**MINUTES OF THE CENTRAL WASATCH COMMISSION EXECUTIVE COMMITTEE MEETING HELD MONDAY, AUGUST 17, 2020 AT 3:30 P.M. THE MEETING WAS CONDUCTED ELECTRONICALLY WITHOUT A PHYSICAL LOCATION, AS AUTHORIZED BY THE GOVERNOR’S EXECUTIVE ORDER DATED MARCH 18, 2020.**

**Present:**  Chair Chris Robinson, Mayor Mike Peterson, Mayor Erin Mendenhall -Treasurer, Laura Briefer (representing Mayor Mendenhall during the early part of the meeting), Mike Reberg (representing Mayor Wilson)

**Staff:** Executive Director Ralph Becker, Deputy Director Blake Perez, Communications Director Lindsey Nielsen, Office Administrator Kaye Mickelson

**Public:** Dave Fields, Kyle Maynard, Will McCarvill, Marian Rice, Patrick Nelson, Tamara Prue

1. **OPENING**
2. **The Meeting will be Called to Order by Chair Chris Robinson.**

Chair Chris Robinson called the meeting to order via Zoom at approximately 3:30 p.m.

1. **September 14, 2020 CWC DRAFT Board Agenda.**
2. **2019-2020 Audit Presentation: Greg Ogden/Auditor.**

CWC Deputy Director, Blake Perez reported that the first order of business was to review the September agenda, which will include an Audit Presentation from Greg Ogden, an Annual Staff Report, an Annual Stakeholders Council Report, and Committee Reports. Mr. Perez believed the only action item the Board would need to approve was the audit. There were no additional agenda items for September.

Chair Robinson noted that the Mountain Transportation System panel was scheduled for September 18, 2020. He wondered if it would be beneficial to skip the Board Meeting on September 14, 2020 and meet on either September 18, 2020 or in October.

Mike Reberg, representing Mayor Wilson, asked about the Board Retreat. He wondered if it still needed to be scheduled. Mr. Perez noted that the Retreat would be discussed during the Executive Committee Meeting. He asked Chair Robinson for clarification regarding the possible postponement of the scheduled September 14, 2020 meeting. CWC Executive Director, Ralph Becker noted that the agenda in September was light in terms of action items. He wondered if those items could be addressed in October instead. Mayor Peterson noted that the Mountain Transportation System panel discussion was scheduled for September. He supported the Board Meeting being postponed until October.

Chair Robinson suggested adding a 30-minute CWC Board Meeting to the front of the Mountain Transportation System agenda on September 18, 2020. Mr. Becker asked Office Administrator, Kaye Mickelson, if there was a timeline on any of the items. Ms. Mickelson stated that the items could wait until October. Laura Briefer, representing Mayor Mendenhall, wondered if the Audit Report was due to the State by a specific date. She asked whether the Audit Report needed to be approved by the Board before it was submitted. Chair Robinson stated that it needed to be approved but was not aware of the deadline. Ms. Mickelson reported that no deadline needed to be met.

Mr. Reberg asked if a Retreat date needed to be agreed upon during a Board Meeting. Mr. Perez believed this would be necessary. Mr. Reberg wondered why it needed to be confirmed during a Board Meeting as long as it was communicated effectively. Mr. Perez noted that formalizing the date could be done at the October meeting as the Retreat would not take place before that time.

Mr. Becker noted that a lot would happen over the next few months including the Mountain Transportation System panel discussion, the Mountain Transportation System Summit, and the Board Retreat. He noted that the staff had been working on the dates for the Summit and Retreat. Mr. Becker reported that the date set aside for the Retreat would now be used for the summit. The Retreat would be held at a later date. Ms. Mickelson stated that the potential dates for the Board Retreat included: the morning of November 21, 2020, after a Board Meeting on December 7, 2020, or the afternoon of December 11, 2020. She noted that the Board Retreat would be conducted electronically. Ms. Mickelson reported that a calendar was prepared for the Board to show everything in progress from August 1, 2020, to the end of December. The calendar had been shared with the Executive Committee.

Mr. Becker reported that the only date that was changed was the Board Retreat. It would now take place at the end of November or the beginning of December. He noted that the Mountain Transportation System was the largest priority for the CWC. If a consensus was reached regarding the Mountain Transportation System in November, it would be easier for the Commission to assess priorities moving into 2021.

