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MINUTES OF THE CENTRAL WASATCH COMMISSION ("CWC") EXECUTIVE/ BUDGET/AUDIT COMMITTEE MEETING HELD ON MONDAY, APRIL 15, 2024, AT 3:30 P.M. THE MEETING WAS CONDUCTED WITH A VIRTUAL OPTION AT THE **CWC OFFICES LOCATED AT 41 NORTH RIO GRANDE STREET, SUITE 102, SALT** LAKE CITY, UTAH.

Mayor Jeff Silvestrini, Chair

Christopher Robinson

Laura Briefer

John Knoblock

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17 Opening

CWC Staff:

19 Chair Jeff Silvestrini will Open the Public Meeting as Chair of the 1. 20 Executive/Budget/Audit Committee of the Central Wasatch Commission.

22 Chair Jeff Silvestrini called the Central Wasatch Commission ("CWC") Executive/Budget/Audit 23 Committee Meeting to order at approximately 3:30 p.m. and welcomed those present.

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- 2. Review and Approval of the Minutes from the March 18, 2024, Meeting.

Lindsey Nielsen, Executive Director Sam Kilpack, Director of Operations

MOTION: Chris Robinson moved to APPROVE the March 18, 2024, Executive/Budget/Audit 27 28 Committee Meeting Minutes. Jeff Silvestrini seconded the motion. The motion passed with the 29 unanimous consent of the Committee.

- 30 31 **Staff Updates** 32 33 1. **May Board Meeting Action Items:** 34 35 a. Change Bylaws b. Draft Tentative Budget 36 37 c. Short-Term Projects Funding 38 d. Stakeholders Council Retreat Facilitator
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40 Executive Director, Lindsey Nielsen, reported that the Draft Tentative Budget will be reviewed in detail later on in the meeting agenda. As for the change to the bylaws, that resolution is being 41

1 drafted so it can come to the CWC Board for consideration on May 6, 2024. Short-term projects 2 funding was discussed earlier that morning in a meeting with Mayor Mike Weichers, Mayor 3 Monica Zoltanski, Mayor Roger Bourke, and Annalee Munsey. The Short-Term Projects 4 Committee Meeting was productive. That report will be prepared for the CWC Board ahead of the next meeting. Ms. Nielsen mentioned the Stakeholders Council Retreat facilitator and 5 6 explained that there would be a full update on the Retreat later on in the meeting agenda. CWC 7 Staff contacted many potential facilitators and believed Josh King from The Langdon Group is 8 who there is a desire to move forward with. The CWC has worked with The Langdon Group 9 previously.

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2. <u>Youth Council Updates.</u>

Ms. Nielsen shared updates about the Youth Council. She is very impressed with all of the participants. The Events and Outreach Committee and Outdoor Access Committee submitted proposals for short-term project funding. Both of the applications were partially funded. One was recommended for full funding while the other was recommended for approximately 30% of the funding. There will be some Youth Council Members attending the next CWC Board Meeting.

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19 Community Engagement Coordinator, Mia McNeil, is planning a social event where the 20 Stakeholders Council, Youth Council, and CWC Board can meet one another and interact. There 21 will be a panel where Youth Council Members ask Council and Board Members questions. This 22 event will take place on May 1, 2024, which is the first day in the new CWC offices. It will be 23 noticed as having the potential for a quorum, as has been done for other social gatherings. 24

25 3. <u>Visitor Use Study Update.</u> 26

Ms. Nielsen reported that the U.S. Forest Service has reviewed the updated portion of the Visitor Use Study report. She reminded Committee Members that some of the numbers were off for the proxy sites. Dr. Jordan Smith and his team have worked to update the numbers and the Forest Service has now reviewed that information. After the report is updated to incorporate notes received from the Forest Service, Dr. Smith will send it to the ski resorts for review. From there, it will be released to the public at the end of May or in June and then there will be a press release.

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34 Stakeholders Council Discussion

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361.The Chair and Co-Chair of the Stakeholders Council will Discuss with the Committee37the Recent Activities of the Stakeholders Council.

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Commissioner Chris Robinson asked whether CWC Board Members will be invited to the
Stakeholders Council Retreat on May 16, 2024. Ms. Nielsen stated that Board Members are
welcome. Commissioner Robinson thought it would be worthwhile and expressed a desire to
attend. Ms. Nielsen offered to extend an invitation to CWC Board Members for the retreat. Ms.
Nielsen explained that the focus of the retreat is consensus building and working together.

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45 Chair of the Stakeholders Council, John Knoblock, shared updates with the 46 Executive/Budget/Audit Committee. He reported that there are some new Council Members. Mr. Knoblock reminded the Committee that there are several Stakeholders Council subcommittees, including the Millcreek Canyon Committee and the four Systems Committees. Though there was an initial desire to hold monthly meetings for each of the Systems Committees, it seems the meeting frequency has decreased for some of the Committees and there is a desire to meet every other month. He noted that the Stakeholders Council meets every other month. The Committees are in the brainstorming phase and Committee Members are focused on defining action items.

- 8 The Recreation Systems Committee is looking into a review of the Draft Tri-Canyon Trails Master 9 Plan the Forest Service recently released. The Environment Systems Committee has been 10 discussing the Environmental Dashboard. There is a desire to understand what improvements can 11 be made, especially when it comes to the Human Element. Additionally, there were discussions 12 about land acquisition and land protection. He asked for feedback about the land conservation.
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Commissioner Robinson suggested that the Environment Systems Committee listen in on the Legislative and Land Tenure Committee Meetings rather than have parallel discussions. Chair Silvestrini explained that there needs to be close coordination to ensure that no efforts are undermined. However, there have been discussions about what can be offered to the State to engage them when it comes to the Central Wasatch National Conservation and Recreation Area Act ("CWNCRA"). Chair Silvestrini spoke to Ralph Becker and he agreed that the State needs to be offered something. Something must be crafted to entice the State to support the CWNCRA.

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22 Mr. Knoblock reported that the Economy Systems Committee is struggling a little bit to determine 23 the scope of work. As for the Transportation Systems Committee, there have been a lot of 24 discussions about the Utah Department of Transportation ("UDOT") Little Cottonwood Canyon 25 Environmental Impact Statement ("EIS"), the Big Cottonwood Canyon Mobility Action Plan 26 ("BCC MAP"), and Federal Lands Access Program ("FLAP") grant in Millcreek Canyon. Patrick 27 Shea wanted to see something drafted that will be forwarded to the Stakeholders Council for 28 consideration. He wants something specifically from UDOT that outlines who has the authority 29 to purchase more buses and states when that will be done. He feels it is important for that to move 30 forward despite the lawsuits related to the UDOT Little Cottonwood Canvon EIS. The idea was 31 to draft something, move it to the Council level, and then forward it to the CWC Board. If 32 approved, the CWC Board can formally request a reply from UDOT with answers to the questions.

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Something reported in the newspaper recently has to do with vehicle readiness. Mr. Knoblock asked if that is something the Executive/Budget/Audit Committee feels the Stakeholders Council should look into. Chair Silvestrini noted that there is a desire to see progress made there, but there are some challenges. He pointed out that inspection can lead to traffic delays in the area. It was noted that the recent newspaper article did a good job of explaining the challenges that a regulatory agency would inspect vehicles when it is stormy and there is snow on the tires. Ideas from the Council would be welcome, but those ideas need to be practical to implement.

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42 Mr. Knoblock shared information about the Millcreek Canyon Committee. There have been 43 continued discussions about the FLAP grant and what Millcreek Canyon will look like in the 44 future. There have also been conversations about potential shuttle buses and parking for the 45 shuttle.

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Mr. Knoblock reported that there is an 18-acre parcel at the bottom of Millcreek Canyon for sale. There have not been any updates from the County about whether or not the purchase moved forward. The same is true for potential improvement of the fee booth. Chair Silvestrini offered to reach out to Patrick Leary to see if progress has been made. He has not heard any updates so far.

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6 Chair Silvestrini discussed parking for a potential Millcreek Canyon shuttle. He explained that it
7 is difficult to obtain agreements for parking commitments without details about what a program
8 would look like and what the demand would be. Those discussions were still ongoing.

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2.

Staff will discuss the Stakeholders Council Retreat, Scheduled for May 16, 2024.

