes first. Trustee Zuspan echoed Trustee Flint's suggestion of looking at franchise taxes. He would like an analysis but did suggest that it be on the agenda and make a legitimate decision to push off the discussion. Trustee Peay agreed.

No other future agenda items were suggested by the Board.

**16. Potential closed session for the Discussion of the character, professional competence, or physical or mental health of an individual (possible closed meeting pursuant to Utah Code Ann. § 52-5-205(1)(a))**

Trustee Peay moved to a closed session for the Discussion of the character, professional competence, or physical or mental health of an individual (possible closed meeting pursuant to Utah Code Ann. § 52-5-205(1)(a)). Trustee Flint seconded the motion.

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

Meeting adjourned at 8:15 pm

**APPROVED:**

*Joe Smolka*

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Joe Smolka, Chair

**ATTEST:**

*Marla Howard*

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Marla Howard, Clerk