



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, April 12, 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

Trustee Excused:

Laurie Stringham

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
Maridene Alexander, Communications Manager
Mark Anderson, Legal Counsel
Jon Lange, Plans Examiner (via Webex)
Ryan Barber, Plans Examiner (via Webex)
Lori Jessop, Associate Building Official (via Webex)
Kirk Boyington, Chief Building Official (via Webex)
Ace Mack, IT Specialist/Business Analyst (via Webex)

Others Present:

Steve Kuhlmeier, Salt Lake County Public Works Engineering
Paul Ashton, Magna and White City Metro Townships Legal Counsel (via Webex)
Hannah Gorski, Salt Lake County Communications and Administrative Coordinator (via Webex)
Steve Calbert, Salt Lake County Justice Court
Al Peterson, Kearns Community Council (via Webex)

1. Call to Order

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

Chair Smolka, who is the Mayor of the Emigration Canyon Metro Township, explained that an emergency declaration had been issued for the Emigration Canyon Metro Township in

Trustees

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

response to mudslides. He requested that the agenda items be handled as expeditiously as possible so he could return to his community.

2. Pledge of Allegiance

The Pledge of Allegiance was not recited.

3. Public Comments

There were no public comments.

4. Approve Board Meeting Minutes for December 14, 2022; January 11, 2023; January 21, 2023; January 25, 2023; February 8, 2023; March 8, 2023 and March 22, 2023

Trustee Peay moved to approve all of the referenced minutes as presented. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting “aye”.

5. Approve board meeting date changes from June 14, 2023 to June 7, 2023; and from June 28, 2023 to June 21, 2023

Marla Howard explained that the requested date changes will accommodate scheduled staff vacations and enable the staff members to attend the June Board meetings.

Trustee Peay moved to approve Board meeting date changes from June 14 to June 7, 2023 and from June 28 to June 21, 2023. Trustee Zuspan seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting “aye”.

6. Approve Contract Modifications for Appraisal and Appraisal Review Services by the Dh Group, LLC and K. Mitchell Appraisal Co., P.C. in the amount of \$11,025.00 (total of \$24,475) and \$3,750.00 (total of \$8,950) respectively, for Right Of Way Acquisition Work regarding the 2820 S Sidewalk Project in Magna

Steve Kuhlmeier stated that these Contract Modifications are necessary due to the expanded scope of the project, with four additional appraisals being necessary, but the extra cost can be accommodated under the current budget.

Trustee Peay moved to approve the Contract Modifications for appraisal services and appraisal review services regarding the 2820 South Sidewalk Project in Magna provided by the Dh Group, LLC and by K Mitchell Appraisal Co, in the amount of \$11,025.00 (total of \$24,475) and \$3,750.00 (total of \$8,950) respectively. Trustee Zuspan seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting “aye”.

7. Discussion of Bylaws

This item was tabled until next month.

8. Adopt Resolution 2023-04-01 approving an Interlocal Agreement for the transfer of Transportation Funds from Salt Lake County to the Greater Salt Lake Municipal Services District to reimburse costs incurred on the Segó Lily Sidewalk Project

Brian Hartsell explained that the Interlocal Agreement will enable Salt Lake County to transfer an additional \$404,700 of County Transportation Funds to reimburse the MSD for expenses incurred on the Segó Lily Sidewalk Project in the White City Metro Township. A budget adjustment to cover this funding was approved during the last Board meeting. As suggested by Mark Anderson, a typographical error in the Certificate of Recipient should be corrected by manually changing “§ 59-2-2219” to “§ 59-12-2219” when the Certificate is signed.

Trustee Flint moved to adopt Resolution 2023-04-01 to approve an Interlocal Agreement with Salt Lake County pursuant to which County Transportation Funds will be transferred to the Greater Salt Lake Municipal Services District to reimburse costs incurred on the Segó Lily Sidewalk Project. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting “aye”.

9. Approve Resolution 2023-04-02 for Surplus Property Declaration

Izabela Miller explained that several old computers and monitors should be declared to be surplus because they have outlived their usefulness.

Trustee Zuspan moved to adopt Resolution 2023-04-02, which is a Surplus Property Declaration. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting “aye”.

