



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 26, 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 (Via Webex)
Kelly Bush (Via Webex)
Sean Clayton (Via Webex)
Paulina Flint (Via Webex)
Dan Peay
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
Mark Anderson, Legal Counsel
Kirk Boyington, Chief Building Official (via Webex)

Others Present:

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

1. Call to Order -

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments

There were no public comments.

Trustees

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

4. Approve Board Meeting Minutes for April 12, 2023

Trustee Peay moved to approve the April 12, 2023 Board meeting minutes as presented. Trustee Clayton seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay and Stringham each voting “aye”.

5. Discuss and approve the 2023 Fraud Risk Assessment

Stewart Okobia presented a Fraud Risk Assessment update that the MSD must prepare each year, a copy of which was included in the Board meeting materials. Stewart explained that any score above 355 is very low risk, with the maximum score being 395. The MSD had a very low risk score of 365.

6. Discuss Bylaws and approve possible actions

Chair Smolka explained that he had some minor suggested updates for the MSD Bylaws that he will send to Mark Anderson, who will prepare language which will be sent to the Trustees before the Board meeting during which the Bylaw amendments will be considered.

7. Discuss Justice Court and approve possible actions

Trustee Stringham explained that the Salt Lake County Council has reduced the Justice Court contra account from \$1,300,000 to \$900,00, which should be sufficient to fund the Justice Court until June 30, 2023. The County Council will review the mid-year budget and determine what actions need to be taken to fund the Court through the end of 2023. Trustee Stringham stated that Millcreek is leaving the Justice Court effective July 1st, and has contracted with Holladay City to use its Justice Court. Trustee Stringham read a letter from County Council Chair Amy Winder-Newton stating that the County Council plans to continue down the path of closing the Justice Court at the end of 2023. The letter stated that the County Council doesn't have an appetite to hire any new full time equivalent employees to replace Steve Calbert, who will soon be leaving the Court, or part-time judges, and suggested that the Court contract for the services that are being provided by Mr. Calbert.

Trustee Zuspan joined the meeting during the discussion of this agenda item.

8. Report on Planning and Development Services

Trent Sorenson reported on the many items that the Planning and Development Department has been working on over the past few months. Trustee Flint expressed her appreciation for the prompt, professional way Mr. Sorenson has gotten on top of questions.

9. Approve the adjustment of the part time Long-Range Planner to full time by eliminating two summer intern positions and a budget increase of \$4,000

Trent Sorenson stated that the MSD would like to convert the part-time Long Range Planner Position to a full-time position in order to better respond to the increasing work load. He would like to eliminate two of the three summer intern positions and use those funds, plus

\$4,000, to help fund the full-time position salary and benefits. Stewart Okobia confirmed that sufficient money is in the MSD budget to fund the position.

Trustee Flint moved to approve the adjustment of the part time Long-Range Planner to a full-time position by eliminating two summer intern positions and approving a budget increase of \$4,000. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, Stringham and Zuspan each voting “aye”

10. Discussion and possible action on performance bonuses

Marla Howard reported that research is being conducted by attorney Rachel Anderson regarding MSD job classifications to determine which jobs are exempt and which are non-exempt for purposes of overtime payments. After a short discussion, this agenda item was tabled until a later time.

11. General Manager report

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

- Stewart Okobia reported that he and the independent auditors have been working diligently on the audit and provided a short update. An auditor from Squire plans to attend the Board of Trustees meeting on May 24th to present an update and answer questions. The audit will be posted to the state website before the June deadline.
- Brian Hartsell stated that, on April 14, members of the Salt Lake County Public Works Department and staff from the MSD attended ACT20 Training.
- Marla and Brian attended ACCT (Association of Community Councils Together) training on Saturday April 22. It was brought to Marla’s attention that most community representatives do not understand the type and volume of work the MSD performs.
- James Burton was promoted to the Senior GIS Analyst position.
- James’ prior position, the GIS Analyst position, has been posted and about 20 applications have been received.
- Leadership training is wrapping up. Another group will begin to receive training in September.

12. 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.

13. Discussion of future agenda items

No future agenda items were suggested by anyone in attendance.

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 this agenda item to be discussed.

14. 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.

15. Adjourn

Trustee Flint moved to adjourn the meeting. Trustee Peay 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 6:34 pm

Approved by the Board of Trustees on the 10th day of May, 2023.

Joe Smolka, Chair

ATTEST:

Stewart Okobia, Clerk