

1 **MINUTES OF THE CENTRAL WASATCH COMMISSION EXECUTIVE COMMITTEE**
2 **MEETING HELD MONDAY, AUGUST 17, 2020 AT 3:30 P.M. THE MEETING WAS**
3 **CONDUCTED ELECTRONICALLY WITHOUT A PHYSICAL LOCATION, AS**
4 **AUTHORIZED BY THE GOVERNOR’S EXECUTIVE ORDER DATED MARCH 18, 2020.**
5

6 **Present:** Chair Chris Robinson, Mayor Mike Peterson, Mayor Erin Mendenhall -
7 Treasurer, Laura Briefer (representing Mayor Mendenhall during the early part
8 of the meeting), Mike Reberg (representing Mayor Wilson)
9

10 **Staff:** Executive Director Ralph Becker, Deputy Director Blake Perez,
11 Communications Director Lindsey Nielsen, Office Administrator Kaye
12 Mickelson
13

14 **Public:** Dave Fields, Kyle Maynard, Will McCarvill, Marian Rice, Patrick Nelson,
15 Tamara Prue
16

17 **1. OPENING**
18

19 **a. The Meeting will be Called to Order by Chair Chris Robinson.**
20

21 Chair Chris Robinson called the meeting to order via Zoom at approximately 3:30 p.m.
22

23 **2. September 14, 2020 CWC DRAFT Board Agenda.**
24

25 **a. 2019-2020 Audit Presentation: Greg Ogden/Auditor.**
26

27 CWC Deputy Director, Blake Perez reported that the first order of business was to review the
28 September agenda, which will include an Audit Presentation from Greg Ogden, an Annual Staff
29 Report, an Annual Stakeholders Council Report, and Committee Reports. Mr. Perez believed the
30 only action item the Board would need to approve was the audit. There were no additional agenda
31 items for September.
32

33 Chair Robinson noted that the Mountain Transportation System panel was scheduled for
34 September 18, 2020. He wondered if it would be beneficial to skip the Board Meeting on
35 September 14, 2020 and meet on either September 18, 2020 or in October.
36

37 Mike Reberg, representing Mayor Wilson, asked about the Board Retreat. He wondered if it still
38 needed to be scheduled. Mr. Perez noted that the Retreat would be discussed during the Executive
39 Committee Meeting. He asked Chair Robinson for clarification regarding the possible postponement
40 of the scheduled September 14, 2020 meeting. CWC Executive Director, Ralph Becker noted that
41 the agenda in September was light in terms of action items. He wondered if those items could be
42 addressed in October instead. Mayor Peterson noted that the Mountain Transportation System panel
43 discussion was scheduled for September. He supported the Board Meeting being postponed until
44 October.
45

46 Chair Robinson suggested adding a 30-minute CWC Board Meeting to the front of the Mountain
47 Transportation System agenda on September 18, 2020. Mr. Becker asked Office Administrator, Kaye
48 Mickelson, if there was a timeline on any of the items. Ms. Mickelson stated that the items could

1 wait until October. Laura Briefer, representing Mayor Mendenhall, wondered if the Audit Report
2 was due to the State by a specific date. She asked whether the Audit Report needed to be approved
3 by the Board before it was submitted. Chair Robinson stated that it needed to be approved but was
4 not aware of the deadline. Ms. Mickelson reported that no deadline needed to be met.

5
6 Mr. Reberg asked if a Retreat date needed to be agreed upon during a Board Meeting. Mr. Perez
7 believed this would be necessary. Mr. Reberg wondered why it needed to be confirmed during a
8 Board Meeting as long as it was communicated effectively. Mr. Perez noted that formalizing the date
9 could be done at the October meeting as the Retreat would not take place before that time.

10
11 Mr. Becker noted that a lot would happen over the next few months including the Mountain
12 Transportation System panel discussion, the Mountain Transportation System Summit, and the Board
13 Retreat. He noted that the staff had been working on the dates for the Summit and Retreat. Mr.
14 Becker reported that the date set aside for the Retreat would now be used for the summit. The Retreat
15 would be held at a later date. Ms. Mickelson stated that the potential dates for the Board Retreat
16 included: the morning of November 21, 2020, after a Board Meeting on December 7, 2020, or the
17 afternoon of December 11, 2020. She noted that the Board Retreat would be conducted electronically.
18 Ms. Mickelson reported that a calendar was prepared for the Board to show everything in progress
19 from August 1, 2020, to the end of December. The calendar had been shared with the Executive
20 Committee.

21
22 Mr. Becker reported that the only date that was changed was the Board Retreat. It would now take
23 place at the end of November or the beginning of December. He noted that the Mountain
24 Transportation System was the largest priority for the CWC. If a consensus was reached regarding
25 the Mountain Transportation System in November, it would be easier for the Commission to assess
26 priorities moving into 2021.

27
28 The CWC Executive Committee agreed to cancel the September 14, 2020, Board Meeting and to
29 notify board members. Additional time might be added to the Mountain Transportation System
30 agenda on September 18, 2020, for a CWC Board Meeting, if needed. Otherwise, the Board Meeting
31 will take place in October. These agenda item can be addressed at that time.

32
33 **b. 2019-2020 Annual Report: Staff.**

34
35 The CWC Executive Committee agreed to cancel the September 14, 2020, Board Meeting. Additional
36 time could be added to the Mountain Transportation System agenda on September 18, 2020, for a
37 CWC Board Meeting, if needed. Otherwise, the Board Meeting would take place in October. This
38 agenda item would be addressed at that time.

39
40 **c. 2021-2020 Annual Report: Stakeholders Council.**

41
42 The CWC Executive Committee agreed to cancel the September 14, 2020 Board Meeting. Additional
43 time could be added to the Mountain Transportation System agenda on September 18, 2020, for a
44 CWC Board Meeting, if needed. Otherwise, the Board Meeting would take place in October. This
45 agenda item would be addressed at that time.

1 **d. Committee Updates/Reports.**
2

3 The CWC Executive Committee agreed to cancel the September 14, 2020 Board Meeting. Additional
4 time could be added to the Mountain Transportation System agenda on September 18, 2020, for a
5 CWC Board Meeting, if needed. Otherwise, the Board Meeting would take place in October. This
6 agenda item would be addressed at that time.
7

8 **3. Operational Items (Discussion).**
9

10 **a. CWC Employee Handbook (DRAFT: Committee has Received Previously).**
11

12 Mr. Becker reported that an employee handbook was drafted with the second draft having been shown
13 to the Board Members. Ms. Mickelson indicated that the handbook was introduced in January but
14 was updated based on suggestions from the Executive Committee. She hoped the Employee
15 Handbook would be on the agenda in October for approval from the Board.
16

17 Mayor Peterson wondered about Item 8 in the handbook that discussed a 35-hour workweek. He
18 asked if this was the new standard. Ms. Mickelson noted that this was a boilerplate document and
19 staff was happy to make any necessary changes. Mr. Reberg noted that most people worked more
20 than 40 hours but 40 hours seemed to be the standard. He felt it made sense for the Employee
21 Handbook to reference a 40-hour workweek rather than a 35-hour workweek. Mayor Peterson asked
22 about paid time off (“PTO”) days. The handbook referenced 22 PTO days and 12 holidays. He
23 wondered if employees are required to use those days by a certain time or if they can carry over.
24 Ms. Mickelson stated that the information listed was from employee agreements as they were drafted.
25 Mayor Peterson noted that the policy states that it only applies to people without an Employment
26 Agreement. Ms. Mickelson made note of the issue.
27

28 Mayor Erin Mendenhall joined the meeting.
29

30 Mr. Reberg asked if employees would be paid for unused PTO days. Mr. Perez stated there are a set
31 number of PTO days within a given fiscal year. Mr. Reberg wondered if those days roll over at the
32 end of the year or if a payout occurs at the end of employment. Mr. Perez noted that that had not yet
33 been negotiated. Mayor Peterson believed that whatever was stated in the handbook needs to be
34 clearly defined. Ms. Mickelson thanked the Commissioners for their input. She felt that questions
35 help to strengthen the Employee Handbook.
36

