



**MINUTES OF THE CENTRAL WASATCH COMMISSION (“CWC”) BOARD MEETING
HELD MONDAY, JANUARY 6, 2025, AT 3:30 P.M. THE MEETING WAS CONDUCTED
BOTH IN-PERSON AND VIRTUALLY VIA ZOOM. THE ANCHOR LOCATION WAS
MILLCREEK CITY HALL LOCATED AT 1330 EAST CHAMBERS AVENUE,
MILLCREEK, UTAH.**

Board Members: Mayor Erin Mendenhall, Acting Chair
Christopher F. Robinson
Mayor Dan Knopp
Mayor Monica Zoltanski
Bill Ciraco

Ex-Officio Members:
Annalee Munsey

Special Advisors:
Spencer Shaver
Amber Broadway

Stakeholders Council:
John Knoblock
Tom Diegel
Doug Tolman

Staff: Lindsey Nielsen, Executive Director
Samantha Kilpack, Director of Operations
Shane Topham, CWC Legal Counsel

OPENING

1. **Chair Jeff Silvestrini will Call the CWC Board Meeting to Order and Welcome Board Members and the Public.**

In the absence of Chair Jeff Silvestrini, Mayor Erin Mendenhall called the Central Wasatch Commission (“CWC”) Board Meeting to order at approximately 3:39 p.m.

1 **2. (Action) The Board will Consider Approving the Minutes of the CWC Board Meeting**
2 **on December 2, 2024.**

3
4 **MOTION:** Dan Knopp moved to APPROVE the Meeting Minutes from the December 2, 2024,
5 CWC Board Meeting. Christopher Robinson seconded the motion. The motion passed with the
6 unanimous consent of the Board.

7
8 **EXECUTIVE/BUDGET/AUDIT COMMITTEE UPDATES**

9
10 **1. Central Wasatch Symposium:**

11
12 **a. Program Run-Through.**

13
14 CWC Executive Director, Lindsey Nielsen, reported that the inaugural Central Wasatch Symposium
15 will take place on January 9 and 10, 2025. She shared the Central Wasatch Symposium Event
16 Program with the CWC Board. Terry Tempest Williams will provide the keynote address and there
17 will be a discussion with Ralph Becker about the Central Wasatch National Conservation and
18 Recreation Area Act (“CWNCRA”). From there, various presentations, panels, and workshops will
19 be provided to attendees. At the symposium, there will be representation from the various ski resorts,
20 Save Our Canyons, Salt Lake County, U.S. Forest Service, Salt Lake City Public Utilities, and others.

21
22 Mayor Mendenhall thanked CWC Staff for their efforts in organizing the Central Wasatch
23 Symposium. Director of Operations, Samantha Kilpack, reported that the CWC is on track to sell the
24 number of tickets needed to meet the income that was originally budgeted for. As far as expenses,
25 there will be a \$3,000 overage, but that can be accommodated within the CWC budget for the fiscal
26 year. Mayor Mendenhall reminded those present that there have been previous discussions about the
27 overage.

28
29 **2. Environmental Dashboard:**

30
31 **a. Proposed “Sixth Amendment to the Interlocal Cooperation Agreement” with the**
32 **University of Utah for Further Development of the Environmental Dashboard’s**
33 **“Human Element” and Resolution 2025-01 Approving It.**

34
35 Ms. Nielsen reminded the CWC Board that in the appropriations received from the State Legislature
36 in 2024, there was \$60,000 awarded to perform updates and build out the Human Element of the
37 Environmental Dashboard. The proposal from Dr. Phoebe McNealy is included in the Meeting
38 Materials Packet. It was created in conjunction with Kirk Nichols from the University of Utah, who
39 is a former CWC Stakeholders Council Member. The proposal outlines the first necessary steps
40 involved in building out the Human Element. There is a \$44,000 proposal for CWC Board review.