The CWC Executive Committee agreed to cancel the September 14, 2020, Board Meeting and to notify board members. Additional time might be added to the Mountain Transportation System agenda on September 18, 2020, for a CWC Board Meeting, if needed. Otherwise, the Board Meeting will take place in October. These agenda item can be addressed at that time.

1. **2019-2020 Annual Report: Staff.**

The CWC Executive Committee agreed to cancel the September 14, 2020, Board Meeting. Additional time could be added to the Mountain Transportation System agenda on September 18, 2020, for a CWC Board Meeting, if needed. Otherwise, the Board Meeting would take place in October. This agenda item would be addressed at that time.

1. **2091-2020 Annual Report: Stakeholders Council.**

The CWC Executive Committee agreed to cancel the September 14, 2020 Board Meeting. Additional time could be added to the Mountain Transportation System agenda on September 18, 2020, for a CWC Board Meeting, if needed. Otherwise, the Board Meeting would take place in October. This agenda item would be addressed at that time.

1. **Committee Updates/Reports.**

The CWC Executive Committee agreed to cancel the September 14, 2020 Board Meeting. Additional time could be added to the Mountain Transportation System agenda on September 18, 2020, for a CWC Board Meeting, if needed. Otherwise, the Board Meeting would take place in October. This agenda item would be addressed at that time.

1. **Operational Items (Discussion).**
	1. **CWC Employee Handbook (DRAFT: Committee has Received Previously).**

Mr. Becker reported that an employee handbook was drafted with the second draft having been shown to the Board Members. Ms. Mickelson indicated that the handbook was introduced in January but was updated based on suggestions from the Executive Committee. She hoped the Employee Handbook would be on the agenda in October for approval from the Board.

Mayor Peterson wondered about Item 8 in the handbook that discussed a 35-hour workweek. He asked if this was the new standard. Ms. Mickelson noted that this was a boilerplate document and staff was happy to make any necessary changes. Mr. Reberg noted that most people worked more than 40 hours but 40 hours seemed to be the standard. He felt it made sense for the Employee Handbook to reference a 40-hour workweek rather than a 35-hour workweek. Mayor Peterson asked about paid time off (“PTO”) days. The handbook referenced 22 PTO days and 12 holidays. He wondered if employees are required to use those days by a certain time or if they can carry over. Ms. Mickelson stated that the information listed was from employee agreements as they were drafted. Mayor Peterson noted that the policy states that it only applies to people without an Employment Agreement. Ms. Mickelson made note of the issue.

Mayor Erin Mendenhall joined the meeting.

Mr. Reberg asked if employees would be paid for unused PTO days. Mr. Perez stated there are a set number of PTO days within a given fiscal year. Mr. Reberg wondered if those days roll over at the end of the year or if a payout occurs at the end of employment. Mr. Perez noted that that had not yet been negotiated. Mayor Peterson believed that whatever was stated in the handbook needs to be clearly defined. Ms. Mickelson thanked the Commissioners for their input. She felt that questions help to strengthen the Employee Handbook.

Chair Robinson asked to put the item on the agenda for review and approval by the full Committee at the October meeting.

* 1. **CWC Employee Evaluation Schedule/Format: Ralph Becker.**

Mr. Becker reported that he sent Chair Robinson the form Ms. Mickelson prepared for annual staff reviews. Chair Robinson requested a 20-minute employee evaluation with Mr. Becker at the next Executive Committee Meeting. Chair Robinson was unsure whether the evaluation would be done in an open and public meeting or if it would be done in a closed session. The Board believed the evaluation would be handled in a closed session. Chair Robinson believed it would be appropriate for Mr. Becker to evaluate staff performance and the Board evaluate Mr. Becker.

Mr. Becker noted that he had been doing annual reviews of the staff. He felt it was appropriate for the Executive Committee to review his performance. Ms. Mickelson noted that there are usually closed sessions at the Board Meeting where the Executive Committee can solicit input from the rest of the Board. Chair Robinson suggested they solicit input in a closed session at the October meeting with a full Board. He asked that Ms. Mickelson circulate the review form to the Executive Committee.

* 1. **CWC Board Retreat Dates/Format: Self Evaluation? Tentative November 13/14.**

Mr. Becker updated Mayor Mendenhall on the decision to cancel the September Board Meeting.