10. Approve esri 3-year Contract Renewal in the amount of \$119,100.00

Izabela Miller recommended Board approval of a 3 year contract renewal for esri (Environmental Systems Research Institute, Inc.) that allows the MSD to use GIS software for mapping and data collection. Under a State Contract, the MSD will pay \$119,100.00 to esri over the term of the Contract, which is about \$39,000 a year.

Trustee Flint moved to approve the esri 3 year Contract renewal in the amount of \$119,100.00. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting “aye”.

11. Approve Contract with HUB International Insurance Services for Employee Benefits Insurance Brokerage Services

Marla Howard explained that HUB International will provide employee benefits insurance brokerage services for the District, including working with PEHP on the MSD's behalf. HUB will be paid by the selected insurance provider or providers, not by the MSD.

Trustee Flint moved to approve a contract (Engagement Letter) with HUB International Insurance Services to provide employee benefits insurance brokerage services. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting "aye".

12. Discuss potential flooding emergency notifications to residents

Brian Hartsell and Maridene Alexander gave a brief presentation regarding information and resources that are available when dealing with potential flood emergencies and emergency notifications to residents.

13. Approve the addition of a Plans Examiner 1 for the gross annual cost of about \$112,000

Trent Sorensen stated that the Plans Examiners have been working a lot of additional hours because the building department is inundated with work and, even with the overtime effort, they have begun falling behind. He stated that \$112,000 is the gross annual cost to hire an additional full-time Plans Examiner.

Trustee Flint moved to approve the addition of a Plans Examiner 1 at a gross annual cost of about \$112,000. Trustee Peay seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Zuspan each voting "aye".

14. Review of the visit to Clark County, Nevada

Stewart Okobia provided a brief update on a one-day visit to Clark County Nevada by Trustee Stringham, Marla Howard, Stewart Okobia, Izabela Miller and Trent Sorenson, during which they visited the Building and Zoning Departments. They were pleased with the valuable information and insights that were gained from the trip.

15. Discussion on Communications activities.

Maridene Alexander provided a brief update regarding the activities of the MSD Communications Department.

16. Discussion on Information Technology activities

Izabella Miller presented an update on the Information Technology Department's activities over the past few months.

17. Discuss the Justice Court and approve possible actions

This item was tabled until the next Board meeting to enable Trustee Stringham to be in attendance to make the presentation.

18. General Manager's report

Marla Howard presented her monthly report, which included information regarding the following:

- Alex Rudowski accepted the Grading, Stormwater and Floodplain Manager position, starting on April 24, 2023.
- Management is updating all of the job descriptions, and will begin work on a compensation analysis update in the next 2 months.
- On Friday April 14th, 14 MSD employees will participate in ACT-20 training at the County Building.
- Active shooter training was attended by most of the MSD staff.
- A 2022 Audit report performed by Squire & Company, the District's independent auditor, will be posted on the State Website by June 30th.
- Brian Hartsell reported that the annual ARPA reports have been submitted.
- Baker Tilley has started working on a fee schedule review that will include both MSD fees and fees imposed by the municipalities served by the MSD and by Salt Lake County (regarding unincorporated areas).

19. 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.

20. Discussion of future agenda items

No future agenda items were suggested by anyone in attendance.

21. 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 this agenda item to be discussed.

Following a premature motion to adjourn, followed immediately by a motion to go back into session, the consideration of agenda items continued.

22. Discuss and potentially approve limited overtime benefits for selected groups of employees

Marla Howard stated that three or four salaried employees work 95 to 100 hours every pay period. With upcoming demands, she asked if the Board would consider paying overtime for future extra hours. Employees who work from 80 to 90 hours per pay period may continue to receive comp time, but Marla suggested that employees who work in excess of 90 hours during a pay period should be compensated at the rate of time and a half.

Trustee Flint stated that she wasn't comfortable with making an exception for three or four employees and, in any event, wasn't comfortable paying overtime to salaried employees. The Trustees suggested that Marla prepare a recommended bonus structure for employees who are approved to work extra hours and bring it back to the Board for consideration.

23. Discussion of pending or reasonably imminent litigation (possible closed meeting pursuant to Utah Code Ann. § 52-4-205(1)(c))

There was no need for this agenda item to be discussed.

24. Adjourn

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

Chair Smolka declared the meeting to be adjourned at 6:40 p.m.

Approved by the Board of Trustees on the 26th day of April, 2023.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk