



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, September 28, 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
Kelly Bush (Via Webex)
Sean Clayton (via Webex)
Paulina Flint
Dan Peay

Trustee Excused:

Laurie Stringham

Staff Present:

Marla Howard, General Manager
Brian Hartsell, Associate General Manager
Stewart Okobia, Director of Finance
Trent Sorensen, Director of Planning and Development Services
Izabela Miller, Technology Manager (Via Webex)
Mark Anderson, Legal Counsel
Tabitha Mecham, Administrative Coordinator
Maridene Alexander, Communications Director (via Webex)

Others Present:

Rori Andreason, Magna and White City Metro Townships Administrator
Shane Ellis, Salt Lake County Public Works Engineering
Al Peterson, Kearns Metro Township Council
Clint Mecham, Division Chief/Director/Salt Lake County Emergency Manager
Tara Behunin, Emergency Management Associate Director
Hannah Gorski, Communications & Administrative Coordinator for the Salt Lake County Council
Kade Moncur, Division Director, Salt Lake County Engineering and Flood Control

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

3. Public Comments

There were no public comments.

4. Discuss contracted Municipal Emergency Management Planning Services contract

Clint Mecham, Division Chief for the Unified Fire Authority (“UFA”) and the Salt Lake County Emergency Manager, presented an overview of the Municipal Emergency Management Planner Program. The original concept for these positions was that they would be emergency planners for the Metro Townships, and only provide planning, training, and exercise services. That concept has since evolved due to a Bill (HB 96) sponsored by Representative Suzanne Harrison, which requires each municipality to have an Emergency Manager. The contract with UFA that was put in place prior to the effective date of HB 96 doesn’t provide for the level of emergency management services that is desired by some of the Metro Townships.

Trustee Flint requested a guidebook on the emergency management responsibilities of the Metro Townships and also requested training dealing with emergency management. Trustee Clayton asked Clint Mecham to explain what is being paid for by Copperton’s contribution. Mr. Mecham responded that the payments cover emergency planning and training provided by UFA. Mr. Mecham expressed appreciation for all of the good feedback on how the service can be improved.

5. Approve 4700 South Contract Modification for Avenue Consultants Public Involvement for the Design Phase to extend the expiration date

Shane Ellis explained that a contract with Avenue Consultants is in place for public involvement (PI) services during the design phase of the 4700 South Project. That contract will expire soon, and an extension is required to extend the completion date of the original contract to March of 2024.

Trustee Flint moved to approve the 4700 South contract modification with Avenue Consultants. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay and Zusan each voting “aye”.

6. Approve contract extension with UDOT consultant Avenue Consultants for the 4700 South project to the construction phase. Original contract was for the design phase.

This agenda item, being a duplicate of agenda item 5, was not discussed.

7. Discussion and possible action regarding UDOT funding for Vics Road Sidewalk and other projects within the MSD.

Shane Ellis noted that Mark Anderson prepared a letter to the Utah Department of Transportation (“UDOT”) to explain the relationship between the MSD and the individual jurisdictions (the five Metro Townships, the Town of Brighton, and unincorporated Salt Lake County). UDOT informed Mr. Ellis earlier in the day that Mr. Anderson’s letter provided an adequate clarification of the MSD’s role and authority to act on behalf of the individual jurisdictions and that UDOT will move forward with contracts and grants on that basis.

8. Review of Draft 2023 Fee Schedule for the Town of Brighton, Metro Townships and Unincorporated County

Brian Hartsell presented the updated fee schedule to the Board. The fee schedule is typically updated and adopted each year by each jurisdiction. Trent Sorenson, Brian Hartsell and Brian Tucker have worked on a 2023 fee schedule, including the addition of clarifying wording so it will read better. Next year, they anticipate that there will be an independent review of the fees. Valuation tables provided by the ICC will be updated when needed. The fee schedule has been reviewed by land use counsel and by the District Attorney's office as it pertains to the County's fee schedule. Specific adjustments can be made by each jurisdiction, but it is preferable to maintain as much uniformity as possible. The goal is for the fee schedule to be adopted by each jurisdiction so it will be in place by January 1, 2023. Trustee Clayton expressed his appreciation to everyone involved in this effort.

9. Approve the waiver of fines of \$6,712.50 (\$4,875 paid, \$1,837.50 unpaid) on business licenses where the reminder notices were not sent by Cityworks

Marla Howard explained that, when Cityworks was set up and during the transition from E360 to Cityworks, some necessary fields were not populated, but that has since been corrected. The oversight created an issue regarding missing email addresses, causing business license reminders to not be sent out. The resulting fines cannot be waived by Brian Hartsell, Marla Howard or Trent Sorensen without Board approval. Izabella Miller stated that staff thought the problem had been fixed. Emails were not required when the workflow was set up, but staff will provide appropriate notifications so this won't happen again.

Trustee Peay moved to waive fines totaling \$6,712.50 related to business license fees, as recommended by staff. Trustee Zuspan seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay and Zuspan each voting "aye".

10. Tentatively adopt 2023 Tentative Budget

Stewart Okobia stated that the only change since the last review of the 2023 Tentative Budget is in the Kearns Metro Township administrative budget, which has been increased by \$28,000 to cover special events. Marla Howard stated that renewal premium rates for health insurance for the District's employees came in lower than expected. Premiums were estimated to increase by 10%, but the increase will only be 3%.

Stewart Okobia and Marla Howard undertook a further analysis of the MSD salaries. Management would like to keep salary rates competitive. Mr. Okobia presented three COLA (cost of living) increase scenarios: 3%, 6%, and 9%. Stewart Okobia recommended that the Board consider a higher COLA increase to stay competitive with the market, and asked for guidance. Trustee Clayton asked if the increase would be 6% across the board. Marla Howard responded that the COLA increase would be given across the board to all District employees, plus an additional 1.5% for merit increases. The amount of each individual merit increase will be based on the employee's annual evaluation.

Trustee Bush moved to approve a 6% COLA increase in the Tentative Budget. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay and Zuspan each voting "aye".

Brian Hartsell stated that there is no funding in the 2023 MSD Tentative Budget for the Association of Community Councils Together (“ACCT”). Trustee Stringham asked Mr. Hartsell to call that to the Board’s attention.

Trustee Flint, Chair Smolka, Trustee Peay and Trustee Zuspan stated that they did not support the removal of funding for ACCT from the Budget. Staff was directed to insert \$26,000 into the 2023 Tentative Budget for ACCT.

Marla Howard stated that there were no changes to capital budget items in the 2023 Tentative Budget.

Trustee Flint moved to tentatively adopt the 2023 Tentative Budget as discussed. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay and Zuspan each voting “aye”.

11. Schedule the Public Hearing for October 12, 2022 to discuss the 2023 Tentative Budget

Trustee Flint moved that a public hearing to discuss the 2023 Tentative Budget be scheduled on October 12, 2022 in room N2-800 of the Salt Lake County Center at 6:00 pm. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay and Zuspan each voting “aye”.

12. General Manager report

Marla Howard Reported on the following:

- Trent Sorensen, Brian Hartsell, Marla Howard, and Alicia Gonzales paid respects to Mike Sena’s family members. Additionally, the MSD sent flowers. Salt Lake County employees who knew Mike also sent condolences and made contributions to his family.
- The MSD has four open positions left to fill: SWPPP Inspector, Planner II, Permitting and Licensing Tech, and an IT Specialist. We have good candidates for the SWPPP Inspector and the IT Specialist positions.
- Stewart, Brian, and Marla will visit the Justice Court on September 29th to review the accounting process.
- Staff attended a communications and customer service workshop yesterday and management received good feedback. The goals are to improve MSD’s services to constituents with improved and clear communications and improved processes.
- Staff is beginning NIMS online training. Our goal is to have everyone complete online training by the end of the year. We have not yet received the 2023 schedule for trainings at the Emmetsburg facility. We have identified a potential for five staff members to attend the training.
- The MSD will participate in our first NIMS Emergency Management tabletop exercise on November 10. This session will be preceded by a 2 hour in person web EOC training on November 9. The training will provide Valley Emergency Managers an understanding of operational capabilities, focusing on the Activity Log, the significant events board, and a review of the Incident Action Plan.

- Staff met with representatives from the State of Utah and FEMA about emergency planning on the state level. They recognize that they don't have adequate procedures in place. They will continue meeting and making plans about things such as who should carry a satellite phone.
- FEMA G-402 training for all Mayors, Council Members, and Emergency Managers will be held on October 22, 2022, and there will be another training in November.
- Staff is deep into the revision of the HR manual and hope to have it done by the end of October.
- Staff met with Smith Hartvigsen about Municode, updates, and processes required to update the Code.
- Staff has been working with the County to create a Statement of Procedures for FEMA permits and changes in the ordinance pertaining to FEMA flood plain permits. The migratory bird protection ordinance affects some of the areas along the Great Salt Lake.
- The Ridgecrest sinkhole should have been corrected by now, but we don't have confirmation.
- A Thanksgiving luncheon will be held on Thursday November 17 and the staff Christmas breakfast will be held on December 21st.
- A Board and Partner dinner for the Holidays will be held at Chair Smolka's home.

13. 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.

14. Discussion of future agenda items

No future agenda items were suggested by the Trustees.

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

There was no need for a closed meeting.

16. Adjourn

Trustee Flint moved to adjourn, and Chair Smolka declared the meeting to be adjourned at 7:32 p.m.

APPROVED by the Board of Trustees on the 26th day of October 2022.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk

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