



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, June 07, 2023, at 6:00 p.m.
At 2001 South State Street
Room N2-800
Salt Lake City, UT 84190

Trustees Present:

Joe Smolka, Chair
Kelly Bush (via Webex)
Sean Clayton
Paulina Flint (via Webex)
Dan Peay
Laurie Stringham (via Webex)

Trustee Excused:

Keith Zuspan, Vice-Chair

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
Mark Anderson, Legal Counsel
Kirk Boyington, Chief Building Official (via Webex)
Maridene Alexander, Communications Manager (via Webex)

Others Present:

Steve Kuhlmeier, Salt Lake County Public Works Engineering
Shane Ellis, Salt Lake County Public Works Engineering
Crystal Hulbert, Director, Salt Lake County Public Works Operations (via Webex)
Scott Baird, Director, Salt Lake County Public Works Department (via Webex)
Paul Ashton, Magna and White City Metro Townships Legal Counsel
Rori Andreason, Magna and White City Metro Townships Administrator (via Webex)
Jared Steffey, Salt Lake County Public Works Fiscal Manager (via Webex)
Matt Geddes, Squire (via Webex)
Steve Calbert, Salt Lake County Justice Court
Shauna Graves-Robertson, Salt Lake County Justice Court Judge
Stacy Martin, Salt Lake County Justice Court (via Webex)
Al Peterson, Kearns Metro Township Council (via Webex)
Naserian Montet, Salt Lake County Justice Court (via Webex)

Trustees

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

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.

4. Presentation and approval of preliminary audited financial statements

Matt Geddes, representing the Squire independent auditing firm, and Stewart Okobia gave a brief presentation on the MSD's preliminary audited financial statements for 2022.

Trustee Clayton moved to approve the preliminary audited financial statements. Trustee Bush seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Stringham each voting "aye".

5. Approve the Financial Aid Agreement for Cougar Lane which allocates \$2.1 million in grant money with a local match of \$670,000. About \$30,000 in match funds are being requested in 2023 and the remaining \$640,000 in 2024

Shane Ellis presented a Financial Aid Agreement with the Utah Department of Transportation (UDOT) that involves a \$2.1 million grant for Cougar Lane. There will be a \$30,000 local match in 2023 and a \$640,000 local match in 2024. The Agreement has been approved as to form by Mark Anderson.

Trustee Bush moved to approve the Financial Aid Agreement for Cougar Lane which allocates \$2.1 million in grant money with a local match of \$670,000 (about \$30,000 in matching funds are being requested in 2023 and the remaining \$640,000 in 2024). Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Stringham each voting "aye".

6. Approve a budget adjustment for Cougar Lane of \$20,000 from Misc. Projects to cover the match funds for the \$400,000 UDOT allocation for 2023

Shane Ellis presented a \$20,000 budget adjustment for the Cougar Lane Project, with the money to come from the Miscellaneous Projects fund to cover the matching funds needed for the \$400,000 UDOT allocation in 2023. This work was originally to be completed in 2025, but UDOT has requested \$20,000 now to begin design work and possible right of way (ROW) acquisition efforts.

Trustee Bush moved to approve a \$20,000 budget adjustment for Cougar Lane, from Miscellaneous Projects, to cover matching funds for the

\$400,000 UDOT allocation in 2023. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Stringham each voting “aye”.

- 7. Approve a budget adjustment request to move \$1,576,971.13 from various Emigration Canyon projects to MC210020 Canyon Slope Stabilization, an Emigration Canyon construction project**

Steven Kuhlmeier presented a budget adjustment for Emigration Canyon Slope Stabilization. He stated that other projects completed in Emigration Canyon during FY (fiscal year) 2022, but after the FY 2023 Budget was submitted, came in under budget, which freed up funds for the Canyon Slope Stabilization Project.

Trustee Bush moved to approve a budget adjustment to move \$1,576,971.13 from various Emigration Canyon projects to MC210020, Canyon Slope Stabilization, an Emigration Canyon construction project. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Stringham each voting “aye”.

- 8. Approve a budget adjustment of \$10,000 from the Misc. account for Ski Connect Phase 2**

Shane Ellis stated that bids have been received for the Ski Connect Phase 2 Project, for which a \$10,000 budget adjustment was needed.

Trustee Bush moved to approve a \$10,000 budget adjustment from the Miscellaneous Account to the Ski Connect Phase 2 Project. Trustee Flint seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Stringham each voting “aye”.

- 9. Review and approval of contract road maintenance options**

Crystal Hulbert provided a brief update about the road maintenance projects that are being worked on this year and possible options for 2024. After the discussion, during which a Magna Main Street Project was discussed, it was stated that there may be issues with Magna Main Street in addition to the street needing to be resurfaced. Crystal stated that \$150,000 should be sufficient for an investigation into needed repairs and Magna Main Street design work. A recommendation was made to carry over into FY 2024 the \$2,000,000 budgeted in FY 2023 for contract road maintenance, minus \$150,000 for design work.

Trustee Flint moved to approve \$150,000 for a Magna Main Street repair investigation and design work. Trustee Stringham seconded the motion. The motion carried with Trustees Smolka, Bush, Clayton, Flint, Peay, and Stringham each voting “aye”.

- 10. Discuss Justice Court and PTIF funds reimbursement request**

Stewart Okobia presented an update on the Justice Court PTIF (Public Treasurers Investment Fund) balance. At the end of 2022, there was approximately \$2.3 million in the account. Part of the high balance is due to the MSD having erroneously been billed according

to budgeted amounts rather than actual costs. Instead of releasing additional funds to the Justice Court, the County will ask the Justice Court to spend down its fund balance.

11. Discuss Justice Court transition process

Trustee Stringham stated that there will be discussions on how to proceed once the Justice Court is closed, which is still the intention of the County.

Justice Court Judge Shauna Graves-Robertson commented, clarifying that July 1 is the date when Millcreek will leave the Justice Court. Judge Graves-Robertson posed questions to the Board, and stated that the Justice Court hasn't been involved in the discussions, and would like to know what is going to happen.

12. General Manager report

Marla Howard presented her General Manager's Report:

- Stewart Okobia sent budget forms to each Metro Township and the Town of Brighton.
- The MSD currently is heavy into the budgeting process for 2024.
- Job descriptions have been sent out to all employees in an effort to make sure they are in the proper pay grades.
- Several of the senior staff members will travel during June, but the MSD's staffing needs will be covered.
- The Strategic Plan is being updated to correct deficiencies.
- Five staff members are working toward Emergency Management certifications. Two classes are coming up, one each in July and August.
- Trent Sorenson stated that there are still three open employee positions, but progress is being made. Trent is working with IT to come up with a more in-depth report about the applications for business licenses and building permits, and planning concerns. He is hoping to improve communications with each jurisdiction served by the MSD and to have an individualized online interactive map.

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

Trustee Bush requested a discussion about the MSD hiring an Economic Development Specialist to work with Long-Range Planning.

15. 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.

16. 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.

17. Adjourn

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

Chair Smolka declared the meeting to be adjourned at 7:11 p.m.

Approved by the Board of Trustees on the 9th day of August, 2023.

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Joe Smolka
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Joe Smolka, Chair

ATTEST:

DocuSigned by:
Stewart Okobia
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Stewart Okobia, Clerk