



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

Held Wednesday, July 13, 2022, at 6:00 p.m.
At 2001 South State Street
Room N2-800
Salt Lake City, UT 84190

Trustees Present:

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

Trustee Excused:

Sean Clayton

Staff Present:

Marla Howard, General Manager
Brian Hartsell, Associate General Manager
Stewart Okobia, Director of Finance
Izabela Miller, Technology Manager (via Webex)
Mark Anderson, Legal Counsel (via Webex)
Tabitha Mecham, Administrative Coordinator
Jamie Sims, Plans Examiner

Others Present:

Crystal Hulbert, Incoming Salt Lake County Director of Public Works Operations
Ahmed Dahir, Salt Lake County Engineering & Flood Control, Engineer
Steven Kuhlmeier, Salt Lake County Engineering, Engineer
Kade Moncur, Division Director, Salt Lake County Engineering and Flood Control
Lisa Hartman, Salt Lake County Associate Deputy Mayor (via Webex)
Paul Ashton, Magna and White City Metro Townships Legal Counsel (via Webex)

1. Call to Order

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

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 recited.

3. Public Comments

There were no public comments.

4. Approve Board Meeting Minutes for June 22, 2022

This agenda item was moved to the next Board meeting.

5. Introduction of Stewart Okobia - new Director of Finance

Chair Smolka introduced the new Director of Finance, Stewart Okobia. Stewart then provided a little background information about himself and the Trustees welcomed him to the MSD.

6. Approve Employment Contract for Director of Finance, Stewart Okobia

Chair Smolka presented the employment contract for Stewart Okobia. Chair Smolka asked Mark Anderson if he had reviewed the contract and had any questions or comments. Mark Anderson confirmed that he had reviewed the contract and found it to be acceptable.

Trustee Peay moved to approve the employment contract with Director of Finance Stewart Okobia. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

7. Approve budget adjustment of \$100,000 from the Pinecrest Overlay to the Margarethe Road Stabilization Project

Kade Moncur thanked Crystal Hulbert for her hard work on behalf of the MSD and Salt Lake County Engineering. Crystal Hulbert will take over the Division Director of Public Works Operations position that Kevyn Smeltzer will vacate when he retires on July 29, 2022. Mr. Moncur then introduced Steven Kuhlmeier, one of the Salt Lake County Engineers, who will be the Interim Supervisor when Crystal moves to the Division Director position.

Steven Kuhlmeier requested that \$100,000 of excess budgeted funds be moved from the Pinecrest Overlay Project to the Margarethe Road Stabilization Project to cover bids that came in higher than expected.

Trustee Bush moved to approve the \$100,000 budget adjustment from the Pinecrest Overlay to the Margarethe Road Stabilization Project. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, and Zuspan each voting “aye”.

8. Approve the contract for 4700 S (4000 W to 5600 W) with Avenue Consultants Public Involvement- Construction Phase

Brian Hartsell presented the contract for the 4700 South Project in place of Shane Ellis, who was out of town. The contract is with Avenue Consultants, the same firm that provided design phase services. Funding for this work has been budgeted. This contract was secured by UDOT through the Utah Department of Transportation contract pool.

Mark Anderson stated that he reviewed the contract and had no comments.

Trustee Bush moved to approve the contract with Avenue Consultants for 4700 South public involvement services. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, and Zuspan each voting “aye”.

9. Approve contract amendment with UDOT Federal Aid Agreement for 4700 S

Representing Shane Ellis, Brian Hartsell presented the amendment to the UDOT Federal Aid Agreement. Brian stated that the Amendment is expected to cover the bid cost overage, which is approximately \$2,300,000. The Kearns Metro Township has agreed to cover its portion of the cost overage and West Valley City has agreed to cover its portion.

Mark Anderson acknowledged having reviewed the Amendment and noted that, if there are additional cost overages, they will be the responsibility of the MSD as the contracting party.

Trustee Stringham joined the meeting.

Trustee Bush moved to approve the Amendment to the UDOT Federal Aid Agreement. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

10. Approve budget adjustment of \$70,000 from the Miscellaneous Capital Fund to the Sams/Pieper Blvd Overlay

Ahmed Dahir, from Salt Lake County Engineering, presented a \$70,000 budget adjustment for the Sams/Pieper Blvd Overlay Project. Ahmed stated that this is for Salt Lake County Operations to install signs and pavement messaging. County Engineering would like Salt Lake County Operations to do the work, which was not part of the project when it went out to bid.