Chair Robinson reported that major events were occurring in the fall including the Mountain Transportation System panel, which was scheduled for September 18, 2020, the Mountain Transportation System Summit, and the Board Retreat. Possible dates for the Board Retreat were the morning of November 21, 2020, after a Board Meeting on December 7, 2020, or the afternoon of December 11, 2020. Ms. Mickelson noted that staff had not yet discussed Board availability for those dates. Mr. Reberg wondered if it would be possible to hold the Retreat before the Board Meeting on December 7, 2020. Chair Robinson felt there would be fewer conflicts on that date. He suggested making the regular Board Meeting shorter with the Retreat to immediately follow.

Mayor Peterson asked if it would be possible to hold an in-person Retreat with enough room to social distance. He felt that an in-person discussion would be more effective. Mayor Mendenhall agreed that an in-person Retreat in an appropriately spaced room could be beneficial. Chair Robinson suggested the Cottonwood Heights Auditorium and Mayor Peterson suggested an auditorium in Salt Lake City. Mr. Becker agreed that it would be better to meet in-person and noted that they may need to allow people to attend virtually to comment and participate. Mr. Perez noted that if the Retreat and Board Meeting take place on December 7, 2020, the Auditorium would need to serve as an anchor location for the regularly scheduled Board Meeting.

Chair Robinson believed that December 7, 2020, would be the most appropriate date. He suggested having the Retreat in-person with a short Board Meeting afterward. Mr. Becker reported that there could be big decisions being made during the December 7, 2020, Board Meeting, due to the Summit scheduled for November 13, 2020, and November 14, 2020. He noted that a transportation proposal may come out of the Summit. He felt there would be a lot of work to do in terms of writing and preparing the information but believed there would be significant Board discussion regarding the Summit. Chair Robinson noted that he did not want to crowd the December 7, 2020 date if there were to be significant discussions related to the Summit. He suggested holding the Retreat at an earlier date.

Mr. Becker reviewed upcoming items. The Mountain Transportation System panel is scheduled for September 18, 2020 and will include a 30-day comment period. On November 13, 2020, and November 14, 2020, there will be a Summit of the Commission, including the Stakeholders, and the public. If a Mountain Transportation System proposal was achieved during that time, it could be prepared for Board consideration as soon as the December 7, 2020, meeting. Mr. Becker felt that a Retreat after the December 7, 2020 meeting would allow the Board to visualize potential scenarios for 2021.

Chair Robinson noted that given the discussions, it would not make sense to hold the Retreat on the same day as the December 7, 2020, Board Meeting. He suggested either holding a second meeting in December or pushing back Summit discussions to January 2021. Mr. Becker noted that the results of the Summit will likely impact the priorities of the Board for 2021. Ms. Mickelson suggested keeping the Board Meeting on December 7, 2020, and holding the Retreat on December 14, 2020. Chair Robinson believed it would be better to have the Retreat before the Board Meeting. Mayor Peterson noted that the Mountain Transportation System would likely be complex and take more than one meeting to discuss. He agreed with Chair Robinson’s suggestion to hold the Retreat on December 7, 2020, and the Board Meeting on December 14, 2020.

Mr. Reberg commented that he would check with Mayor Wilson regarding her schedule. Mayor Mendenhall noted that the December dates would work with her current schedule. Chair Robinson proposed that the Board Retreat be held on December 7, 2020, and the Board Meeting on December 14, 2020. He noted that further communication could be done via email or before the Mountain Transportation System panel discussion.

* 1. **Community Outreach; Board Speakers Bureau (idea).**

Mr. Becker reported that there had been discussions about a Speakers Bureau on CWC actions. He noted that Chair Robinson and the Millcreek City Mayor, Jeff Silvestrini, had met with the Salt Lake County Council and there was an upcoming meeting scheduled with Sandy City. Mr. Becker stated that over the next several months, there would be a need for a Speakers Bureau to call on others in the community, which could include Board Members, Stakeholders, staff, Legislators, or Congressional Representatives. The issue would be addressed further in the future.

1. **Committee Update:**
	1. **Transportation Committee.**

Mayor Peterson reported that the Transportation Committee scheduled their next meeting for August 26, 2020, to review, discuss, and make edits to the draft concepts. The Committee was working with a web-based company for the Design Your Transit tool. The tool was designed to collect data on user preferences and to educate users on the cost and benefit investments of different modes of transportation. He noted that the Mountain Transit System panel discussion would take place on September 18, 2020.

* 1. **Short-Term Projects Committee.**

CWC Communications Director, Lindsey Nielsen reported that the Short-Term Projects Committee had not met since the initial projects had been funded. The next meeting would be scheduled within the next month. Ms. Nielsen noted that fourth-quarter funding from the County had come through. The funding was allocated to the CWC to fund one of the initial projects that had not been funded. The Short-Term Projects Committee would be dispersing that funding to Trails Utah for maintenance of the reroute at Desolation Lake Trailhead. The Committee had spoken to two different Trails crews to see if work could be started this season. Ms. Nielsen reported that it may be possible to get maintenance work started now, with an expected completion date in the Spring.

* 1. **Budget Finance Committee: Fundraising Strategy/Work.**

Mr. Perez noted that at the last Budget/Finance Committee Meeting, discussions were held regarding fundraising strategies for short and long-term projects. The short-term project included Phase 1 of the Visitor Use Study. The long-term project was the Environmental Dashboard. Mr. Perez reported that July 2020 Financials were reviewed and the Committee discussed the Sandy City member contribution. He noted that there may be a resolution on that issue the following day. If Sandy City provides its contribution, the Committee could use some of that funding to provide resources for the Visitor Use Study and the Environmental Dashboard.

* 1. **Legislative Land Tenure Committee.**

Mr. Becker reported that he and Mr. Reberg met with the General Managers of the ski resorts. They were also setting up additional meetings with the conservation community about what would be acceptable as it relates to broader legislation, with land exchanges out of the picture. He noted that three of the four General Managers indicated that without the exchanges, they could be supportive of the Congressional Legislation. The fourth General Manager did not discount the idea but was interested in getting other things done. Mr. Reberg felt that the meetings had been positive and noted that it was important to engage the conservation community. He felt this would make it possible to discuss findings and determine whether there was a consensus about how to best move forward.

1. **Stakeholders Council Membership and Leadership.**

Mr. Becker reported that Greg Summerhays was leaving the Sandy Chamber. He asked Mr. Perez if Mr. Summerhays would be at the next Council Meeting. Mr. Perez noted that there would not be a September meeting and Mr. Summerhays would not be in his current role by the October meeting. Mr. Becker noted there was a leadership issue there. He commented that when the Stakeholders Council was formed, there were over 100 applications for the 35 membership positions. The Executive Committee and staff made the recommendations to the full Board of the Stakeholders Council Membership. They were down to approximately 30 members of the Stakeholders Council. Mr. Becker noted that 28 members was the minimum and 35 was the maximum number allowed in the Interlocal Agreement. He suggested that it may be time to look at additions to the Stakeholders Council and noted that there would be a leadership change coming up with Mr. Summerhays leaving the Council.

Chair Robinson asked if the Board would like to propose recommendations for leadership within the Stakeholders Council. Mr. Becker stated that they would work individually with the Board to discuss how the Executive Committee and Board would look at who should be in leadership. They would also discuss how Stakeholders Council Members are selected to achieve balance within the Council. Mr. Becker noted that they would speak to each of the Executive Committee Members individually and discuss it further at the September 21, 2020 Executive Committee meeting.

Mr. Perez noted that the Council was down in terms of members and leadership positions. He reported that when serving on the Stakeholders Council, it is typically a four-year commitment. During the first months of the Stakeholders Council, half of the members were only assigned a two-year term. That means that roughly every two years, half of the terms will expire. Mr. Perez stated that in early 2021, approximately half of the Stakeholders Council terms will expire, although there is no limit on the number of terms someone can serve.

1. **Other Items.**

There were no other items to be discussed.

1. **ADJOURNMENT.**

**MOTION:** Mayor Peterson moved to adjourn. Laura Briefer seconded the motion. The motion passed with the unanimous consent of the Committee.

The Central Wasatch Commission Meeting adjourned at approximately 4:40 p.m.

***I hereby certify that the foregoing represents a true, accurate, and complete record of the Central Wasatch Commission Executive Committee Meeting held Monday, August 17, 2020.***

Teri Forbes

Teri Forbes

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Minutes Secretary

Minutes Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_