



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 27, 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 (via Webex)
Stewart Okobia, Director of Finance
Izabela Miller, Technology Manager (via Webex)
Mark Anderson, Legal Counsel (via Webex)
Tabitha Mecham, Administrative Coordinator

Others Present:

Shane Ellis, Salt Lake County Public Works Engineering
Paul Ashton, Magna and White City Metro Townships Legal Counsel
Rori Andreason, Magna and White City Metro Townships Administrator

1. Call to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Trustees

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

3. Public Comments

There were no public comments.

4. Approval of Board Meeting Minutes for June 22, 2022

Vice Chair Zuspan moved to approve the June 22, 2022 Board meeting minutes as presented. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

5. Appoint Stewart Okobia as MSD Clerk

The Board discussed changing the MSD Clerk position from Marla Howard to Stewart Okobia.

Trustee Peay moved to appoint Stewart Okobia to serve as the MSD Clerk. Vice Chair Zuspan seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting “aye”.

6. Report from Audit Committee

This item was tabled until the second Board meeting in August.

7. Approve second quarter financial statements and disbursements

This item was tabled until the second Board meeting in August.

8. Approve the UDOT JUB contract extension

Shane Ellis presented the UDOT JUB contract extension for services through the construction phase of the 8425 South Sidewalk project. JUB’s contract for design services expires in August of 2022. UDOT (Utah Department of Transportation) wants the contract to be extended through November, 2022. There will be no additional costs.

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

9. Discussion on SLVAS funding

This item was tabled until the first Board meeting in August

10. Approve a resolution to update users on the MSD’s state PTIF account

Brian Hartsell stated that Stewart Okobia, as the Director of Finance, will need to have access to the MSD’s PTIF (Public Treasurers Investment Fund) account. This will be accomplished when the Board adopts Resolution 2022-07-01, which is a form Resolution provided by the State Treasurer.

Trustee Bush moved to adopt Resolution 2022-07-01 to update the users on the MSD's PTIF account with the Utah State Treasurer. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting "aye".

11. Approve a resolution to update the Zions Bank Signature Card for the MSD's checking accounts.

With the new Director of Finance now on board, Brian Hartsell stated that we need to add Marla Howard as a signer to the bank checking account signature card, so 3 individuals will be authorized to sign MSD checks: Chair Smolka, Brian Hartsell and Marla Howard. Resolution 2022-07-02 is a Zions Bank form.

Trustee Bush moved to adopt Resolution 2022-07-02 to update check signers on the Zions Bank Signature Card. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting "aye".

12. Approve an additional plans examiner/building inspector for \$120,000

Marla Howard explained that, with the work volume increasing, Trent Sorensen is often called away from his duties to do work that a Plans Examiner/Building Inspector should be doing.

Chair Smolka moved to approve the addition of a Plans Examiner/Building Inspector at an initial cost of \$120,000 per year. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Flint, Peay, Stringham and Zuspan each voting "aye".

13. General Manager report

Marla Howard reported on the following:

- The second tranche of ARPA funds has been received.
- Trent Sorensen, Brian Hartsell, and Marla Howard, along with County representatives, met with UFA (Unified Fire Authority) Director of Emergency Services Clint Meacham to discuss processes for communications in case of a natural disaster. UFA recognizes the need to include processes within the UFA's Emergency Management to ensure that critical communications take place. Communities also need to make sure they have an Emergency Manager in place, in case of natural disasters.
- An all staff meeting, with a light breakfast, to be held on July 28th, 2022, will include a review takeaway from Arbinger training, an analysis of the state of the MSD, a review of HR issues, and a getting-to-know-you activity.
- A Board budgeting meeting will be held on Friday, July 29th, with photographs prior to the meeting.
- A reminder to get member entity Budgets to Stewart Okobia.
- The SAM.gov renewal is coming soon.

- Marla Howard and Stewart Okobia will both be traveling between August 4 and August 11, so Brian Hartsell will represent management at the August 10 Board meeting.

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 future agenda items were suggested by the Trustees.

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

There was no need for a closed meeting.

17. Adjourn

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

The meeting adjourned at 6:16 p.m.

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

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk