



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 (MSD)

Held on Wednesday, March 22, 2023, 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
Laurie Stringham (via Webex)

Staff Present:

Marla Howard, General Manager
Brian Hartsell, Associate General Manager
Stewart Okobia, Director of Finance
Tabitha Mecham, Administrative Coordinator
Trent Sorensen, Director of Planning and Development Services
Izabela Miller, Technology Manager (via Webex)
Mark Anderson, Legal Counsel
Mike Milne, Code Enforcement (via Webex)
Alex Rudowski, Senior GIS Analyst/Planner (via Webex)
Ace Mack, Information Technology Specialist/Business Analyst (via Webex)

Others Present:

Steve Kuhlmeier, Salt Lake County Public Works Engineering (via Webex)
Shane Ellis, Salt Lake County Public Works Engineering
Scott Baird, Salt Lake County Public Works & Municipal Services Director
Kade Moncur, Salt Lake County Engineering and Flood Control Division Director (via Webex)
Paul Ashton, White City Metro Township Legal Counsel
Robert Thompson, Salt Lake County Engineering & Flood Control, Watershed Section Manager (via Webex)
Matt Stark, Baker Tilley (via Webex)
Nate Rockwood, Town of Brighton (via Webex)
Al Peterson, Kearns Metro Township Council (via Webex)
Linda Price, White City Metro Township Council (via Webex)

1. Call to Order

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

Trustees

Joe Smolka Keith Zuspan Kelly Bush Sean Clayton Paulina Flint Dan Peay Laurie Stringham
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 February 17, 2023 and February 22, 2023

Trustee Bush moved to approve the February 17 and February 22 Board meeting minutes as presented. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.

5. Report from the Audit Committee Meeting on January 25, 2022

Trustee Clayton reported that the Audit Committee met earlier in the day, the meeting went well, and nothing out of the ordinary was noted. The Audit Committee discussed the need to establish District-wide policies and standardization for credit card users.

6. Approve the disbursements for the fourth quarter of 2022 and approve the financial statements for the period ending December 31, 2022

Trustee Clayton stated that the Audit Committee recommended approving the MSD disbursements and Financial Statements for the quarter ending December 31, 2022.

Trustee Flint moved to ratify and approve the disbursements for the fourth quarter of 2022 and to approve the Financial Statements for the period ending December 31, 2022 as presented. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.

7. Approve a contract extension with Project Engineering Consultants for Construction Engineering Management on the 4700 S project

Shane Ellis recommended a contract extension from March of 2023 to March of 2024 for construction engineering management on the 4700 South Project under a contract with Engineering Consultants.

Trustee Bush moved to approve the contract extension with Project Engineering Consultants for construction engineering management on the 4700 South Project. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.

8. Approve a budget adjustment for a survey of Peony Way drainage in the amount of \$5,000 from Miscellaneous Capital Projects funds

Following a brief explanation by Shane Ellis, Trustee Bush moved to approve a \$5,000 budget adjustment for a survey of Peony Way drainage using “Miscellaneous Capital Projects” funds. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.

12. Approve a budget adjustment to recognize \$404,700 in grant funds and an ARPA fund contribution of \$350,000—both for the Segó Lily Project in White City

For the convenience of the presenter, Shane Ellis, agenda item 12 was considered out of order.

Shae Ellis explained the recommended budget adjustment to recognize Transportation Choice Funds from Salt Lake County for the Segó Lily Project, as a cost reimbursement to the MSD in the amount of \$404,700. Additionally, \$350,000 will be contributed from White City ARPA funds. After examining Segó Lily Drive, it was discovered that a 4 inch mill and overlay is needed to extend the life of the road beyond a couple of years.

Trustee Smolka moved to approve a budget adjustment to recognize \$404,700 in grant funds and an ARPA fund contribution of \$350,000—both for the Segó Lily Drive Project in the White City Metro Township. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.

9. Approve a contract with Baker Tilly for Municipal Financial Advisor Services to conduct a comprehensive fee schedule study

Brian Hartsell presented an Agreement with Baker Tilly to perform an independent fee schedule study. Brian stated that money for the project would come from contingency funds and/or money budgeted for professional services.

Trustee Peay moved to approve the contract with Baker Tilly to conduct a comprehensive fee schedule study. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”.

10. Presentation on Flood Control and Mitigation plan

Kade Moncur, Scott Baird and Robert Thompson presented Salt Lake County’s flood control planning and preparations for the 2023 spring season because, with current snowpack levels, there is a potential for significant flooding. Robert Thompson stated that it is likely that Utah will still officially be in a drought this year, but a great deal will depend on how quickly and when the snow melts. Kade Moncur presented an update concerning where the County is with respect to flood control measures. There was a discussion about the Metro Townships and the Town providing information to their citizens regarding how to clean the creek beds and culverts to help avoid or minimize flooding. They presented the FEMA flood plain map and other graphs showing snowfall totals and the moisture content.

11. Presentation by Salt Lake County Public Works Engineering on staffing challenges

Scott Baird explained the steps being taken by the Salt Lake County Public Works Department to respond to and alleviate staffing challenges that are being experienced.

13. Discussion regarding long-term law enforcement solutions for communities served by the MSD

Chair Smolka is working to implement coordination and cooperation by the MSD Board, the SLVLESA Board, and their representatives. There will be more information to come.

14. Discuss Bylaws

The MSD Bylaws will be on a Board meeting agenda next month.

15. Annual Board Member Training

Using a Power Point, Mark Anderson presented the annual Open and Public Meetings Act Board member training that is mandated by the Act.

16. General Manager report

With assistance from Trent Sorensen, Marla Howard presented her report, covering the following subjects:

- Trent Sorensen reported that interviews have begun for the Plans Examiner and the Grading Floodplain and Stormwater Manager positions.
- MSD leadership completed training on MBTI last Monday. Other employees will also receive the training to help them understand differences in communication.
- Arbinger training conducted yesterday focused on inclusion. For the most part, people were pleased with the training and feel positive about our progress in changing the MSD employee culture for the better.
- Staff is working on a training plan to train Code Enforcement Officers to qualify for Plans Examiner and/or Building Enforcement positions. Management is looking into ways for MSD employees to grow and stay with the MSD long-term.
- The ACCT (Association of Community Councils Together) spring meeting will be held on April 22nd at the County Building.
- Michael Yei is trying to update emergency response processes so they are current and to establish fire drills and emergency response training, such as active shooter awareness. Some staff members will participate in active shooter training next week.
- Annual Performance Plan Appraisals (APPAs) are being revised because some goals may not directly apply to individuals with routine jobs.

17. 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.

18. Discussion of future agenda items

No future agenda items were suggested by anyone in attendance.

19. 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 discussion.

20. 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.

21. Adjourn

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

Chair Smolka declared the meeting to be adjourned at 7:58 p.m.

Approved by the Board of Trustees on the 12th day of April 2023.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk