MINUTES OF THE CENTRAL WASATCH COMMISSION ("CWC") EXECUTIVE/ BUDGET/AUDIT COMMITTEE MEETING HELD ON FRIDAY, FEBRUARY 14, 2025, AT 9:30 AM. THE MEETING WAS CONDUCTED WITH A VIRTUAL OPTION AT THE CWC OFFICES LOCATED IN THE BRIGHTON BANK BUILDING, 311 SOUTH STATE STREET, SUITE 330, SALT LAKE CITY, UTAH.

Present: Mayor Jeff Silvestrini, Chair
Mayor Erin Mendenhall
John Knoblock

CWC Staff: Lindsey Nielsen, Executive Director
Samantha Kilpack, Director of Operations
Mia McNeil, Community Engagement Coordinator

Others: Laura Briefer
Spencer Shaver

Opening

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

Chair Jeff Silvestrini called the Central Wasatch Commission ("CWC") Executive/Budget/Audit Committee Meeting to order at approximately 9:55 a.m. and welcomed those present. He apologized for his late arrival. Executive Director, Lindsey Nielsen, explained that Chair Silvestrini and Mayor Erin Mendenhall were identified as comprising a quorum of the Executive/Budget/Audit Committee.

2. Review and Approval of the Minutes of the January 17, 2025 Meeting.

MOTION: Erin Mendenhall moved to APPROVE the January 17, 2025, Executive/Budget/Audit Committee Meeting Minutes. Jeff Silvestrini seconded the motion. The motion passed with the unanimous consent of the Committee.

Central Wasatch Symposium Discussion

1. The Committee will Review the Final 2025 Central Wasatch Symposium Report.

Ms. Nielsen reported that the Executive/Budget/Audit Committee received the 2025 Central Wasatch Symposium Report, which includes information about the event. The report contains the final numbers for the budget and some notes to take into account ahead of the event next year.

2. The Committee will Discuss the Final Spending for the 2025 Symposium and the Budget for the 2026 Symposium.

Chair Silvestrini noted that there was an awareness ahead of time that the event would be slightly over budget due to the food, but that amount was able to be absorbed in other areas of the budget.

3. The Committee will Discuss Plans for the 2026 Symposium:

a. Location.
b. Event Planning Contract.

Ms. Nielsen reported that the location of Millcreek City Hall worked out well for the Central Wasatch Symposium. There is a desire to use the same location next year if there is support for that approach. As for the event planning contract, there is a desire to contract with the same consultants again for the next Central Wasatch Symposium, mainly for volunteer coordination assistance. The contract might be smaller because not as much preparation guidance is needed. Chair Silvestrini suggested a date be selected in the near future so Millcreek City Hall can be used.

Upcoming Staff Changes

1. Staff will Present the Job Description for a Full-Time Communications Director to Replace the Community Engagement Coordinator, who will be Resigning in June.

2. Staff will Present the Job Description for a Research-Based Internship.

Ms. Nielsen reported that there will be some staffing changes in the next few months. Community Engagement Coordinator, Mia McNeil, will be graduating and will resign from CWC Staff when that occurs. The Meeting Materials Packet includes a draft job description for a full-time Communications Director to take over the work that Ms. McNeil has been doing as well as absorbing some of the communications-related tasks. There is also a draft job description for a Research-Based Internship position. The intention is to factor both of these positions into the next fiscal year budget, with the Communications Director position starting in the current fiscal year.

Chair Silvestrini and Mayor Mendenhall expressed support for the draft job descriptions. Ms. Nielsen reported that the plan is to start accepting applications for the Communications Director position after the CWC Board Meeting on March 3, 2025. It can be open until March 30, 2025. In the past, the job descriptions have been posted on the CWC communication channels and that was successful. However, there is a desire to post it on other jurisdictional job boards as well to widen the reach. Chair Silvestrini believed there should be outreach to all of the member jurisdictions with the information. Ms. Nielsen explained that when she originally applied for a position with the CWC, it was done through the Salt Lake City job board. Mayor Mendenhall offered to pass along the job description information to the HR Team when it is ready to be shared.

Ex-Officio Board Membership

1. The Committee will Discuss Potential Changes to the Board's Ex-Officio Membership.

Ms. Nielsen reported that Spencer Shaver is leaving Save Our Canyons and this is his last day. That means a new Special Advisor is needed to represent the environment system on the CWC Board. If there is a desire to maintain the Executive Director of Save Our Canyons in that position, there will need to be coordination with the organization as they hire someone new. Chair Silvestrini believes it makes sense to continue to have someone from Save Our Canyons serve in that position due to the size of the organization. Their interest is broader than some of the more specific groups. He would like to find out who Save Our Canyons hires before making a final decision. It would also be beneficial to interview the new hires to determine whether they are a good fit for the Special Advisor role. Mayor Mendenhall agrees that Save Our Canyons has a broader environmental focus than some other environmental groups and supports the suggestion.

Mr. Shaver thanked everyone on the Executive/Budget/Audit Committee and everyone involved in the CWC for their efforts. Chair Silvestrini thanked him for his time as a Special Advisor. Mr. Shaver explained that he accepted a job in his home state and that is the reason for this shift.

Youth Council Short-Term Projects

1. The Committee will Discuss Adding a New Budget Line Item for 2025-2026 for Youth Council Short-Term Projects.

Ms. Nielsen explained that the CWC Youth Council submitted two Short-Term Project Grant Program applications last year. The submitted projects were for a Gear Shed and an Outdoor Film Festival, both of which were successfully funded. CWC Staff suggests setting aside a specific amount of money in the budget for CWC Youth Council short-term projects. The CWC Youth Council could create proposals and share those proposals with the CWC Board for consideration.

Instead of drawing from the same funding pool as the Short-Term Project Grant Program, the CWC Staff's suggestion was to set aside a certain amount of money to address CWC Youth Council ideas. This will teach the Council Members how to submit a grant proposal and interface with the Board.

Mayor Mendenhall pointed out that the CWC Youth Council submissions were competitive enough last year to receive funding. As a result, she is not certain that a separate line item is needed. Director of Operations, Samantha Kilpack, explained that the grant funds are dispersed before the end of the fiscal year and the awards are determined in May. With the CWC Youth Council, that can be challenging because there is no external entity for the organization to disperse the funds to. What happened last year was the CWC Youth Council did as much as possible in the month that remained in the fiscal year. All of the remaining funds were then dispersed via gift cards so those funds could continue to be used as the projects progressed. That is not the most efficient or effective way to handle the situation. If the funds were kept as a CWC line item in the budget, then it would be possible to disperse the funds as needed. Chair Silvestrini believed there could be a budget amendment if one of the CWC Youth Council projects is awarded a Short-Term Project Grant. He would like the CWC Youth Council projects to be competitive with other submissions. Mayor Mendenhall believes there is a lot of value in submitting a competitive grant application. The CWC has shown that there is interest in the CWC Youth Council proposals.

Surplussing of CWC Property

1. The Committee will Discuss the Disposal of CWC Property.

Ms. Kilpack reported that a surplus policy was established a few months back. The reason for that was to address an old printer that needs to be disposed of. The process is to determine the reasonable resale value of the item and bring that to the CWC Board to approve by Resolution. The CWC Board can set a minimum bid amount for the item or declare it of nominal value. The Executive Director could then handle the item by disposing of it or finding the minimum bid.

Chair Silvestrini believes the process outlined is appropriate. He does not feel there will be a lot of surplus property that the organization will need to deal with. It is best to have surplus items come to the CWC Board via Resolution in order to consider the best way to dispose of the property. Ms. Kilpack reported that there will be a Resolution prepared for the next CWC Board Meeting.

Stakeholders Council Discussion

1. The Chair and Co-Chair of the Stakeholders Council will Discuss with the Committee the Recent Activities of the Stakeholders Council.

Chair of the Stakeholders Council, John Knoblock, reported that the Stakeholders Council subcommittees continue to meet. At the next Stakeholders Council Meeting, there will be a discussion about a Baseline Study, which would establish some of the baseline conditions in the Central Wasatch area. The intention is to have a better idea of the number of visitors and vehicles in the canyons. The Environmental Dashboard Storyboarding Workshop will take place on February 24, 2025, and will run from 5:30 p.m. to 8:00 p.m. There will be more detailed discussions about the current version of the Environmental Dashboard and what is desired in the future. The Transportation System Committee has focused on traction control laws and rental car companies. The Chair of that Committee is a former Utah Transit Authority ("UTA") employee and has spoken to some employees at UTA about transportation needs in the Central Wasatch.

The Utah Department of Transportation ("UDOT") would like to move forward with expending some of the money appropriated from the Legislature for Cottonwood Canyons transportation improvements. However, the lawsuits have caused some issues. Patrick Shea with Friends of Alta had mentioned reaching out to Laura Briefer. Ms. Briefer stated that she has spoken to Mr. Shea, but not recently. Mr. Knoblock reported that the Recreation System Committee is focused on the Tri-Canyon Trails Master Plan, which is intended to be finalized in late summer or early fall. He noted that the Transportation System Committee has also discussed the UDOT Big Cottonwood Canyon Environmental Assessment and different recreational opportunities in the canyons.

Staff Announcements

1. Youth Council Updates.

Ms. McNeil reported that the CWC Youth Council met in the month of January. The subcommittees will meet this month. The Events and Outreach Committee wants to do more community outreach

events and potentially host a community hike event. There are a lot of different ideas that are being fleshed out. The Gear Shed will continue to be promoted as well.

2. Request for Appropriation has been Presented.

Ms. Nielsen reported that the CWC request for appropriations for $185,000 was presented to the Committee on Natural Resources approximately one week ago and is still being evaluated.

3. Budget Season is Approaching.

Budget season is approaching and work will soon start on a draft budget for the next fiscal year.

4. Environmental Dashboard Storyboarding Workshop on February 24 at 5:30 PM.

The Environmental Dashboard Storyboarding Workshop is scheduled to take place on February 24, 2025. It will run from 5:30 p.m. and 8:00 p.m. Attendees can speak to the Environmental Dashboard team about what is currently available and what could potentially be added in the future. In addition, there will be discussions about the Human Element of the Environmental Dashboard.

5. Short-Term Projects Grant Proposals are Being Evaluated.

Ms. Nielsen reported that the Short-Term Projects Grant proposals are being evaluated. The call for proposals has closed. She explained that there were proposals received from three of the member jurisdictions. The scope and eligibility of the Short-Term Projects Grant Program does not intend for government entities to be the applying entities. However, member jurisdictions and other governments have been partnering entities with the primary applying entity on previous short-term project applications. Since seven applications were received from three different member jurisdictions, she wanted to ask the Executive/Budget/Audit Committee about this policy.

There are various reasons member jurisdictions and other government organizations are not allowed to be the applying entity. Ms. Nielsen asked if there is a desire to broaden the scope of the grant process and allow member jurisdictions and other government organizations to be the applying entities for the Short-Term Projects Grant Program. Mayor Mendenhall and Chair Silvestrini did not have an interest in making that change. Ms. Briefer noted that Salt Lake City contributes a lot to the CWC. She wants to make sure there is equity in terms of the distribution.

Ms. Briefer found out earlier in the morning that the Uinta-Wasatch-Cache National Forest has had to let go of 30 employees, including eight from the Salt Lake Ranger District. This is due to the Federal layoffs. The layoffs will impact the management of Federal lands within the CWC study area. She suggested that there be a discussion about how the agencies can work to cover the gaps in management of those areas. For example, addressing trailheads and restoration work. Chair Silvestrini expressed support for the suggestion. The resource needs more protection rather than less. He suggested that this be added to a CWC Board Meeting agenda for discussion.

Ms. Nielsen reported that CWC Staff continues to have monthly internal meetings with the Forest Service. There has been assurance provided that there will continue to be a focus on the graffiti abatement work and the restroom contract management. Chair Silvestrini suggested that there be additional discussions at a future Executive/Budget/Audit Committee Meeting as well.

6. Rescheduling the April EBAC Meeting.

Ms. Nielsen asked Committee Members if it is possible to move the Executive/Budget/Audit Committee Meeting that is scheduled for April 21, 2025. Chair Silvestrini supported the move. It was determined that there will be outreach with Committee Members to determine a suitable date.

7. The Next EBAC Meeting is Scheduled for Monday, March 17, 2025, at 3:30 PM.

The next Executive/Budget/Audit Committee Meeting will take place on March 17, 2025.

8. The Next Board Meeting is on March 3, 2025.

The next CWC Board Meeting is scheduled to take place on March 3, 2025

Other Business

There was no additional business discussed.

Closing

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

The Central Wasatch Commission Executive/Budget/Audit Committee Meeting adjourned at approximately 10:35 a.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Central Wasatch Commission Executive/Budget/Audit Committee Meeting held on Friday, February 14, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____