37 Chair Robinson asked to put the item on the agenda for review and approval by the full Committee
38 at the October meeting.
39

40 **b. CWC Employee Evaluation Schedule/Format: Ralph Becker.**
41

42 Mr. Becker reported that he sent Chair Robinson the form Ms. Mickelson prepared for annual staff
43 reviews. Chair Robinson requested a 20-minute employee evaluation with Mr. Becker at the next
44 Executive Committee Meeting. Chair Robinson was unsure whether the evaluation would be done
45 in an open and public meeting or if it would be done in a closed session. The Board believed the
46 evaluation would be handled in a closed session. Chair Robinson believed it would be appropriate
47 for Mr. Becker to evaluate staff performance and the Board evaluate Mr. Becker.
48

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

7
8 **c. CWC Board Retreat Dates/Format: Self Evaluation? Tentative**
9 **November 13/14.**

10
11 Mr. Becker updated Mayor Mendenhall on the decision to cancel the September Board Meeting.

12
13 Chair Robinson reported that major events were occurring in the fall including the Mountain
14 Transportation System panel, which was scheduled for September 18, 2020, the Mountain
15 Transportation System Summit, and the Board Retreat. Possible dates for the Board Retreat were the
16 morning of November 21, 2020, after a Board Meeting on December 7, 2020, or the afternoon of
17 December 11, 2020. Ms. Mickelson noted that staff had not yet discussed Board availability for those
18 dates. Mr. Reberg wondered if it would be possible to hold the Retreat before the Board Meeting on
19 December 7, 2020. Chair Robinson felt there would be fewer conflicts on that date. He suggested
20 making the regular Board Meeting shorter with the Retreat to immediately follow.

21
22 Mayor Peterson asked if it would be possible to hold an in-person Retreat with enough room to social
23 distance. He felt that an in-person discussion would be more effective. Mayor Mendenhall agreed
24 that an in-person Retreat in an appropriately spaced room could be beneficial. Chair Robinson
25 suggested the Cottonwood Heights Auditorium and Mayor Peterson suggested an auditorium in Salt
26 Lake City. Mr. Becker agreed that it would be better to meet in-person and noted that they may need
27 to allow people to attend virtually to comment and participate. Mr. Perez noted that if the Retreat and
28 Board Meeting take place on December 7, 2020, the Auditorium would need to serve as an anchor
29 location for the regularly scheduled Board Meeting.

30
31 Chair Robinson believed that December 7, 2020, would be the most appropriate date. He suggested
32 having the Retreat in-person with a short Board Meeting afterward. Mr. Becker reported that there
33 could be big decisions being made during the December 7, 2020, Board Meeting, due to the Summit
34 scheduled for November 13, 2020, and November 14, 2020. He noted that a transportation proposal
35 may come out of the Summit. He felt there would be a lot of work to do in terms of writing and
36 preparing the information but believed there would be significant Board discussion regarding the
37 Summit. Chair Robinson noted that he did not want to crowd the December 7, 2020 date if there
38 were to be significant discussions related to the Summit. He suggested holding the Retreat at an
39 earlier date.

40
41 Mr. Becker reviewed upcoming items. The Mountain Transportation System panel is scheduled for
42 September 18, 2020 and will include a 30-day comment period. On November 13, 2020, and
43 November 14, 2020, there will be a Summit of the Commission, including the Stakeholders, and the
44 public. If a Mountain Transportation System proposal was achieved during that time, it could be
45 prepared for Board consideration as soon as the December 7, 2020, meeting. Mr. Becker felt that a
46 Retreat after the December 7, 2020 meeting would allow the Board to visualize potential scenarios
47 for 2021.

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

10
11 Mr. Reberg commented that he would check with Mayor Wilson regarding her schedule. Mayor
12 Mendenhall noted that the December dates would work with her current schedule. Chair Robinson
13 proposed that the Board Retreat be held on December 7, 2020, and the Board Meeting on
14 December 14, 2020. He noted that further communication could be done via email or before the
15 Mountain Transportation System panel discussion.

