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**MINUTES OF THE CENTRAL WASATCH COMMISSION (“CWC”) EXECUTIVE/
BUDGET/AUDIT COMMITTEE MEETING HELD ON FRIDAY, FEBRUARY 23, 2024, 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:** Mayor Jeff Silvestrini, Chair
Chris Robinson
Laura Briefer
Tom Diegel
- CWC Staff:** Lindsey Nielsen, Executive Director
Sam Kilpack, Director of Operations

Opening

- 1. **Chair Jeff Silvestrini will Open the Public Meeting as Chair of the Executive/Budget/Audit Committee of the Central Wasatch Commission.**

Chair Jeff Silvestrini called the Central Wasatch Commission (“CWC”) Executive/Budget/Audit Committee Meeting to order at 3:34 p.m. and welcomed those present. He noted there is a quorum.

- 2. **Review and Approval of the Minutes from the January 19, 2024, Meeting.**

MOTION: Chris Robinson moved to APPROVE the January 19, 2024, Executive/Budget/Audit Committee Meeting Minutes. Jeff Silvestrini seconded the motion. The motion passed with the unanimous consent of the Committee.

Staff Updates

- 1. **The Legislative Session Ends on March 1, By Which Time We Will Know the Status of Our Appropriations Request.**

Executive Director, Lindsey Nielsen, reported that the CWC went for another appropriation from the State Legislature this year. Representative Robert Spendlove was an enthusiastic sponsor and the organization is grateful to him for that. Ms. Nielsen and the Treasurer/Secretary of the CWC, Chris Robinson, visited the Committee for General Government Appropriations earlier in the month where the request was presented to the Committee. It sounds like the CWC is in good standing to receive the full appropriation this year. It is a one-time appropriation of \$200,000.

1 Chair Silvestrini thanked Mr. Robinson for attending the Committee Meeting with Ms. Nielsen. He
2 reported that the status of the appropriation will be officially determined by March 1, 2024.

3
4 **2. The CWC will be Looking to Contract with a New Auditor to Conduct the 2023-2024**
5 **Fiscal Year Audit.**
6

7 CWC Staff sent out a memo explaining the need to contract for auditing services for the current fiscal
8 year. The bylaws currently state that after three audits with one auditor, new auditing services should
9 be sought out. Ms. Nielsen checked in with CWC Legal Counsel about this. Unless there is a desire
10 to amend the bylaws, potential new auditing services should be sought out for the current fiscal year.
11 The Auditor Memo references Larson & Company in Spanish Fork. Cottonwood Heights uses this
12 company to conduct its yearly audits. A quote was received from the company. Based on their fee
13 schedule, the base rate for government audits is \$10,000. However, if the team needs to spend less
14 time on the CWC audit than is normally spent on a government audit, a fee slightly less than the
15 \$10,000 base rate will be charged. Ms. Nielsen shared additional information about the fee schedule.
16 It indicated that the base rate was \$10,000, but for every subsequent year the organization contracts
17 with the company, the fee increases by \$150.

18
19 Chair Silvestrini asked what the CWC has paid for the audit in the past. Ms. Nielsen shared the fee
20 schedule from Greg Ogden, who has handled the previous audits. It started at \$5,600 and ended at
21 \$5,900. Chair Silvestrini wondered whether other audit companies have been contacted. Ms. Nielsen
22 stated that she has only spoken to Larson & Company so far. If there is not a desire to move ahead
23 with that company, she can look into other services for government audits. She recommended a
24 contract and a resolution be presented to the CWC Board during the CWC Board Meeting in March.
25 Otherwise, the contract and resolution will not be presented until May.

26
27 Chair Silvestrini was fine to have the contract and resolution presented to the CWC Board during the
28 March meeting. He asked that at least one other inquiry be done to see how the Larson & Company
29 fee compares to some of the other options. Additionally, he suggested sending Larson & Company a
30 copy of the last audit. In terms of governmental entities, the CWC one is fairly simple. The work
31 necessary for the audit is not as involved as it is for a city. Ms. Nielsen confirmed that she can look
32 into other options and see what the prices are for those services. She already sent the Financial
33 Statements from last year to Larson & Company, so that was taken into account. Mr. Robinson
34 suggested reaching out to Squire & Company to find out about their fee.

35
36 Chair Silvestrini recommended that the CWC Legal Counsel prepare the necessary documents ahead
37 of the CWC Board Meeting. He felt it was appropriate for CWC Staff and the Secretary/Treasurer to
38 determine the lowest bid and include that name in the resolution language prepared.

