

BOARD RETREAT

October 26, 2021

5:00 p.m. – 8:00 p.m.

Tracey Aviary, Chase Mill

589 East 1300 South

Salt Lake City, Utah 84105

Minutes **(Approved)**

Notice: Due to audio recording issues, meeting minutes may not be complete.

1. Dinner	5:00 PM
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a. Asian Zao Cafe

2. Welcome	5:30 PM
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a. Introductions & Ice Breakers

b. Board History & Purpose

Ashely Cleveland, Deputy Chief of Staff, provided the PNUT Board with a board history overview.

The PNUT Board was created in 2012 to provide increased stewardship of public lands and open space.

According to section 2.94.020 of the City Code, the purposes of parks, natural lands, trails, and urban forestry advisory board shall be as follows:

- A. Provide and oversee strong stewardship of the city's parks, natural lands, urban forestry and trails
- B. Educate the public and advocate for the city's parks, natural lands, urban forestry and trails policies
- C. Encourage and facilitate public involvement and input, and the incorporation of that input into the city's parks, natural lands, trails, and urban forestry plans and policies.

3. Break Out Session 1	5:45 PM
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a. Purpose and Power Alignment

The PNUT board members completed a breakout session activity where they were tasked to look at the powers and duties of the PNUT Board listed under City Code chapter 2.94.060 as well as the purpose of the PNUT Board outlined in City Code chapter 2.94.020 to discuss the prompting question: do you feel as if our board's existing powers really give powers to the board's duties?

The board separated into the following groups to discuss the prompt:

Group 1:

CJ Whittaker
Jenny Hewson
Phil Carroll

Group 2:

Polly Hart
Nathan Manuel (pending member)
Melanie Pehrson

Group 3:

Clayton Scrivner (pending member)
Ginger Cannon
Bri Binnebose
Samantha Finch

b. Report Out

Group 1 Report:

During the breakout, group 1 asked for clarification on if the word “stewardship” in part A of the board’s purpose. Does “stewardship” in this context include things like acquisition and budgeting? Group 1 expressed that if it does, then there could be a potential remapping of the board’s powers and duties.

Group 1 noted that Power B, “Review, rank, prioritize, and make recommendations on capital improvement program funding applications and construction designs pertaining to the parks, natural lands, urban forestry and trails programs. Recommendations should be reflected in applications submitted to the department of community and neighborhoods and community development and capital improvement programs advisory board for their consideration for review”, and Power C, “Review and make recommendations regarding annual financial priorities including budget, capital improvements, fees and concession agreements”, are both policy-based powers and should be grouped together.

Group 1 also noted that Power A and Powers D-J are all stewardship based. Regarding Power D, “provide recommendations regarding land acquisitions and dispositions as related to the city’s disposition processes”, and Power H, “Advise and provide input on the acquisition or sale of properties within the parks and public lands program”, the group expressed that these powers could present confidentiality concerns.

Group 1 concluded that the purpose of the PNUT board boils down to stewardship, advocating for constituents and encouraging involvement.

Group 2 Report:

Group 2 reported that they felt that there was some ambiguity in the powers and duties of the PNUT Board and would like to seek clarification on how the powers and duties are to be acted on.

Group 2 also noted that this is the first year that the board is following through on a lot of the duties granted to the board.

Group 3 Report:

Similarly, to group 1, group 3 expressed that duties B and C are related to policy and the remaining duties are related to stewardship.

Group 3 also noted that with Public Lands becoming its own department, some duties will need to be revised. With the changing of duties, group 3 asked, would this change the PNUT Board's purpose?

4. Break Out Session 2

6:05 PM

a. Committee & Action Opportunities

Ms. Cleveland initiated a discussion with the PNUT board regarding committee and action opportunities.

Ms. Cleveland highlighted that when looking at the language used in ordinance to describe the PNUT board's powers, the words provided, develop, review and input are used.

The PNUT board asked what is the relationship between the board and City Council? The board would like to see more communication with City Council moving forward. Email and coordination through City staff are the best ways for the PNUT board to communicate with City Council.

City Council also prepares a regular newsletter that is sent to constituents. The PNUT board can utilize this medium to get important information sent to the community. To get content featured in the newsletter, board members can contact their council member.

5. Break Out Session 3

6:25 PM

a. Opportunities for Improvement

The PNUT Board completed a final breakout session activity where they were asked to discuss in their groups the question: do you see opportunities for improvements in meeting time and communication?

The PNUT board divided into their three groups to discuss the prompt.

b. Report Out

Group 3 Report:

Group 3 expressed that they would like to see the PNUT board have bylaws to explain procedures such as the board's structure, how subcommittees should be formed and other important functions.

Group 3 suggested that the PNUT Board change their meeting structure so that in the first hour of meetings, the board meets with Public Lands staff and in the second hour the board engages in discussion.

Group 3 also expressed that they love the department updates report that is curated by staff and would like to share that information with their constituents.

Group 2 Report:

Group 2 suggested that the PNUT Board implements several subcommittees, so board members have more opportunity for involvement.

Group 2 also expressed that the PNUT Board can stop placing time limits on meetings to allow for enough time for adequate discussion. The PNUT board could have no end time to their meeting and take as much time as needed to move through the agenda.

Group 1 Report:

Group 1 agreed with group 2's idea of implementing subcommittees but expressed that a subcommittee may not be needed for every topic that arises.

Group 1 also expressed that they have questions regarding communication improvements they would like to have answered.

6. Prep for Next Meeting

6:50 PM

a. Length of the Board Meetings

a. Public Comment

The PNUT board discussed that they would like to develop guidelines for public comment periods. Specifically, the board would like to develop how public comments get addressed after they are communicated to the PNUT Board.

The board also discussed how they can best utilize Public Lands staff's time through developing procedures that get questions and comments answered while still respecting staff's time. The board discussed having staff present only when action items are on the agenda and utilizing the board information packet to relay updates and information to the board.

b. Public Lands Agenda Items

The PNUT board discussed that instead of having a set meeting end time, the PNUT board should prepare the agenda and discuss each item for the amount of time that is needed. The board also discussed the importance of reviewing the agenda and accompanying materials before meetings to ensure time is being used productively.

c. Committee Review

The PNUT board currently has some committees put in place but need bylaws regarding committees to guide their functions.

b. Setting an Agenda

The board will be working with Luke Allen and Samantha Finch to develop meeting agendas. In previous meetings, Public Lands staff has formulated agendas with little input from the board. As the board

evolves, staff would love to gain more input from the PNUT board members on what they would like to see on meeting agendas.

c. Creating Sub Committees

The PNUT Board will be creating the following subcommittees:

Bylaw Development

Ginger Cannon

Polly Hart

Samantha Finch

Trails Committee

Phil Carroll

CJ Whittaker

Polly Hart

Community and Engagement Committee

Jenny Hewson

Bri Binnebose

Melanie Pehrson

Public Lands will work to assign a staff member to assist each committee.

7. Questions & Comments for Ashley

7:15 PM

a. Boards & Commissions Process

b. Adopting a Board Member?