



G R E A T E R S A L T L A K E

Municipal Services District

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT**
2001 S State Street, Room N2-800 Salt Lake City, Utah 84190
Held Wednesday, **March 9, 2022**, at 6:00 p.m.
***In Person and Online Meeting

Trustees Present:

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

Staff Present:

Marla Howard, MSD General Manager
Brian Hartsell, MSD Associate General Manager
Lupita McClenning, MSD Director of Planning and Development Services
Izabela Miller, MSD Technology Manager (via webex)
Mark Anderson, MSD Legal Counsel (via webex)
Tabitha Mecham, Administrative Coordinator
Maridene Alexander, MSD Communications Director
Alex Rudowski, MSD Senior GIS Analyst (via Webex)
Melissa Anderson, MSD Planning Manager (via Webex)
Greg Baptist, MSD Stormwater Inspection Manager (via Webex)

Others Present:

Crystal Hulbert, Salt Lake County Public Works Engineering (via Webex)
Shane Ellis, Salt Lake County Public Works Engineering (via Webex)
Kevyn Smeltzer, Salt Lake County Director of Public Works Operations (via Webex)
Abby Evans, Salt Lake County Senior Policy Advisor (via Webex)
Lisa Hartman, Salt Lake County Associate Deputy Mayor (via Webex)
Paul Ashton, Magna and White City Metro Townships Legal Counsel (via Webex)
Rori Andreason, Magna and White City Metro Townships Administrator (via Webex)
Kade Moncure, Division Director, Salt Lake County Engineering and Flood Control (via Webex)
Catherine Kanter, Salt Lake County Deputy Mayor (via Webex)

1. Call to Order

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

Trustees

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

2. Pledge of Allegiance

The pledge of allegiance was not recited.

3. Public Comments

There were no public comments.

4. Consider Approving Board Meeting Minutes for February 9, 2022

Trustee Peay moved to approve the February 9, 2022 Board meeting minutes as presented. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Peay, Flint, Stringham and Zuspan each voting “aye”.

5. Review of Engineering Transition Study Findings

Trustee Bush thanked the committee for taking such an extensive look at the issue and for the time that was spent conducting the study. Chair Smolka agreed that the study was very thorough and professional.

Trustee Bush moved to delay a potential Engineering transition to the MSD for at least 2 years. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Peay, Flint, Stringham and Zuspan each voting “aye”

6. Discussion on and consider approving suspension of FY 2023 new capital project requests

Brian Hartsell discussed the numerous carry-over projects from FY 2021 and prior years, the bond projects, and the increasing cost of materials. For those reasons, he asked the Board to consider limiting the number of new projects in FY 2023 to projects for which grant funds have already been approved. That would enable the Engineering Department to focus on the projects that are already in the pipeline, including the projects to be funded by the recently issued bond. Brian Hartsell also recommend that the MSD include a budget line item for capital project contingencies in the FY2023 Budget to allow the Board the opportunity to approve the use of the contingency funds to cover bids that may come in higher than expected. Road maintenance projects will continue, and Brian Hartsell also recommended a maintenance contingency in FY2023 to address unexpected maintenance issues such as sinkholes and failing stormwater lines. No concerns were expressed by the Trustees respecting moving in that direction.

7. Consider approving budget adjustment for 8850 S Sidewalk for \$920 from the Miscellaneous Project Account

Shane Ellis presented the 8850 S Sidewalk Project final bill of \$920.00 for project overages.

Trustee Flint moved to approve the \$920.00 budget adjustment from 1002 Miscellaneous Funds to the 8850 S Sidewalk Project account. Trustee Peay

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

8. Discussion and consideration of member fund balances and potential limits

Trustee Clayton spoke about excessive or unused Administrative Budgets that are impacting the member agencies' fund balances, noting that some Metro Townships have amassed a large amount of money in their fund balances. Trustee Clayton stated that the money should be used in the corresponding Metro Townships for projects or other purposes that will benefit the community. Otherwise, the Metro Townships should consider adjusting their respective Administrative Budgets.

9. Training on local district board responsibilities

Mark Anderson discussed laws that apply to the Board of Trustees and presented the annual Open and Public Meetings Act training to the Trustees.

10. Discussion on and consider approving the acquisition of additional data sets from the DTS Road Condition Data Collection Project

Brian Hartsell and Marla Howard discussed the Trustees' interest in DTS data sets that were not purchased as part of the initial project that collected road condition data. Brian Hartsell stated that funds are available if the Board would like the District to purchase additional datasets, either district-wide or for a specific jurisdiction. Trustee Clayton asked if Kevyn Smeltzer could rank the datasets that would be the most important to help with road maintenance.

11. Discussion on transition from virtual-only Board meeting to hybrid or in-person options.

Chair Joe Smolka stated that the mask mandate at the Salt Lake County Government Center has been lifted and the number of Covid cases has gone down. He asked the Trustees if they would like to hold future Board meetings in person or hybrid (with an anchor location for in person attendance coupled with an electronic attendance option). The consensus was to stay hybrid.

12. Discussion on Legislative updates

Mark Anderson presented a summary of important new legislation adopted in 2022. The Utah Association of Special Districts worked hard on several Bills that will directly affect the MSD.

13. General Manager report

Marla Howard presented the General Manager's report:

- There are two open employment positions: Current Planner 1 and Associate Building Inspector. Two new hires will start on March 21, 2022, plus there will be one new intern.
- Auditors will be in the MSD office on March 16, 2022, to begin conducting the annual independent audit.

- The administration team is concerned about fuel and food prices and is looking into ways to work with employees.
- With the E360 migration, late fee notices were not sent out. The MSD will waive late fees that were incurred because of that failure. The issue has been addressed going forward.

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

No agenda items were suggested for future consideration.

16. Discussion of the character, professional competence, or physical or mental health of an individual (possible closed meeting pursuant to Utah Code Ann. 52-4-205(1)(a))

There was no need to hold a closed meeting.

17. Discussion of pending or reasonably imminent litigation (possible closed meeting pursuant to Utah Code Ann. 52-4-205 (1)(c))

There was no need to close the meeting.

18. Adjourn

Trustee Peay moved to adjourn the meeting. Trustee Clayton seconded the motion. Trustees Smolka, Bush, Clayton, Peay, Flint, Stringham and Zuspan each voting “aye”.

The meeting adjourned at 7:37 p.m.

Approved by the Board of Trustees on the 27th day of April, 2022.

Joe Smolka, Chair

ATTEST:

Marla Howard, General Manager