16
17 **d. Community Outreach; Board Speakers Bureau (idea).**
18

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

25
26 **4. Committee Update:**
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28 **a. Transportation Committee.**
29

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

36
37 **b. Short-Term Projects Committee.**
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39 CWC Communications Director, Lindsey Nielsen reported that the Short-Term Projects Committee
40 had not met since the initial projects had been funded. The next meeting would be scheduled within
41 the next month. Ms. Nielsen noted that fourth-quarter funding from the County had come through.
42 The funding was allocated to the CWC to fund one of the initial projects that had not been funded.
43 The Short-Term Projects Committee would be dispersing that funding to Trails Utah for maintenance
44 of the reroute at Desolation Lake Trailhead. The Committee had spoken to two different Trails crews
45 to see if work could be started this season. Ms. Nielsen reported that it may be possible to get
46 maintenance work started now, with an expected completion date in the Spring.
47

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

2
3 Mr. Perez noted that at the last Budget/Finance Committee Meeting, discussions were held regarding
4 fundraising strategies for short and long-term projects. The short-term project included Phase 1 of
5 the Visitor Use Study. The long-term project was the Environmental Dashboard. Mr. Perez reported
6 that July 2020 Financials were reviewed and the Committee discussed the Sandy City member
7 contribution. He noted that there may be a resolution on that issue the following day. If Sandy City
8 provides its contribution, the Committee could use some of that funding to provide resources for the
9 Visitor Use Study and the Environmental Dashboard.

10
11 **d. Legislative Land Tenure Committee.**

12
13 Mr. Becker reported that he and Mr. Reberg met with the General Managers of the ski resorts. They
14 were also setting up additional meetings with the conservation community about what would be
15 acceptable as it relates to broader legislation, with land exchanges out of the picture. He noted that
16 three of the four General Managers indicated that without the exchanges, they could be supportive of
17 the Congressional Legislation. The fourth General Manager did not discount the idea but was
18 interested in getting other things done. Mr. Reberg felt that the meetings had been positive and noted
19 that it was important to engage the conservation community. He felt this would make it possible to
20 discuss findings and determine whether there was a consensus about how to best move forward.

21
22 **5. Stakeholders Council Membership and Leadership.**

23
24 Mr. Becker reported that Greg Summerhays was leaving the Sandy Chamber. He asked Mr. Perez if
25 Mr. Summerhays would be at the next Council Meeting. Mr. Perez noted that there would not be a
26 September meeting and Mr. Summerhays would not be in his current role by the October meeting.
27 Mr. Becker noted there was a leadership issue there. He commented that when the Stakeholders
28 Council was formed, there were over 100 applications for the 35 membership positions. The
29 Executive Committee and staff made the recommendations to the full Board of the Stakeholders
30 Council Membership. They were down to approximately 30 members of the Stakeholders Council.
31 Mr. Becker noted that 28 members was the minimum and 35 was the maximum number allowed in
32 the Interlocal Agreement. He suggested that it may be time to look at additions to the Stakeholders
33 Council and noted that there would be a leadership change coming up with Mr. Summerhays leaving
34 the Council.

35
36 Chair Robinson asked if the Board would like to propose recommendations for leadership within the
37 Stakeholders Council. Mr. Becker stated that they would work individually with the Board to discuss
38 how the Executive Committee and Board would look at who should be in leadership. They would
39 also discuss how Stakeholders Council Members are selected to achieve balance within the Council.
40 Mr. Becker noted that they would speak to each of the Executive Committee Members individually
41 and discuss it further at the September 21, 2020 Executive Committee meeting.

42
43 Mr. Perez noted that the Council was down in terms of members and leadership positions. He reported
44 that when serving on the Stakeholders Council, it is typically a four-year commitment. During the
45 first months of the Stakeholders Council, half of the members were only assigned a two-year term.
46 That means that roughly every two years, half of the terms will expire. Mr. Perez stated that in early
47 2021, approximately half of the Stakeholders Council terms will expire, although there is no limit on
48 the number of terms someone can serve.

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6. Other Items.

There were no other items to be discussed.

7. 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.

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

3

4 Teri Forbes

5 Teri Forbes

6 T Forbes Group

7 Minutes Secretary

8

9 Minutes Approved: _____