



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, October 26, 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 (via Webex)
Dan Peay
Laurie Stringham (via Webex)

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
Mark Anderson, Legal Counsel
Brooke Barnes, Human Resources
Maridene Alexander, Communications Manager
Alex Rudowski, Senior GIS Analyst Planner

Others Present:

Abby Evans, Salt Lake County Senior Policy Advisor
Lisa Hartman, Salt Lake County Associate Deputy Mayor
Paul Ashton, Magna and White City Metro Townships Legal Counsel
Rori Andreason, Magna and White City Metro Townships Administrator
Hannah Gorski, Salt Lake County Council Administrative and Communications Coordinator

1. Call to Order

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

2. Pledge of Allegiance

Trustees

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

The Pledge of Allegiance was recited.

3. Public Comments

There were no public comments.

4. Approve Board Meeting Minutes for September 28, 2022, and October 12, 2022

Trustee Peay moved to approve the minutes of the September 28, 2022 and October 12, 2022 Board meetings as presented. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting in the affirmative. Trustee Stringham abstained from voting because she was not present at either meeting.

5. Approval of the Holiday schedule for 2023

Brooke Barnes presented the proposed Holiday schedule for the year 2023.

Trustee Bush moved to approve the Holiday schedule for 2023 as presented. Trustee Clayton seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Stringham, Peay, and Zuspan each voting in the affirmative.

7. Discussion of the Five-Year Forecast

Agenda item 7 was considered out of order because the presenter for agenda item 6, Mark Anderson, was not yet in attendance.

Stewart Okobia presented the MSD five-year financial forecast. The forecast estimated that revenues will increase by about 5% each year, and did not include any CARES or ARPA funding. Mr. Okobia explained the revenue and expense line items in the forecast and stated that, by 2027, the forecast conservatively projects about \$7.3 to \$8.3 million in reserves, noting that the Budget was prepared in a way that enables the Trustees to see the reserve amounts that may be available to fund additional capital projects. MSD staff will work with each municipal and county Council to help them decide what capital projects they want to fund in the future.

6. Approval of Board Member Travel Policy

Mark Anderson explained that a new law enables the Board to adopt its own Travel Policy to be used in place of rules adopted by the Utah Division of Finance. One of the major changes in the Board Member Travel Policy under consideration by the Board is that, if an event is at least 25 miles from the Trustee's home base, with Board approval, the Trustee may stay overnight at District expense and, if the event includes an evening activity or an early morning activity, the 25 mile limitation may be waived by the Board. This will allow the Trustees to be in control of Board travel, as they always have been regarding District employee travel.

Trustee Flint moved to approve the MSD Board Member Travel Policy as presented. Trustee Stringham seconded the motion. The motion carried with

Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting in the affirmative.

8. Approve Parks Maintenance payment to SuperTrees for Tree Removal in Copperton Metro Township

Trustee Clayton stated that County personnel have removed all of the trees they can under the budgeted amount. It will be necessary to use an outside source to finish the tree removal. A quote has been received from SuperTrees, which is a certified arborist, to remove the trees and to treat and prevent the spread of disease to healthy trees, for \$22,000.00. Trustee Clayton stated that this disease has killed most of the trees in Copperton Park.

Trustee Flint moved to approve the payment to SuperTrees for tree removal services in the Copperton Metro Township. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting in the affirmative.

9. Communications update

Maridene Alexander presented an overview of the items that she has been working on in the Communications Department. The Board thanked her for her diligent work.

10. Planning and Development Services update

Trent Sorensen presented an extensive update on all of the things on which he and his team in Planning and Development have been working. Mr. Sorensen responded to questions from Trustee Stringham and Chair Smolka regarding the backlog in the issuance of building permits and business licenses, and how many small permit requests are being received. Mr. Sorensen stated that he will conduct some research and get back to the Trustees.

11. General Manager report

Marla Howard reported as follows:

- She met with Salt Lake County Public Works Operations (“PWOps”), they have been losing employees to neighboring cities. PWOps implemented a \$2,000 hiring bonus with another \$2,000 to be paid at the end of a year if the employee is still a PWOps employee. If the employee leaves before the end of the year, the employee will be expected to pay back the money. PWOps hopes that this will stop the bleeding of employees. The bonus money can be paid out of the existing PWOps budget.
- PWOps also looked at its budget and, because of the co-op agreement with neighboring cities, the MSD will be charged less of PWOps’ overhead next year.
- PWOps is conducting a salary survey and is hoping to be able to be more competitive with pay to retain and attract employees.
- During the quarterly meeting with PWOps, Marla Howard asked about emergency response plans. She believes it to be important to have a working knowledge of what the PWOps’ policies and procedures will be in case of an emergency.
- Brian Hartsell and Marla Howard met with representatives of Kearns, West Jordan, and West Valley City. It was decided that, because of the poor condition of 6200

- South, the MSD or Kearns Metro Township will pay for the Kearns portion of the road repairs to get them completed as soon as possible -- probably next spring.
- MSD management met with the Justice Court for a review and, after the review, it was decided that we should also review Salt Lake County Animal Services because Animal Services also bills based on the budgeted amounts, not actual costs.
 - The HR Manual is being reviewed by Brooke Barnes, Tabitha Mecham, Brian Hartsell and Marla Howard. They have been working through the process of reading the Manual line by line and making changes to reflect actual practices.
 - We are implementing a biweekly management leadership development course taught by Izabela Miller, for mid management employees to be introduced to leadership skills for their everyday management practices. Once the managers complete the training, it will be offered to other employees who are interested in career development.
 - The Salt Lake County Council approved a 4% COLA increase and stratified all County employees into 3 categories. The lower band will also receive a 4% one-time payment; the middle band will also receive a 3% one-time payment, and the top band will also receive a 2% one time payment.
 - Brian Hartsell reminded the Trustees to include the Fee Schedule in their individual Council Budget meetings and get the Fee Schedule approved.
 - Marla Howard will be traveling out of the office part of the upcoming week and Brian Hartsell will be at the UASD Convention.
 - Monday is Halloween and there will be a potluck for the employees.

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

Trustee Stringham stated that the County would like the ACCT (Association of Community Councils Together) billing amount to be moved into the administrative budget.

13. Discussion of future agenda items

No future agenda items were suggested by the Trustees.

14. 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 for a closed meeting.

15. Discussion of imminently threatened litigation (possible closed meeting pursuant to Utah Code Ann. § 52-4-205(1)(c))

There was no need for a closed meeting.

16. Adjourn

Trustee Peay moved to adjourn the Board meeting. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan voting in the affirmative.

Chair Smolka declared the meeting to be adjourned at 7:37 p.m.

Approved by the Board of Trustees of the Greater Salt Lake Municipal Services District on the 14th day of December, 2022.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk

4872-6103-2513, v. 1

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