41
42 Mayor Knopp asked about the \$60,000 allocation. Ms. Nielsen clarified that \$60,000 was allocated
43 from the State Legislature and the proposal is to spend \$44,000 of that. In addition to the \$44,000
44 associated with the Human Element, there are annual maintenance expenses that are approximately
45 \$18,000. This means the CWC will be over \$60,000, but it is not a significant number. Ms. Kilpack
46 added that it is unlikely the CWC will spend all of it in this fiscal year since the timeline for the
47 proposal extends slightly into the next fiscal year, so it should meet the budget.

1 Mayor Mendenhall asked CWC Legal Counsel, Shane Topham if it is appropriate to approve an over
2 expenditure without specifically identifying how those overages will be covered. Mr. Topham
3 believes there is enough specificity included in the Resolution language.

4
5 **b. Storyboarding Workshop will Happen Sometime in Late February.**

6
7 Ms. Nielsen explained that there will be a facilitated Storyboarding Workshop in late February. This
8 is in response to requests made by the Stakeholders Council. Council Members and members of the
9 public will be able to engage with the developers of the Environmental Dashboard. There will be an
10 opportunity to share comments with the developers as well as suggested additions and improvements.

11
12 **3. Central Wasatch Commission Website Maintenance:**

13
14 **a. Proposed Independent Contractor Agreement with Sonlight Designs, LLC for**
15 **Ongoing Website Maintenance, Support, and Emergency Troubleshooting and**
16 **Resolution 2025-02 Approving It.**

17
18 Ms. Nielsen reported that in the first week of December 2024, the CWC website encountered a critical
19 error that forced it offline. That was a stressful experience for CWC Staff, as it was the first time this
20 kind of issue occurred. The first week of December was one week before the release of the Central
21 Wasatch Symposium program, so the issue needed to be addressed immediately. The memo outlines
22 what was done and the issues that were encountered. She eventually contacted the design house in
23 Salt Lake City that helped to code the website in 2018, but they did not have the expertise to fix the
24 problem. However, they put them in touch with a maintenance and design company called Sonlight
25 Designs, which was able to fix the problem. Some costs were incurred to remedy the critical error in
26 early December. What is before the CWC Board in Resolution 2025-02 is an ongoing maintenance
27 contract with Sonlight Designs, LLC, to essentially have them on call if there are future issues.

28
29 Mayor Mendenhall asked where the funding for this contract is proposed to be taken from.
30 Ms. Nielsen reported that there is an unallocated line item in the budget, which is the contingency
31 fund. \$60,000 of unallocated funding was built into the current fiscal year budget for situations like
32 this, where an unexpected or unplanned issue occurs. She is proposing that the \$1,500 comes from
33 that line item in the budget. The \$1,500 will cover six months of premium website maintenance.

34
35 Commissioner Christopher Robinson noted that the Meeting Materials Packet information also states
36 that "Comprehensive fees for subsequent annual (July 1 to June 30) renewal periods shall be \$3,000
37 or as negotiated by the parties at that time and documented in subsequent amendment(s) to this
38 agreement." Mayor Knopp asked CWC Legal Counsel whether other options need to be explored.
39 Mr. Topham explained that CWC Staff searched high and low before finding this company to perform
40 the service.

41
42 Mayor Mendenhall noted that the website has existed for six years and the problem was solved for
43 under \$900. She asked why the CWC should invest in these services moving forward. Ms. Nielsen
44 explained that after talking to Sonlight Designs, LLC, the issue was cumulative. It was not one
45 specific problem, but something that accrued over time. CWC Staff does not have the expertise or
46 time to perform the ongoing daily maintenance. This is a small contract that will ensure better
47 security, better response time, and will prevent future issues. Commissioner Robinson believed it
48 was beneficial to move forward with the contract so the website remains safe and functional. The

Meeting Materials Packet information reviews some of the work that will be done including regular software updates, regular and scheduled offsite site backups, security monitoring, and technical support.

TRANSPORTATION COMMITTEE UPDATES

1. Transportation Committee Chair Dan Knopp will Discuss the Recent Activity of the Transportation Committee.

a. The Transportation Committee will Meet on January 24, 2025.

Mayor Knopp reported that there has not been a Transportation Committee Meeting held since the last time he shared updates with the CWC Board. There is a meeting scheduled at the end of January.

b. The CWC Submitted a Comment for the Big Cottonwood Canyon Environmental Assessment Scoping Period.