Ms. Nielsen reminded Committee Members that the Stakeholders Council Retreat is scheduled to
 take place on May 16, 2024. Invitations will be extended to CWC Board Members shortly.

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3. <u>Staff will present a Stakeholders Council Exit Poll.</u>

Ms. Nielsen reported that CWC Staff has developed an exit poll for outgoing Stakeholders Council Members. The intention is for the CWC to receive feedback. For instance, what the outgoing member thinks about the Stakeholders Council and statements about where the Council can improve. This is the fifth year of the Stakeholders Council, which is the point where turnover starts to occur. As people leave, CWC Staff wants to capture feedback from outgoing members.

Commissioner Robinson asked whether the exit poll has been implemented yet. Ms. Nielsen
reported that it was sent out to Kirk Nichols, who recently resigned from the Stakeholders Council.
However, she explained that Mr. Nichols has not responded to the exit poll at the current time.

27 Budget Items

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29 1. <u>Staff will Present a Draft Tentative 2024-2025 Budget for Committee Review.</u>

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The Committee will Continue Discussions Pertaining to Member Contributions.

Ms. Nielsen reported that the budget season is currently underway. Commissioner Robinson and Ms. Nielsen have met with two out of the three-member jurisdictions that there was a desire to check in with about member contributions. There was a meeting with the Town of Alta on Friday and Cottonwood Heights earlier that morning. For the most part, the conversations went well. The CWC might not be able to count on an increase from those jurisdictions, but at the very least, she believed those jurisdictions will still be at the table. Some follow-up still needs to be done.

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39 Commissioner Robinson noted that the organization still struggles to have a reason for the 40 contribution amounts. It may not have served the CWC well to try to impose the Utah League of 41 Cities and Towns ("ULCT") methodology, because it does not measure the importance of other 42 elements outside of the population and property tax base when it comes to supporting the CWC.

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- 44 Ms. Nielsen noted that at the CWC Board Meeting on May 6, 2024, a Draft Tentative Budget will
- 45 be presented. Between May and June, there will be notice released for a public hearing. The
- 46 Budget Hearing will take place before the CWC Board Meeting that is scheduled for June.

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Ms. Nielsen presented two budget options, one of which was a more conservative proposal. Both options can be discussed, but whichever one is chosen will be sent to the CWC Board for consideration and approval as the Draft Tentative Budget. Chair Silvestrini had a conversation with Carlton Christensen, and based on that, he did not believe Utah Transit Authority ("UTA") will support a larger contribution than what they made in the past. The budget should be determined based on the feedback received from members. Commissioner Robinson and Ms. Nielsen agreed with that comment. It was clarified that no increase is being requested from UTA.

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10 Ms. Nielsen pointed out that in the less conservative option, the member contributions are 11 increased to account for an increased amount from Sandy City, the Town of Alta, and Cottonwood Heights. Based on the conversations had so far, it is likely that the previous amounts will be 12 13 requested from the Town of Alta and Cottonwood Heights. There will be a meeting tomorrow 14 with Sandy City. Commissioner Robinson asked about the proposed increases for Cottonwood Heights and the Town of Alta. Ms. Nielsen reported that for Cottonwood Heights, an increase of 15 \$10,000 was proposed and \$5,000 was proposed for the Town of Alta. For Sandy City, the 16 proposal is to return to historic contribution levels. Sandy City started at the \$100,000 level. In 17 2020, due to the COVID-19 pandemic, a 10% discount was given to member jurisdictions, so 18 19 Sandy City gave \$90,000. At the last CWC Board Meeting, Mayor Zoltanski stated that she felt 20 comfortable returning to the historic contribution level, so there will be follow-up with her on that.

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Commissioner Robinson thought the Draft Tentative Budget proposed at the CWC Board Meeting should be one that is based on the feedback received from member jurisdictions. Ms. Nielsen agreed with that approach. She informed the Committee that a Draft Tentative Budget will be presented to the CWC Board at the next meeting. That budget will reflect the contributions determined through the meetings with member jurisdictions. Right now, it is anticipated there will be no change to the contribution levels from the Town of Alta or Cottonwood Heights.

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29 Ms. Kilpack reviewed the Draft Tentative Budget document with the Committee. She explained 30 that the purple areas indicate the differences between the two budget options. Commissioner 31 Robinson mentioned the Federal Government Relations line item. Chair Silvestrini pointed out 32 that Casey Hill has been valuable when it comes to State appropriations. He is not sure that Mr. 33 Hill is needed on the Federal level until some progress is made with the State. Ms. Nielsen 34 explained that the idea was to set aside some money in the budget so it is possible to contract with 35 a Federal Lobbyist if it becomes appropriate to do so. It might not be Mr. Hill who is contracted with for that work. Laura Briefer wondered whether the amount set aside is too high, especially 36 37 since there is uncertainty about whether that work will be needed in the 2024-2025 Fiscal Year. 38 Chair Silvestrini thought that \$25,000 was a more appropriate number to have than \$50,000.

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Ms. Nielsen thought it might be valuable to have a DC representative, even if the organization is
not ready to fully push the Legislation forward. It is worthwhile to have someone out there who
can remind others of the CWNCRA. At a \$25,000 level, that would be possible. Commissioner
Robinson suggested this be discussed further at the CWC Board Meeting. Chair Silvestrini thought
having \$25,000 in the budget was a more realistic number than the \$50,000 currently listed.

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Ms. Briefer referenced the last line on the spreadsheet. She wanted to know what the difference was between the two budget options. It was noted that it is approximately \$75,000. Ms. Nielsen explained that the purple sections indicate deviations between the two versions. In the less conservative version, member contributions were based on the assumption the CWC would receive an increase from the requested jurisdictions. However, that does not sound like it will be the case.

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7 Ms. Kilpack reviewed the Fund Balance Appropriation section. She explained that on the 8 conservative estimate, \$22,000 from the Fund Balance would be needed to balance the budget. In 9 the less conservative estimate, if the Federal Lobbyist was \$25,000 instead of \$50,000, there would 10 not be a need for an appropriation from the Fund Balance. Chair Silvestrini asked about the Short-11 Term Projects amount for the current Fiscal Year. Ms. Nielsen explained that the Short-Term 12 Projects Committee Meeting earlier that day went well. It is typical for the Committee to request 13 that reserves be used or that excess funds in the budget be used for short-term project funding that 14 exceeds the amount allocated for short-term projects in the budget. The Short-Term Projects 15 Committee has asked for \$22,800 more than allotted to fund the project submissions. She clarified that the excess has been requested in the current fiscal year and not the 2024-2025 Fiscal Year. 16

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18 Ms. Nielsen pointed out the other deviations. In the conservative budget, there is no funding 19 allocation for a Federal Lobbyist. In the less conservative option, there is some funding set aside 20 for a Federal Lobbyist. On one side, CWC Staff salaries reflect a 3.4% cost of living adjustment ("COLA") increase and a 3% merit raise. The \$890 listed is to account for the Utah Retirement 21 22 Systems ("URS") policy change. The amounts shown were based on a percentage of the salaries. 23 In the other section, it showed a 3.4% COLA increase and a 5% merit increase. She discussed the 24 Health Savings Account ("HSA") that is employer-paid. Contribution to the HSA has stayed the 25 same since the creation of the CWC. On the right, there is a proposal for an increase to that 26 employer contribution of \$200 per year. That was calculated based on the rate of inflation.

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Based on feedback from the Executive/Budget/Audit Committee, amendments will be made to
change the \$50,000 line item to \$25,000. Additionally, the member contributions will be changed
to reflect the outcomes of the conversations with member jurisdictions. The Draft Tentative
Budget will be presented to the CWC Board at the CWC Board Meeting on May 6, 2024.

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3. <u>Staff will discuss the Attached Contractor Memo.</u>

Ms. Kilpack reported that CWC Staff has taken a look at the existing contracts and needs for the next fiscal year. She shared the Contractor Memo, which provides a summary of that information. Nothing is needed for the audit because that has been addressed already, but a fifth amendment is needed to extend the contract with Mr. Hill for government relations. There won't be any changes to accounting as the contract will automatically renew. The contract for transcription services will also automatically renew. As for legal services, that rate will increase slightly. There is no exact number for that yet, but the contract does not need to be extended as it will automatically renew.

- For restroom maintenance, there have been discussions with EcoBrite and they are happy to continue working with the CWC. There will need to be an amendment made to that contract to
- 45 continue with them. Salt Lake City Public Utilities drafted the contract that exists currently. She

has been working with them to have a new contract drafted. Everyone has expressed interest in
 continuing this collaboration. The EcoBrite rates will not be changing for the next fiscal year.

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4 Ms. Briefer asked about the requirements for a new request for proposal ("RFP"). She noted that 5 some of the amendments proposed were fifth amendments. She wanted to make sure the 6 organization was in line with the procurement rules. Ms. Kilpack offered to look into this to ensure 7 that the organization is in line with the requirements. She will let them know if changes need to 8 be made.

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10 Commissioner Robinson wondered whether it would be possible for Ms. Kilpack to take over the 11 accounting, subject to a final audit by Greg Ogden. He pointed out that there are not a lot of 12 transactions. Commissioner Robinson also asked about the termination of the lease for the current 13 office space. Ms. Kilpack confirmed that notice was provided months ago. As for accounting, she 14 wondered whether he was suggesting that she take on some or all of the functions outside of the 15 final audit. Commissioner Robinson suspected that she was capable of handling them unless there was some sort of check and balance that Mr. Ogden was providing. Ms. Kilpack explained that 16 she would need to look at the CWC bylaws to better understand that role. Chair Silvestrini believed 17 18 Mr. Ogden was there for a specific purpose and noted that his services are relatively affordable. 19

Ms. Nielsen noted that both Chair Silvestrini and Commissioner Robinson are signers on the accounts. If there was interest in fully allowing CWC Staff to take that on, there can be discussions about removing them as signers from the accounts. She offered to reach out to CWC Legal Counsel to determine what is required. Chair Silvestrini thought it made sense for the Chair and Treasurer to remain as signers on the accounts. He didn't want the organization to be in a position where it was not possible to pay bills if there was a scenario where a CWC Staff Member left.

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Discussions were had about the financial processes within the CWC. Ms. Nielsen reported that the organization has largely moved to direct deposit whenever funds need to be dispersed. This streamlines the process. It was noted that the Treasurer, Commission Robinson, authorizes those transfers. Ms. Kilpack then uses the authority she has to actually effectuate the transfer.

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Short-Term Projects Recommendations

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1. <u>Staff will Present Committee Proposal Funding Recommendations from the 4/15</u> <u>Short-Term Projects Committee Meeting.</u>

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Ms. Nielsen reported that earlier that morning, there was a meeting with the Short-Term Projects
Committee. There were a lot of wonderful project proposals this year. Two project proposals
came from the Youth Council, which include an outdoor film festival and community gear shed.
She shared a document that outlined the other short-term projects that are proposed to be funded.

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42 The Short-Term Projects Committee has requested \$22,800 above the \$95,000 that was allocated 43 for short-term projects. Ms. Nielsen explained that this kind of request is normal. Instead of

44 dipping into reserves, it is possible to shuffle around the excess in the current fiscal year budget.

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Discussions were had about some of the short-term projects. Ms. Nielsen reported that there were several projects in the Wasatch Back this year. She referenced the Bonanza Flat Accessible Trail Project, which is a project aimed at increasing ADA trails. Currently, Silver Lake is the only ADA trail in the Wasatch Front and Wasatch Back. The intention was to add to that list. Chair Silvestrini noted that the short-term projects were equitably distributed among the member jurisdictions. He suggested that during the presentation to the CWC Board, the communities with a nexus to the

7 projects be highlighted as this will demonstrate value to the member jurisdictions of the CWC.

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9 <u>Central Wasatch Transit Map</u>

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1. <u>Staff will present the Central Wasatch Transit Map</u>

13 CWC Staff has put together a GIS map that shows all of the transit options in the CWC study area. 14 When it is up and running on the CWC website, it will be an interactive map. Ms. Nielsen shared some screenshots. The map will be finished by the next CWC Board Meeting and presented. She 15 16 reported that the map includes UTA routes, High Valley Transit routes, and Park City Municipal routes. The Transit to Trails shuttle program will be added as well as the Wasatch Backcountry 17 Alliance shuttle routes. In addition, there will be other canyon and mountainside transportation 18 19 services added. The bus bypass program will also be highlighted in the GIS map along with the 20 shuttle programs that take visitors directly to the resorts. She clarified that the map shows routes 21 year-round. This will be a dynamic map and changes will be made to the transit map over time. 22

Ms. Nielsen explained that the idea behind the Central Wasatch Transit Map was to consolidate transit information in the CWC study area into one place. It will be added to the CWC website. Once it is finished, it will be sent out to the member jurisdictions and various partner entities so it can be added to their websites and communication platforms. The different provider routes will be color-coded so the map will be easy to use. Ms. McNeil initiated this project all on her own. Chair Silvestrini asked that the map be forwarded to UDOT and other relevant agencies as well.