Trustee Bush moved to approve a Budget adjustment to move \$70,000 from Miscellaneous Funds to the Sams/Pieper Blvd Overlay Project. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

11. Approve a part-time Long-Range Planner 1 for an annual cost of \$39,000

Marla Howard stated that, after speaking with Kayla Mauldin, it has been identified that there is a lack of expertise at some public meetings. She would like to fill that hole with a

permanent part-time Long Range Planner who speaks Spanish. Currently, an intern has been invaluable with public interactions.

Chair Smolka moved to approve the hiring of a part-time Long-Range Planner. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

12. Approve a Receptionist/Permitting Technician for an annual cost of \$71,100.00

Marla Howard stated that, during a workplace analysis and an evaluation of the amount of overtime for planning and front desk employees, some inefficiencies were discovered. This issue has been discussed with both Brian Hartsell and Trent Sorensen. Quite often, an employee will help at the front counter only to learn that the customer was looking for a County Department. That takes MSD employees away from their job duties and is inefficient. Management believes that a first contact employee would have more than enough work to stay busy.

Trustee Bush moved to approve a receptionist/permitting technician position. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

Trustee Stringham stated that she would love to see this new employee help keep the MSD up on social media and the MSD website, assisting whoever is doing that work now.

13. Approve MSD Educational Reimbursement Policy

Marla Howard stated that the MSD has had a policy in place for at least the past 3 years pursuant to which, when an employee receives an acceptable grade, the MSD will reimburse up to 50% of cost of the approved class. When MSD management and Mark Anderson started to review MSD policies to confirm that all of the policies have been formally adopted and are up to date, a question arose respecting the Educational Reimbursement Policy.

Trustee Bush moved to approve the MSD Educational Reimbursement Policy. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

14. Discussion on the Workplace Analysis

Marla Howard introduced Jamie Sims, an MSD Plans Examiner who has a background in interior design. Jamie stated that a focus group of 5 people helped with the Workplace Analysis. She explained that a survey was given to all of the MSD’s employees, asking questions about what is wanted and needed, in the opinion of the employees. Jamie stated a belief that the MSD will need at least 12 additional offices to accommodate expected growth and, in time, may need at least 20,000 square feet of a new space.

The employees want to stay centrally located; storage is a major issue with all departments; and both open space and defined space for privacy are priorities. The employees are concerned about the amenities that would be lost, as well as security for the office space and parked vehicles, if the MSD were to move from the County Government Center.

Trustee Stringham stated that workflow is particularly important. Our customer service needs to be the most efficient available. Trustee Stringham has looked at how other government entities function; how we interact with our customers; and customer and employee workflow. Chair Smolka agreed that an efficient workflow is good for the MSD's bottom line.

Chair Smolka thanked Jamie for her presentation.

15. General Manager report

Marla Howard reported on the following:

- Earlier this week, a new Organization Chart was sent out.
 - Trent Sorensen is the new Director of Planning and Development. Trent has already stepped up and helped with the FEMA review and audit.
 - Brian Tucker is the new Planning Manager.
 - Kayla Mauldin is the new Senior Long-Range Planner.
 - Curtis Woodward is the new Current Senior Planner.
 - Briana Ariotti is the new SWPPP Inspector.
- There is 1 vacancy in Code Enforcement.
- There will be a new Building Official and a new Planner. Including the 2 new positions approved earlier during the meeting, there are only 4 open positions to be filled.
- Maridene Alexander would like to schedule a group photo of the Trustees. It was suggested that the photo be taken at the Budget meeting on July 29th.
- The Trustees were reminded to send their member entity budgets to Stewart Okobia. Communities that Care and the Pleasant Green Cemetery will be handled separately.
- Kevyn Smeltzer is retiring at the end of the month, and a retirement party has been planned.

16. 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.

17. Discussion of future agenda items

No future agenda items were suggested by the Board.

18. Discussion of pending or reasonably imminent litigation

There was no need for a closed meeting.

19. Discussion of the character, professional competence, or physical or mental health of an individual

There was no need for a closed meeting.

20. Adjourn

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

Chair Smolka declared the meeting to be adjourned at 6:43 p.m.

APPROVED by the Board of Trustees on the 14th day of September, 2022.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk

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