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2 **MINUTES OF THE CENTRAL WASATCH COMMISSION (“CWC”)**
3 **BUDGET/FINANCE COMMITTEE MEETING HELD WEDNESDAY, SEPTEMBER 16,**
4 **2020 AT 3:30 P.M. VIA ZOOM**
5

6 **Present:** Chair Jeff Silvestrini, Councilman Jim Bradley, Mayor Harris Sondak,
7 Holly Lopez, Jenna Malone, Laura Briefer, Bobby Sampson
8

9 **CWC Staff:** Deputy Director Blake Perez, Office Administrator Manager Kaye
10 Mickelson, Auditor Greg Ogden
11

12 **Absent:** Mayor Erin Mendenhall, CWC Executive Director Ralph Becker
13

14 • **OPENING**
15

16 1. **Commissioner Jeff Silvestrini, as Chair of the Budget/Finance Committee will Call**
17 **the Meeting to Order.**
18

19 Mayor Jeff Silvestrini called the meeting to order at approximately 3:30 p.m.
20

21 2. **Mayor Silvestrini will Introduce Greg Ogden/Auditor for Discussion and Review of**
22 **the 2019-2020 Audit and Management Letter.**
23

24 Auditor, Greg Ogden reported that the audit went well despite limitations caused by COVID-19.
25 He noted that there was a finding related to Fraud Risk Assessment. The State Auditor requested
26 that this year, every city and government in Utah include a Fraud Risk Assessment. Mr. Ogden
27 noted that due to COVID-19 concerns, the Fraud Risk Assessment had not been completed.
28 However, he believed it was now in process and would be completed soon. Financially, the Central
29 Wasatch Commission (“CWC”) Budget/Finance Committee was doing well and some
30 expenditures had been reduced. Mr. Ogden noted that the audit itself was a fairly simple and
31 straightforward set of financial statements. Chair Silvestrini reported that Fraud Risk Assessment
32 had been handled in every other CWC entity.
33

34 3. **Committee will Discuss Fraud Risk Assessment Implementation Guidelines,**
35 **Operational Response Provided by Staff, and Complete the Assessment Tool for**
36 **Discussion and Further Action at the October 5, 2020, Board of Commissioners**
37 **Meeting.**
38

39 Chair Silvestrini discussed the Operation Policies document that was shared with the Commission.
40 Office Administrator Kaye Mickelson stated that the document acts as an explanation from staff
41 regarding how things were done. Chair Silvestrini noted that the Commission does not handle

1 cash but has a checking account. He wondered if that account would be deemed a cash account.
2 Mayor Sondak believed it would. Chair Silvestrini commented that it would be beneficial to
3 amend the document to specify that the Commission does not have cash receipts. It was noted that
4 the response to Question B on the Operation Policies document should be changed from “the
5 Commission has no cash accounts” to “the Commission has a checking account.” Ms. Mickelson
6 reported that the way checks are received and deposited is described in the document. Chair
7 Silvestrini considered the rest of the document to be accurate and adequate.
8

9 Chair Silvestrini discussed the Fraud Risk Assessment and asked about the requirement that
10 someone on the Financial Staff have accounting training. Ms. Mickelson stated that no one on the
11 Financial Staff has a bachelor’s level degree in accounting. However, Dave Sanderson, accountant
12 has a bachelor’s degree, Greg Ogden is contractual CPA, and Ms. Mickelson has 3 ½ years of
13 academic experience in accounting as well as a Stanford Certificate in Financial Management for
14 Non-Financial Individuals, plus she is a certified federal compliance officer for federal grant
15 programs.
16

17 Laura Briefer asked how many people in the organization have a credit card. Ms. Mickelson
18 reported that there are four credit cards with a cumulative total of \$5,000. They are typically used
19 to handle auto-pay transactions related to software payments, such as Microsoft and Mailchimp.
20 Ms. Mickelson noted that CWC Executive Director, Ralph Becker typically looks at the credit card
21 statements. Chair Silvestrini noted that it makes sense for someone with check signing authority
22 to review the statements. Ms. Mickelson offered to provide Chair Silvestrini with a copy of the
23 statements as a backup. She stated that it would be an additional control measure.
24

25 Mayor Sondak reported that the Preparation Checklist states that a member of staff can be a
26 Certified Public Accountant (“CPA”) or there could be a contract with an outside CPA.
27 Ms. Mickelson noted that Mr. Ogden is a CPA. Chair Silvestrini believed the Commission would
28 want someone internal in addition to the auditor. Mayor Sondak reported that in the town of Alta,
29 they have an auditor and also contract with a CPA firm. Ms. Mickelson reported that on the State
30 Auditor website, Board Member Training is available and would satisfy the accountant
31 requirement. She noted that it would also be possible to come to a contractual arrangement with
32 an outside CPA firm if necessary.
33

34 Chair Silvestrini wondered if an explanation of Ms. Mickelson’s background in finance would be
35 suitable. He noted that the Commission may not score additional points on the Fraud Risk
36 Assessment, but it would highlight that someone with qualifications can spot potential issues.
37 Mayor Sondak commented that in the town of Alta, staff acknowledged that they would not get a
38 perfect score on the Fraud Risk Assessment. Ms. Mickelson noted that staff had also
39 acknowledged this.
40

41 Chair Silvestrini believed that an email should be sent out to encourage all Board Members to
42 complete the Disclosure Statement form and notify staff of whether the required State Auditor
43 training had been completed. Ms. Mickelson reported that several items need to be completed
44 annually, including the Fraud Risk Assessment, Disclosure Statements, Conflicts of Interest, Open
45 and Public Meetings Act Training, and the Ethical Behavior Statement. Chair Silvestrini suggested
46 that a list of the completed training be kept on file. Staff will ensure that all Commissioners

1 receive and sign the necessary documents. At the October Board of Commissioners Meeting, the
2 documents will be certified to show compliance. Ms. Mickelson indicated that she would update
3 the calendar so that documents are completed each year around the time of the annual audit.
4

5 Mayor Sondak identified an error on the Ethical Behavior Statement form; paragraph should read
6 “consequently, not subsequently”: correction was made as document was reviewed. Chair
7 Silvestrini stated that the score sheet on Fraud Risk Assessment needs to be completed. He felt it
8 would make sense to bring that to the Board for approval. Ms. Mickelson reported that the
9 document would go to the Executive Committee and then be added to the Board Agenda.
10 Ratification and completion of the form would be needed. Chair Silvestrini asked if Procurement
11 Policies need to be looked at annually as well. Ms. Mickelson stated that the bylaws do not require
12 this but she believed it would be a good idea to get into the habit of doing so; this will be added to
13 Executive Committee agenda.
14

15 • **AUGUST 2020 FINANCIALS AND STAFF REPORT UPDATE**

16
17 1. **August 2020 Documents were Previously Emailed to Committee Members; what is**
18 **here is an Update to Member Contributions Received Plus the Opportunity for any**
19 **Questions.**
20

21 CWC Deputy Director, Blake Perez reported that the audit financials were sent out to the
22 Commission Members. Chair Silvestrini asked about the deposits. He had seen one for \$50,000
23 from Park City and one for \$20,000 from the County. He had also seen an additional \$20,000
24 deposit and wondered what it was for. Ms. Mickelson noted that Park City paid their member
25 contribution for last year and the current year and the money from the County was for the
26 Desolation Trail Project. There had not been any additional deposits.
27

28 Ms. Mickelson reported that the Sandy City contributions were still under discussion. Chair
29 Silvestrini mentioned that he spoke with Mr. Becker about the issue. They were waiting to see
30 what Marci Houseman from the Sandy City Council could do with their adjustment process. Chair
31 Silvestrini informed the Commission that he and CWC Chair, Chris Robinson attended the Sandy
32 City Council Meeting to discuss the importance of Sandy City’s role on the CWC. He reported
33 that Sandy City Mayor Kurt Bradburn and one of the Council Members had not been entirely
34 receptive. Councilman Bradley noted that Ms. Houseman seemed optimistic at a recent meeting.
35 Chair Silvestrini believed the situation may take time to resolve as there had been pushback from
36 Mayor Bradburn who felt that the CWC was too bureaucratic.
37

