

**MINUTES OF THE CENTRAL WASATCH COMMISSION (“CWC”) EXECUTIVE/ BUDGET/AUDIT COMMITTEE MEETING HELD ON MONDAY, APRIL 17, 2023, 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.**

**Present:**  Chris Robinson, Chair

 Mayor Jeff Silvestrini

 Mayor Erin Mendenhall

 Mayor Roger Bourke

 Laura Briefer

**CWC Staff:**  Blake Perez, CWC Executive Director of Administration

 Lindsey Nielsen, CWC Executive Director of Policy

**Others:**  Barbara Cameron

Will McCarvill

 Patrick Shea

**Open Executive/Budget/Audit Committee Meeting**

1. **Chair Christopher F. Robinson will Call the Meeting to Order and Welcome Committee Members and the Public.**

Chair Robinson called the Executive/Budget/Audit Committee Meeting to order at 3:36 p.m.

1. **The Committee will Approve Meeting Minutes from the March 20, 2023, Meeting.**

**MOTION:** Mayor Mendenhall moved to APPROVE the March 20, 2023, Executive/Budget/Audit Committee Meeting Minutes. Chair Robinson seconded the motion. The motion passed with the unanimous consent of the Committee.

**Closed Session.**

1. **Chair of the Board Christopher F. Robinson will Begin a Closed Session for the Purposes of Discussing the Character, Professional Competence, or Physical or Mental Health of an Individual as Authorized by Utah Code Ann. §52-4-205(1)(a).**

Chair Robinson noted that there would be a Closed Session for Committee Members.

**MOTION:** Mayor Mendenhall moved to go into CLOSED SESSION for the purpose of discussing the character, professional competence, or physical or mental health of an individual as authorized by Utah Code Ann. §52-4-205(1)(a). Chair Robinson seconded the motion. The motion passed with the unanimous consent of the Committee.

**Closed Session Ends**

1. **Chair of the Board Christopher F. Robinson will End the Closed Session for the Purposes of Discussing the Character, Professional Competence, or Physical or Mental Health of an Individual as Authorized by Utah Code Ann. §52-4-205(1)(a) and Re-Open the Central Wasatch Commission Board Meeting.**

The Closed Session ended.

**Board Meeting Re-Opens**

1. **Chair of the Board Christopher F. Robinson will Re-Open the CWC Executive/Budget/Audit Committee Meeting Following the Closed Session.**

Chair Robinson reopened the Executive/Budget/Audit Committee Meeting.

**Short-Term Project Recommendations**

1. **CWC Staff will Brief the Executive Committee on the Selected Short-Term Projects.**

Executive Director of Policy, Lindsey Nielsen, reported that the Short-Term Projects Committee convened on April 14, 2023. The Committee Meeting was held both in-person and virtually, with the anchor location in Park City. Mayor Bourke serves on the Committee and was present to share updates with the Executive/Budget/Audit Committee. He explained that a number of short-term project proposals were submitted and the Short-Term Projects Committee had $60,000 to allocate. The Committee evaluated the various project proposals and determined funding recommendations. Mayor Bourke reviewed some of the applicant projects with the Committee.

One of the short-term project proposals was Tri-Canyon Bathroom Maintenance and Cleaning. Mayor Bourke expressed concern that the U.S. Forest Service does not have the funding to maintain all of the restrooms in the canyons. The Short-Term Projects Committee recommended that $10,000 be funded. He noted that the requested amount for the project was $10,000. Another project proposal was from the Cottonwood Canyons Foundation for Canyons Trail Maintenance and Invasive Weed Control. The request was for $15,000 but the Committee recommended funding the work at $10,000. Mayor Bourke noted that there had been a request from the Salt Lake Climbers Alliance for Anchor Maintenance. He pointed out that this was a safety issue, so the Short-Term Projects Committee felt it was a priority. Two-thirds of the requested amount was proposed to be funded through the Short-Term Projects Grant program. It was an important item.

Another short-term project was the Wasatch Backcountry Alliance Shuttle. Mayor Bourke explained that the shuttle is a free service available to anyone who wants to enter the canyons. It is not limited to members of the Wasatch Backcountry Alliance. The request was for $15,000 but the Short-Term Projects Committee decided to fund the shuttle at $12,500. Mayor Silvestrini asked about the pick-up locations. Mayor Bourke reported that the shuttle picked up riders at the Park and Ride lot and other areas. A school parking lot is used for pick-ups as well.

The next short-term project the Committee wanted to fund was from Utah Open Lands. It involves the Bonanza Flat Transit to Trail Shuttle. Mayor Bourke stressed the importance of removing vehicles from the road. The shuttle will take people from Park City to Bonanza Flat. It is a free service and the Short-Term Projects Committee recommended funding it at $12,500. Another project was the Friends of Alta Junior Ranger Activity Book which would cost just under $3,000. The next project was submitted by Save Our Canyons for Trail Work, Invasive Weed Work, Education, and Outreach. $10,000 was requested but the Short-Term Projects Committee wanted to fund that work at $8,000. Lastly, there was the Dumpster Days proposal from Recycle Utah. The recommended funding amount was $6,000.

Mayor Bourke reported that the recommended funding amounts totaled $67,433, which was $7,433 over the $60,000 allocation that was available. As a result, the Short-Term Projects Committee recommended that the CWC cover the additional funding amount out of reserves. There was a consensus and all of the Short-Term Projects Committee Members agreed to the recommendations.

Laura Briefer noted that for many of the requests, the recommended funding amount was lower than the ask with the exception of $10,000 for restroom maintenance. She asked for additional details about that work. Ms. Nielsen clarified that there had been many discussions amongst the CWC and other partners, such as the U.S. Forest Service and Cottonwood Canyons Foundation, specific to restroom maintenance in the tri-canyon area. Starting in the new fiscal year, the CWC will take on one unified restroom maintenance and cleaning contract to administer the contract and reduce the inefficiencies related to the many different contracts spread across all of the partners. Before the new fiscal year starts, the $10,000 from the Short-Term Projects Grant Program will help offset the costs that partners have taken on to maintain and clean. The money will be given to the Cottonwood Canyons Foundation in support of their current contract.

Mayor Silvestrini considered clean restrooms to be important, not just for the user experience, but to protect the watershed. Based on the financials sent out in preparation for this meeting, it was likely that the organization would have some surpluses that could cover the request for an additional $7,433. He did not believe it would be necessary to take from reserves to cover that amount. Ms. Nielsen confirmed this. She added that the Short-Term Projects Committee originally had $50,000 allocated for projects. However, CWC Staff was able to find an additional $10,000, which raised the amount to $60,000. Staff was confident that it would be possible to find $7,433 to cover the extra amount.

Ms. Briefer wondered if the intent was to augment operational capacity that the Forest Service does not have with existing staff. She suggested that there be a future discussion about how long that was appropriate. It might be worthwhile to have a conversation with the Forest Service. Chair Robinson noted that it would be possible to discuss those comments as well as the recommendations made by the Short-Term Projects Committee at the CWC Board Meeting.

Executive Director of Administration, Blake Perez asked if the recommendations from the Short-Term Projects Committee would be recommended to the CWC Board for further discussion and approval. Chair Robinson believed there was general support for the recommendations from the Executive/Budget/Audit Committee, but based on comments shared, there was a desire to have additional discussion about restroom maintenance and the Forest Service.

**CWNCRA/Sageland Collaborative Maps.**

1. **Staff will Brief the EBAC on Edited CWNCRA Maps.**

Ms. Nielsen reported that a memo was included in the packet. CWC Staff was seeking to recontract with Sageland Collaborative, formally the Wild Utah Project, to bring back the interactive map that was previously online. That map was specific to the Central Wasatch National Conservation Recreation Area Act (“CWNCRA”). She explained that the memo outlines background information about the CWNCRA and the reason the map went offline. Esri software went through an update, which meant that the layers and data became outdated, which pushed the map offline. When that happened, the CWC was diverting its focus away from the Federal Legislation and onto transportation work. At that point, the map was not brought back online. CWC Staff now felt it was time to bring back the map. The memo asked for approval for the funding that was necessary to do that, which was approximately $5,600.