Ms. Nielsen reported that the CWC was invited by the Utah Department of Transportation (“UDOT”) to submit a comment for the Big Cottonwood Canyon Environmental Assessment scoping period. The submitted letter was shared with the CWC Board via email and was reviewed during the meeting.

SHORT-TERM PROJECTS UPDATE

1. The Short-Term Project Grant Cycle Begins on January 13, 2025. A Scheduling Poll will be Sent to the Short-Term Projects Committee (Mike Weichers, Annalee Munsey, Roger Bourke, and Monica Zoltanski) this Month.

Mayor Monica Zoltanski shared information about the Short-Term Projects Grant Program. She reported that the 2025 Short-Term Projects Grant Program call for ideas will open on January 13, 2025, and will remain open until February 9, 2025. There are specified grant criteria, which are listed on the CWC website as well as information about some of the historically funded projects. There are also details about how to apply for the grant program. Mayor Zoltanski reported that the CWC has \$100,000 to disperse for short-term projects in the fiscal year. In the past, the funding has been awarded to graffiti abatement, shuttle programs, and maintenance. During the last grant cycle, the CWC Youth Council was awarded two grants to plan and host a youth-oriented Outdoor Film Festival and to contribute to a community gear shed located near the Mobile Moon Co-Op. There was previously support provided for environmental education and various community-based programs.

STAKEHOLDERS COUNCIL DISCUSSION

1. Stakeholders Council Chair and Co-Chair John Knoblock and Tom Diegel will Discuss with the Board the Recent Activities of the Stakeholders Council.

a. Appointment of Doug Tolman from Save Our Canyons to the Stakeholders Council.

Chair of the Stakeholders Council, John Knoblock, shared updates with the CWC Board. He reported that there is a New Council Member Doug Tolman will replace Special Advisor, Spencer Shaver.

1 Mr. Tolman will represent Save Our Canyons during the Stakeholders Council Meetings.

2
3 Mr. Knoblock reported that the Stakeholders Council continues to meet. Several subcommittee
4 meetings were held in December. During the Transportation System Committee Meeting, there were
5 discussions about several transportation-related issues, such as the traction law inspections and the
6 associated backups. He explained that whenever the traction control inspections occur, the traffic on
7 Wasatch Boulevard backs up to I-215. That process needs to be expedited to address the issue. Mayor
8 Knopp reported that several different solutions have been attempted. It is a complicated problem and
9 will take some time to address. Mayor Mendenhall asked if there is interest in applying for a Short-
10 Term Projects Grant for signage or tools to improve the traffic direction. Mayor Knopp explained
11 that there is already a project funded for Big Cottonwood Canyon. Mayor Mendenhall noted that
12 there might be some solutions that could be implemented in Little Cottonwood Canyon.

13
14 Mr. Knoblock reported that the Utah Transit Authority (“UTA”) vanpool vehicles are not four-wheel
15 drive. It was clarified that some of them are starting to be upgraded and there is awareness of the
16 issue. Mr. Knoblock explained that the Transportation System Committee also talked about the
17 Visitor Use Study and the need to understand the present conditions in the canyons. For example,
18 different uses, vehicle counts, and parking spot counts. The Recreation System Committee discussed
19 a methodology to better understand counts for ski resort skiers, backcountry skiers, rock climbers,
20 mountain bicyclists, hikers, and so on. Some of the uses were not fully fleshed out in the Visitor Use
21 Study. The Stakeholders Council wants to have more clarity about the existing canyon conditions.

22
23 The Transportation System Committee also discussed the Big Cottonwood Canyon Environmental
24 Assessment and the Millcreek Canyon shuttle. There is a desire to see a shuttle funded in the canyon.

25
26 **b. Letter from Tom Diegel and Discussion Regarding the Millcreek Canyon Shuttle.**

27
28 Co-Chair of the Stakeholders Council, Tom Diegel, presented a letter related to a Millcreek Canyon
29 shuttle. He reminded those present that the Millcreek Canyon Committee started out as the Millcreek
30 Canyon Shuttle Committee and the focus was on a shuttle in the canyon. That evolved into looking
31 at Millcreek Canyon as a whole. However, there is still a desire to see a shuttle in the canyon.

32
33 In 2012, the County commissioned a study from Fehr & Peers. That study looked at Millcreek
34 Canyon and identified transit as being one of the issues there. The Fehr & Peers study contemplated
35 how a shuttle could work. It included details about shuttle stop locations and necessary road
36 conditions. Millcreek Canyon received a renewed focus a few years back when the Federal Lands
37 Access Program (“FLAP”) grant was approved for the upper portion of the canyon. That work will
38 straighten and widen the road in that area of the canyon. Construction will start in the spring. There
39 were three comment periods associated with the FLAP grant. The majority of commenters were
40 against the widening and straightening of the road. There were also a lot of comments that expressed
41 a desire to see a shuttle in Millcreek Canyon. At this point, there are no concrete plans for a shuttle,
42 outside of the work that the CWC has done to encourage one. The plan from Fehr & Peers would
43 benefit from an update. CWC Staff determined that it would cost \$34,000 to update the document.

44
45 The U.S. Forest Service was interested in a Millcreek Canyon shuttle a few years ago. CWC Staff
46 spent a lot of time on a shuttle proposal, but the Forest Service was unconvinced about the parking
47 and the funding. Since then, the Millcreek Canyon Committee has identified potential parking
48 locations on the east and west sides of the freeway, but the Forest Service has still not expressed real

1 interest. However, thanks to the leadership of Acting District Ranger, Adam Shaw, the Forest Service
2 finally issued a permit to the Wasatch Backcountry Alliance to allow the shuttle to stop at various
3 trailheads in Big Cottonwood Canyon and Little Cottonwood Canyon. The previous District Ranger
4 had not allowed that. The change in leadership means a Millcreek Canyon shuttle might be perceived
5 differently now. Mr. Shaw is aware of the congestion problems that exist in Millcreek Canyon.

6
7 There were discussions at the last CWC Board Meeting about the \$34,000 needed to update the Fehr
8 & Peers study. Mr. Diegel believes it is important for the CWC to continue to engage with agencies
9 and attempt to move forward with this work. He was disheartened that the \$34,000 was not something
10 immediately supported by the CWC Board. The CWC is in a position to influence others, especially
11 ahead of the FLAP grant application for the lower portion of the canyon. Mr. Diegel urged the CWC
12 Board to reconsider the \$34,000 request to update the Fehr & Peers study.

13
14 Mayor Mendenhall asked whether CWC Staff has explored Congestion Mitigation and Air Quality
15 (“CMAQ”) funding through the Wasatch Front Regional Council (“WFRC”). It might be possible
16 for the CWC to match a certain amount. Ms. Nielsen reported that there have not been discussions
17 with WFRC for this phase of the shuttle program. A grant application was submitted to the Utah
18 Division of Outdoor Recreation, but it was not successful. Mayor Mendenhall requested that CWC
19 Staff look into the WFRC options that might be available. CMAQ might be a good source of funding,
20 but she is not comfortable with the organization moving forward with the \$34,000 amount needed
21 using the remaining contingency funds. That being said, she understands the sense of urgency.

22
23 Special Advisor, Amber Broadway, mentioned the success of obtaining a permit for the Wasatch
24 Backcountry Alliance shuttle. She wondered whether it would be possible for a Millcreek Canyon
25 shuttle to be permitted as well given the change in Forest Service leadership. The updated study
26 might not be necessary. Mr. Diegel noted that the Forest Service seems to be overwhelmed by how
27 much needs to be done compared to the amount of funding that is available. Mr. Knoblock explained
28 that some parking improvements are necessary before the shuttle can move forward. In addition,
29 there needs to be funding for the shuttle program. One of the concerns the Forest Service has is that
30 if there are fewer vehicles in Millcreek Canyon, then the fee station intake will be reduced. The fee
31 station generates approximately \$1 million per year, so funding is needed to make the shuttle work.