38 • **COMMITTEE ITEMS**

39
40 1. **Transportation Committee: Mountain Transportation System Items:**

- 41
42 (a) **RFP for Mountain Transit System Summit in November 2020; RFP was**
43 **distributed 8.25.2020; facilitator contract will be asked to be Approved by Chair**
44 **Robinson; for this Committee’s Review; Ratification will be Requested during**
45 **the 10.5.2020 CWC Board of Commissioners Meeting.**
46

1 **(b) Zoom Events Consulting contract for expanded tech support of November**
2 **13/14, 2020 Mountain Transit System Summit. \$1,500 Approved by Chair**
3 **Robinson; for this committee’s review; to be ratified by CWC Board in**
4 **October.**
5

6 Chair Silvestrini reported that an event was coming up for the Mountain Transportation System
7 (“MTS”). He pointed out that money would be spent to provide a Zoom consultant. There were
8 also general expenses related to the Mountain Transportation System Virtual Summit. Mayor
9 Sondak asked about the difference between the Zoom Video Communication Statement of Work
10 and Blinktag. Mr. Perez clarified that the Blinktag contract was presented to the Budget/Finance
11 Committee one month prior. Blinktag is the developer of the Design Your Transit tool. Mr. Perez
12 reported that the tool will be live on Friday and help supplement public comment. The Design
13 Your Transit tool will give users a set budget and allow them to choose the mode and demand
14 management they like best.
15

16 Mayor Sondak asked about the Zoom Video Communications. Mr. Perez stated that this was in
17 preparation for the Mountain Transportation System Virtual Summit. Staff anticipated there will
18 be approximately 200 plus attendees. Zoom Video Communications will be used to provide
19 training and technical assistance. Mayor Sondak mentioned that Alta’s Deputy Town Clerk, Jen
20 Clancy had become adept at running the Alta Town Council Meetings with Zoom. He did not feel
21 it was necessary to spend \$1,500 on this service for the two-day Mountain Transportation System
22 Virtual Summit. Mr. Perez noted that the funds came out of the \$40,000 Mountain Transportation
23 System budget. He felt it was important to have virtual support. Chair Silvestrini believed that
24 since there will be a large number of participants, it is important to manage the event appropriately.
25 He believed that having professionals on hand will be useful in the event there are disruptions or
26 issues. It would also allow public comments to be managed effectively and allow everyone to
27 participate.
28

29 Mr. Perez addressed the Mountain Transportation System Panel Discussion scheduled for Friday
30 afternoon. The following three goals were set for the panel discussion:
31

- 32 • Provide an opportunity for the public to learn more about the tradeoffs and the impacts
33 of different modes and demand management within the mountains;
- 34 • Share the MTS draft alternatives and sub-alternatives, and open up public comment;
35 and
- 36 • Demo the Design Your Transit tool so residents understand how they can participate.
37

38
39
40 The panel discussion would include the following five experts:
41

- 42 • The Director of Salt Lake City Department of Public Utilities, Laura Briefer to discuss
43 the impacts on the watershed;
- 44 • Wasatch Front Regional Council Member, Ned Hacker to discuss regional contexts and
45 how an MTS plan could be implemented;
46

- 1
- 2 • Stadler US Inc. CEO, Martin Ritter to discuss rail systems;
- 3
- 4 • Technical Working Group Member, Chris Cushing to discuss aerial systems; and
- 5
- 6 • Utah Transit Authority Executive Director, Carolyn Gonot to discuss buses and rail.
- 7

8 Ms. Houseman and Chair Robinson would be moderating the event. Salt Lake County Mayor,
9 Jenny Wilson would offer the opening remarks. The panel discussion would last for approximately
10 two hours. Questions were prepared with additional questions being taken from the public and
11 Stakeholders. Zoom chat questions would be answered as well.