Mayor Mendenhall asked how often Esri updates their software. Ms. Nielsen reported that when she joined the CWC in 2018, there had been a massive update and another happened in 2021. Based on that data, it seems to occur every three years or so. Chair Robinson wondered if the map had any connection to the Environmental Dashboard. Ms. Nielsen denied this. The Environmental Dashboard is separate from the Legislation, but there are potential ways to integrate the two. Chair Robinson wanted to understand if the map would be linked to the CWC website. Ms. Nielsen confirmed this. It was originally housed on the CWC website. As for the funding required, she explained that CWC Staff found unallocated funding in the current budget. It would be possible to utilize that funding to cover the necessary $5,600.

There was additional discussion regarding the contents of the map. Ms. Nielsen reported that it would show everything that was included in the bill. For instance, the area of Federal land that would be designated a National Conservation Recreation Area, if the bill passed. There would also be layers for the watershed, names listed for all of the streams, and all of the trails in the study area for the Legislation. Additionally, it would show the offset of wilderness that the bill called for and the addition of wilderness that the bill called for. It would also show the areas of the Bonneville Shoreline Trail that would be offset and connected, but some follow-up was needed there since a bill was passed earlier in the year related to the Bonneville Shoreline Trail.

Ms. Briefer supported bringing the item to the CWC Board for consideration, especially if the intention was to focus on the Legislation. This would be a helpful tool for members of the public and policymakers. Patrick Shea reported that the founder of Esri had retired. Originally, Esri was going to give software to Mountain Accord and then the CWC. He suggested reaching out to him again to see if there could be some sort of discount for the current and future versions of the software. Mr. Shea also suggested that the Stakeholders Council review the Short-Term Projects recommendations before final action is taken by the CWC Board.

Ms. Nielsen shared the map that had the most recent iteration of the CWNCRA work. It was the map that CWC Staff worked with the Wasatch Front Regional Council (“WFRC”) to have done. That map was essentially what would be displayed but the difference was that it would be interactive. It would allow users to explore and understand what they were looking at. She explained that it was a learning tool. Chair Robinson asked that it be discussed at the CWC Board Meeting. Mr. Perez clarified that only approval from the Chair was needed for the requested amount. There will be a contract amendment with the CWC Board. Chair Robinson stated that he would approve the amount needed. The contract amendment will be discussed in May. Mayor Mendenhall wondered if Mr. Shea would be willing to reach out and inquire further about Esri and the frequency of updates. That would be useful information for the CWC to have.

**Big Cottonwood Canyon Mobility Action Plan.**

1. **Staff will Provide an Update on the Status of the BCC MAP.**

Information was shared about the Big Cottonwood Canyon Mobility Action Plan (“BCC MAP”). Mr. Perez reported that a few weeks earlier, AECOM met with the Transportation Committee and reviewed the Draft BCC MAP. That Draft Report is now available on the CWC website. It triggered a public comment period, which closed on April 17, 2023. In two weeks, AECOM would present the Final BCC MAP to the Transportation Committee and then to the CWC Board at the May CWC Board Meeting. That would close the contract with AECOM.

**Stakeholders Council Update**

1. **The Stakeholders Council Co-Chairs will Update the Executive/Budget/Audit Committee on Upcoming Membership and the Stakeholders Council Retreat.**

Stakeholders Council leadership, Will McCarvill and Barbara Cameron were present to share updates with the Executive/Budget/Audit Committee. Ms. Cameron reported that there are five Stakeholders Council Members who will not return for another four-year term. There was a call for new applicants and the application deadline was May 1, 2023. From there, the Application Committee will meet to make recommendations to the CWC Board for the June 5, 2023, meeting. The Application Committee included Ms. Cameron, Mr. McCarvill, Annalee Munsey, Mr. Perez, and Ms. Nielsen. Three applications had been submitted.

Ms. Cameron shared information about the Stakeholders Council Retreat that was to take place on April 24, 2023. There was a contract with Thomas McMurtry from Avenue Consultants to lead a session focused on goal setting. Mr. McMurtry would bring polling software with him that would allow participants to use their cell phones to answer questions anonymously. Word clouds would be created to highlight the main concerns and interests of the group. From there, small group discussions would take place to identify goals based on those interests. She believed it would be an engaging workshop and bring Stakeholders Council Members back together in person for the first time in three years. The Retreat was scheduled to last three hours.

Chair Robinson referenced the request made by Mr. Shea about the Stakeholders Council reviewing the short-term project recommendations. He wondered if that could be accomplished on April 24, 2023, or before the CWC Board Meeting in May 2023. Ms. Cameron explained that there was another issue that needed to be addressed by the Stakeholders Council. It would be a full meeting on April 24, 2023, but an attempt could be made to review the short-term projects. Chair Robinson suggested limiting that discussion to 10 minutes or so. Any comments or objections could be sent to Stakeholders’ Council leadership and then forwarded to CWC Staff.

Mr. McCarvill shared information about the $19 million Federal Lands Access Program (“FLAP”) grant that was underway in Millcreek Canyon. It was intended to improve safety on the upper road. The idea of a shuttle was not new but it is not possible due to the current road conditions. In the past, Salt Lake County contracted for an evaluation of Millcreek and one of the recommendations was to have a shuttle to address the overparking of vehicles. He reminded those present that the Mountain Accord wants to have a pilot shuttle program in place. Additionally, the Forest Plan stated that the Forest Service would work actively with other participants to further mass transportation in the canyons and reduce the number of personal vehicles.

The Millcreek Canyon Committee had been discussing the shuttle for some time and wanted the Forest Service to start on the National Environmental Policy Act (“NEPA”) process for shuttle service in Millcreek Canyon as the FLAP grant progressed. Mr. McCarvill thought it was a good idea. It was important for the road improvements to be compatible with a shuttle. There were also concerns that the road would be improved, which would lead to even more vehicles in the canyon. It was better to focus on the shuttle sooner rather than later. He explained that there was a tentative recommendation that would come forward to the CWC Board, pending Stakeholders Council approval. It would ask for a NEPA process that was concurrent with the FLAP grant.

Chair Robinson asked if the Forest Service was on board. Mr. McCarvill denied this. This would be a formal request to the CWC Board. Chair Robinson suggested that Stakeholders Council leadership speak with Dave Whittekiend, Lance Kovel, or Bekee Hotze from the Forest Service beforehand. It was important to consider their opinions about how to move forward. Mayor Silvestrini echoed the comments shared by Chair Robinson. The reason the FLAP grant was applied for was to satisfy Forest Service concerns. The Forest Service previously stated that a shuttle would not be permitted as long as the road is inadequate. It made sense to have additional discussions with the Forest Service to see where the organization stands.

**Tri-Canyon Restroom Cleaning Contract Update**

1. **Staff will Update the EBAC on the Status of the Upcoming Tri-Canyons Restroom.**

Mr. Perez reported that there was previous discussion with the Executive/Budget/Audit Committee about the umbrella contract for Tri-Canyon Area Restroom Cleaning. It would include Millcreek Canyon, Little Cottonwood Canyon, and Big Cottonwood Canyon. Since that discussion, a Request for Proposals (“RFP”) had been developed with partners at the Cottonwood Canyons Foundation and the Forest Service. That RFP was currently open and would close shortly. A Selection Committee will review the proposals. The recommendation would be forwarded to the Executive/Budget/Audit Committee and the CWC Board ahead of the next budget. There would be firmer numbers in the budget once the contractor has been consulted. The RFP is a one-year contract with an option to extend. There would be an evaluation period on an annual basis to determine whether the contract was working for all of the partners.