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30 <u>Central Wasatch Symposium</u> 31

1. <u>Staff will Present Options for the Central Wasatch Symposium for Committee</u> <u>Review.</u>

CWC Staff has put together a draft schedule for a Central Wasatch Symposium. It is proposed that the conference-style event will happen on the Westminster University campus. The dates proposed are in January, either on the 9th and 10th or the 16th and 17th. The Legislative Session is on January 20th. It might be best to schedule the symposium on the 9th and 10th so it is not too close. The idea behind the symposium-style event right before the Legislative Session is to bring people together to discuss important matters and also encourage people to think about the CWNCRA.

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43 Each proposed breakout session is color-coded in the draft schedule. The sessions consider each

44 of the four focus areas of the CWC. The intention was to add in a water plan session. Ms. Briefer 45 thought it was important to have something on the watershed. Ms. Nielsen reviewed the drafted

- 45 thought it was important to have something on the watershed. Ms. Nielsen reviewed the drafted 46 schedule and discussed the Human Impacts Workshop, where what should be added to the Human
- 40 schedule and discussed the Human impacts workshop, where what should be added to the Human 47 Element of the Environmental Dashboard will be discussed. This was an idea that dates back to

the Mountain Accord process. There are a lot of informative breakout sessions planned. She explained that this is a draft schedule and changes can be made as necessary once feedback is received. The plan is to bring this to the CWC Board and Stakeholders Council for suggestions.

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5 Ms. Nielsen explained that the hope is that a film be screened at the end of the Central Wasatch 6 Symposium. She added that the idea was for each CWC Board Member to be present at one of 7 the breakout sessions. It was clarified that the water plan session will be added to the draft 8 schedule. 9

10 Legislative and Land Tenure Items

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1. <u>The Committee will Build Upon the Discussions of the March 8, 2024, Legislative and Land Tenure Committee Meeting, if Desired.</u>

15 Ms. Nielsen reported that the next Legislative and Land Tenure Committee Meeting will take place 16 on April 29, 2024, from 4:00 p.m. to 5:00 p.m. In preparation for that meeting, she has gotten 17 together with the working groups. The ski resorts met earlier that afternoon. Tomorrow, the environmental working group will convene. The intention is to recalibrate and get this issue back 18 19 in the minds of others. There were no tangible action items, as the idea was simply to refocus on 20 the CWNCRA. One of her objectives during the meeting with the ski resorts was to assess their 21 needs and what is important to them. It is important to consider how the Legislation might be able 22 to assist in facilitating those needs. That question will also be posed to the environmental 23 community during their working group meeting. As for the ski resorts, she was informed that 24 transportation, water for snowmaking, and potential resort permit area expansion were priorities. 25

26 Other Business

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28 No other business was discussed.

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30 <u>Closing</u> 31

Chair Silvestrini will Call for a Motion to Adjourn the Executive/Budget/Audit Committee Meeting.

35 **MOTION:** Chris Robinson moved to ADJOURN the Executive/Budget/Audit Committee 36 Meeting. Jeff Silvestrini seconded the motion. The motion passed with the unanimous consent of 37 the Committee.

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- 39 The Central Wasatch Commission Executive/Budget/Audit Committee Meeting adjourned at 40 approximately 4:47 p.m.

1 I hereby certify that the foregoing represents a true, accurate, and complete record of the Central

2 Wasatch Commission Executive/Budget/Audit Committee Meeting held Monday, April 15, 2024.

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4 Teri Forbes

- 5 Teri Forbes
- 6 T Forbes Group
- 7 Minutes Secretary
- 8
- 9 Minutes Approved: _____