12

13 A professional facilitator with a background in consensus building will be hired for the Mountain
14 Transportation System Virtual Summit and has already been budgeted for. Mr. Perez described
15 the process of finding a facilitator. A Request for Proposals (“RFP”) was developed one month
16 earlier and was published on the Utah Procurement Page for approximately two weeks. Weighted
17 scoring criteria were also developed. There were a total of five applicants that staff evaluated.
18 The top two applicants scored very closely and were both interviewed. Staff came together and
19 recommended Julianna Christie. Ms. Mickelson reported that CWC Attorney, Shane Topham
20 drafted a contract that would be reviewed by Mr. Becker and Chair Robinson. If Chair Robinson
21 was in agreement and signs the contract, it would be brought forth to the Board in October for
22 ratification. Mr. Perez noted that the cost would be \$14,500 and will include Ms. Christie’s
23 preparation work, time during the summit, and the written report.

24

25 The Commissioners discussed how to join the Mountain Transportation System Panel Discussion.
26 Mr. Perez believed a link would be sent to those who register for the Zoom meeting but it would
27 also be available on Facebook. Mayor Sondak suggested using YouTube instead of Facebook for
28 future events, as Facebook requires individuals to join in order to watch or participate.

29

30 **2. Short Term Projects Committee:**

31

32 **(i) Update on Short Term Projects Potential Funding of Previously Reviewed**
33 **Projects or New Call for Ideas.**

34

35 Councilman Bradley reported that the Short-Term Projects Committee has \$30,000 that had not
36 been spent. The Committee decided to hold off on allocating the money due to potential project
37 concerns raised by Mayor Sondak. The Committee discussed the possibility of using some of the
38 funds to mitigate problems or put together a group to better assess the situation for this coming
39 winter ski season.

40

41 Mayor Sondak updated the Commission on potential issues facing the Alta Ski Area. He reported
42 that there will be constraints related to food and beverage service as well as issues related to ski
43 lifts. Mayor Sondak also expressed concerns related to lightning strikes. If lightning were to
44 strike, visitors would need to evacuate the ski lifts, however, there would be no place for those
45 people to go. He noted that not all visitors will have cars and according to Utah Transit Authority
46 (“UTA”), an estimated 900 people will arrive at the ski area by bus each day.

1
2 Mayor Sondak discussed mid-canyon avalanche control, where the canyons would close for
3 several hours. Visitors were alerted ahead of time but there would not be buildings where visitors
4 could wait or rest. There were also mid-day interlodges to consider, which are rare, but possible.
5 Mayor Sondak noted that the ski area discussed a capacity of 4,000 visitors per day instead of the
6 normal 6,500. He reported that avalanche forecasters discussed being more conservative and
7 potentially keeping the canyon closed at night to prevent visitors from coming up for dawn patrol.
8 The current proposal was to close the canyon at 1:00 a.m. Mayor Sondak shared concerns from
9 the Unified Police Department (“UPD”) about requiring additional personnel.

10
11 Councilman Bradley noted that there were four or five projects of good merit that had not been yet
12 funded. After hearing Mayor Sondak’s concerns, the Short-Term Projects Committee reevaluated
13 whether it would be beneficial to hold onto the money until there was a better understating of what
14 the overall needs may be.

15
16 Mayor Sondak believed ski areas will have difficulties handling potential altercations on ski lifts.
17 He noted that many ski areas will follow the National Ski Areas Association (“NSAA”) suggestion
18 that people identify themselves as a party of four and ride up the ski lift together but visitors could
19 also insist on riding by themselves. Mayor Sondak felt that strangers may ride together to reduce
20 lines and altercations may occur for those who wish to ride alone.

21
22 **(ii) Report: SLCO funds received for Desolation Trail: update on when work**
23 **might be scheduled.**

24
25 The report regarding Salt Lake County funds received for the Desolation Trail was not discussed.

26
27 • **Adjournment**

28 **Mayor Silvestrini called for adjournment. Seconded by Mayor Sondak.**
29

30
31 The Central Wasatch Commission Budget/Finance Committee Meeting adjourned at
32 approximately 4:18 p.m.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the Central*
2 *Wasatch Commission Budget/Finance Committee Meeting held Wednesday, September 16, 2020.*
3

4 *Teri Forbes*

5 Teri Forbes

6 T Forbes Group

7 Minutes Secretary

8

9 Minutes Approved: _____