Chair Robinson asked about the $10,000 Ms. Briefer discussed during the short-term projects item. Mr. Perez explained that the $10,000 would go toward the Cottonwood Canyons Foundation to help pay for restroom cleaning through the end of this fiscal year, which is June 30, 2023. Chair Robinson wondered if there would be a deficit in the new fiscal year, where outside funds, like the $10,000 from short-term projects are needed. Mr. Perez reported that there would be a Memorandum of Understanding (“MOU”) set up with each of the funding partners as the contract was finalized with the contractor.

**CWC 2023/2024 Tentative Budget**

1. **Staff will Present the Updated Draft 2023/2024 Budget.**

Mayor Silvestrini presented the Draft 2023/2024 Budget. He thanked CWC Staff for their work and explained that there had been meetings with each of the jurisdictions to discuss the membership contributions for the coming year. There were no real surprises based on that revenue expectation and past expenses. Mr. Perez reported that a Draft Tentative Budget had been presented to the Executive/Budget/Audit Committee approximately one month ago. At that time, there was a deficit of approximately $60,000. Since then, potential costs were scaled back for a DC Lobbyist, seed money for the Environmental Dashboard app, and the Mountain Transportation System (“MTS”) and Central Wasatch Symposium. At any time, the CWC Board feels a DC Lobbyist is needed, a budget amendment can be done to utilize reserves for that need. The tentative budget was fairly firm.

Chair Robinson noted that the restroom cleaning contract was a pass-through where the money is collected and then paid out. This was confirmed. Ms. Nielsen explained that the number presented in the budget was based on the current contract and not the potential contract. That number is somewhat fluid because it would depend on who responded to the RFP. It was noted that there was approximately $3,000 for the Stakeholders Council and $3,000 for the Youth Council listed. That amount was anticipated for development and leadership training.

$95,000 was shown for short-term projects, which was a $35,000 increase over the current year. Chair Robinson wondered if there was enough funding to meet that greater demand. Mr. Perez explained that it was State dollars that come through State appropriations. Short-term projects were identified as a priority for CWC Board Members based on the CWC Board Retreat discussions. Mayor Silvestrini spoke to Senator Kirk Cullimore about the appropriation and expressed his gratitude. Senator Cullimore indicated that he was supportive of the organization.

Chair Robinson asked if the CWC spent $25,000 in legal fees. Mr. Perez reported that it depends. He carried the $25,000 amount over. Last year, there were a lot of Resolutions and the number was higher than this year. This year, he believed the amount would be less. Chair Robinson asked what assumption was being used for the interest from the Public Treasurer’s Investment Fund (“PTIF”). Mr. Perez reported that it was based on what was collected during the current fiscal year through to the end of March.

1. **The EBAC will Recommend Draft Tentative Budget to the CWC Board at the May Meeting for Approval.**

**MOTION:** Mayor Silvestrini moved to RECOMMEND the Draft Tentative Budget to the CWC Board at the May 2023 Meeting for Presentation and Approval. Mayor Mendenhall seconded the motion. The motion passed with the unanimous consent of the Committee.

Chair Robinson asked if there were any additional comments to be shared. Mr. Shea suggested that CWC Staff and Stakeholders Council leadership send out the short-term project recommendations to Stakeholders Council Members via email and ask that any written comments be submitted. That would condense the conversation further at the Stakeholders Council Retreat. The Committee Members were supportive of the suggestion. Mayor Silvestrini wanted the Council to be engaged.

**Adjourn Executive/Budget/Audit Committee Meeting**

1. **Following a Motion and Affirmative Vote, Chair Christopher F. Robinson will Close the Public Meeting.**

**MOTION:** Mayor Silvestrini moved to ADJOURN. Mayor Mendenhall seconded the motion. The motion passed with the unanimous consent of the Committee.

The Central Wasatch Commission Executive/Budget/Audit Committee Meeting adjourned at approximately 5:05 p.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 Monday, April 17, 2023.***

Teri Forbes

Teri Forbes

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Minutes Secretary

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