32
33 Commissioner Robinson agreed that it does not make sense to spend the \$34,000 for the study update
34 at this time. Mayor Mendenhall asked whether CWC Board Members are interested in asking CWC
35 Staff to explore matching grant opportunities. There was support expressed for that approach. She
36 hopes that there will be an update on possible grant funds before the next budget process starts. Mayor
37 Zoltanski noted that the need for long-term sustainable funding for this project is apparent. She
38 stressed the importance of further exploring some sustainable funding sources for a future shuttle.

39
40 Mr. Knoblock shared additional updates about the Recreation System Committee Meeting. Some
41 improvements have been discussed with CWC Staff that relate to road bicycling in Big Cottonwood
42 Canyon. He explained that there are several areas where the shoulder reduces down to nothing and
43 it forces pedestrians and bicyclists into the lane of traffic while going uphill on blind corners. It is an
44 unsafe situation. There is a desire to discuss that further and also look into potential solutions.

45
46 Mr. Diegel reported that approximately one year ago, the CWC sent a letter to the Forest Service
47 requesting that everything possible be done to address the issues in Cardiff Canyon. He explained
48 that there are access issues there due to the expired Special Use Permit. Without the permit, the

Cardiff Canyon Owners Association is denied motorized access and members of the public are unable to cross the private land to access the public land. Mr. Knoblock added that through meetings arranged by Dea Theodore, there is a tentative agreement where the owners will allow recreationalists to ski in Cardiff Canyon this winter without enforcement of the no trespassing rule. The Cardiff Canyon Owners Association will then reapply for a Special Use Permit with the Forest Service.

STAFF ANNOUNCEMENTS

1. Youth Council Updates.

Ms. Nielsen reported that the CWC Youth Council will volunteer during the Central Wasatch Symposium. The CWC Youth Council will also introduce the presenters to audience members. In addition, the CWC Youth Council has been discussing a Short-Term Projects Grant proposal.

2. The Central Wasatch Symposium is this Week on January 9th and 10th.

The Central Wasatch Symposium will take place on January 9 and 10, 2025.

3. The Next Board Meeting will be on March 3, 2025.

The next CWC Board Meeting is scheduled for March 3, 2025.

PUBLIC COMMENT

There were no public comments.

COMMISSIONER COMMENT

There were no additional Commissioner comments.

ACTION ITEMS

1. (Action) Consideration of Resolution 2025-01 – Approving the Sixth Amendment to an Interlocal Cooperation Agreement with the University of Utah.

MOTION: Christopher Robinson moved to APPROVE Resolution 2025-01 – Approving the Sixth Amendment to an Interlocal Cooperation Agreement with the University of Utah. Dan Knopp seconded the motion. The motion passed with the unanimous consent of the Board.

2. (Action) Consideration of Resolution 2025-02 – Approving an Independent Contractor Agreement with Sonlight Designs, LLC.

MOTION: Christopher Robinson moved to APPROVE Resolution 2025 – 02 – Approving an Independent Contractor Agreement with Sonlight Designs, LLC. Bill Ciraco seconded the motion. The motion passed with the unanimous consent of the Board.

1 **3. (Action) Consideration of Resolution 2025-03 - Appointing a Member of the**
2 **Stakeholders Council.**

3
4 **MOTION:** Dan Knopp moved to APPROVE Resolution 2025-03 – Appointing a Member of the
5 Stakeholders Council. Mayor Zoltanski seconded the motion. The motion passed with the unanimous
6 consent of the Board.

7
8 **OTHER BUSINESS**

9
10 No additional business was discussed.

11
12 **CLOSING**

13
14 **1. Chair Silvestrini will Call for a Motion to Adjourn the Board Meeting.**

15
16 **MOTION:** Dan Knopp moved to ADJOURN the CWC Board Meeting. Christopher Robinson
17 seconded the motion. The motion passed with the unanimous consent of the Board.

18
19 The meeting adjourned at 4:29 p.m.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the Central*
2 *Wasatch Commission Board Meeting held on Monday, January 6, 2025.*

3

4 Teri Forbes

5 Teri Forbes

6 T Forbes Group

7 Minutes Secretary

8

9 Minutes Approved: _____