39
40 It was noted that Laura Briefer had joined the Executive/Budget/Audit Committee Meeting.
41 Discussions were had about the Legislature and a proposed House Bill (“H.B.”) related to gravel. Ms.
42 Briefer noted that it was a heavy-handed bill. Chair Silvestrini stated that some of the bills wanted to
43 strip away zoning control. One bill even had a requirement to identify areas in the boundaries that
44 would be suitable for gravel mining. Committee Members discussed Granite Construction and their
45 lobbyist. Chair Silvestrini stated that under Mayor Erin Mendenhall’s administration, Salt Lake City
46 has been very collaborative. It is important to determine the problem that is intended to be solved.
47 Ms. Briefer noted that some in the State feel certain things should be managed by the State rather than
48 local government. This has been a very busy session.

1
2 **3. Housekeeping Forms Must be Signed and Returned by the End of the Fiscal Year.**

3
4 Chair Silvestrini reported that every member of the CWC Board needs to sign certain forms that have
5 been distributed. Ms. Nielsen noted that the CWC Legal Counsel will be at the CWC Board Meeting
6 in March. Shane Topham can accept completed forms from Board Members at that time.
7

8 **Stakeholders Council Discussion**

9
10 **1. The Chair and Co-Chair of the Stakeholders Council will Discuss with the Committee**
11 **the Recent Activities of the Stakeholders Council.**

12
13 **2. The Chair and Co-Chair of the Stakeholders Council will Discuss Recent Changes to**
14 **Stakeholders Council Membership.**

15
16 **3. There is \$6,000 in the Budget for the Stakeholders Council and Youth Council, Half of**
17 **which is to be Used by Each Group. Staff will Procure Bids for a Facilitated**
18 **Stakeholders Council Retreat in June.**

19
20 Co-Chair of the Stakeholders Council, Tom Diegel, shared information about the Stakeholders
21 Council. He reported that there are a few new Stakeholders Council Members. The applicants were
22 all very strong and it was difficult to make those decisions, but the members represented a wide range
23 of interests in the valley. Mr. Diegel explained that he is currently adjusting to being the Co-Chair of
24 the Stakeholders Council. He is learning a lot and is enjoying the role so far.
25

26 Ms. Nielsen reported that there is \$6,000 in the budget for both the Stakeholders Council and the
27 Youth Council. Last year, there was a facilitated mini-retreat for the Stakeholders Council. That was
28 extremely successful, as Council Members were reinvigorated and felt heard. If there are no
29 objections from the Executive/Budget/Audit Committee, another facilitated mini-retreat will be
30 planned for the Stakeholders Council this year. She anticipates that the mini-retreat will take place
31 in May. The goal of the mini-retreat will be consensus team-building facilitation. In order to hold
32 that mini-retreat, she suggested that the funds be pulled from the \$6,000 already budgeted.
33

34 Mr. Diegel asked for an update about the Youth Council. Ms. Nielsen reported that the Youth Council
35 is full of impressive young people. She reminded those present that the allowed age range for the
36 Youth Council is 16 to 30. The idea is that once someone on the Youth Council ages out of the
37 Council, it is then possible for that person to apply to join the Stakeholders Council. Ms. Nielsen
38 stated that the Youth Council has had a few meetings so far. The Council was self-selected into three
39 different Youth Council subcommittees: Events and Outreach Committee, Environmental Dashboard
40 Education Committee, and Outdoor Access Committee. The Environmental Dashboard Education
41 Committee is focused on the creation of a curriculum based on the Environmental Dashboard. The
42 goal is to reach out to elementary and high school teachers to see whether there is a desire to
43 incorporate that curriculum into some of their lessons.
44

45 The Events and Outreach Committee and the Outdoor Access Committee are currently brainstorming
46 different projects that can be proposed for short-term project funding this year. Ms. Nielsen is looking
47 forward to seeing the proposals and delivering those to the Short-Term Projects Committee for

1 consideration during their meeting in April 2024. In-person outreach will be conducted at the Banff
2 Center Mountain Film Festival this week. A few of the Youth Council Members will join in on that
3 outreach. They will be able to speak about the CWC and invite people to apply for the Youth Council
4 and Stakeholders Council. Everything is going very well so far.

5 6 New Office Space Lease

7 8 **1. The Committee will Review the Lease for the CWC's New Office Space.**

9
10 Ms. Nielsen reported that she has not received the draft lease from the realtor that the CWC is working
11 with. She reminded those present that the owners of the 311 State Street building stated that they
12 would provide \$35,000 worth of improvements to the space. Beyond the \$35,000, the CWC would
13 need to step in if there was a desire to have improvements outside of that amount. The owners
14 received bids for the improvements and it came in at approximately \$40,000. Ms. Nielsen asked for
15 a breakdown of what that \$40,000 worth of work entailed. \$12,000 of that was the entrance wall
16 needed to enclose the space. Currently, it is an open space. She went back and asked the realtor
17 whether they will cover the cost of that entrance wall, because the space is not useable without the
18 enclosure. The realtor indicated that the contractor working with the building owners felt that was a
19 reasonable request, but it needed to be discussed with the owners. She believed that is the delay with
20 the lease. The goal is to have the lease ready by the next CWC Board Meeting so it can be reviewed
21 and approved by resolution. There will be a May 1 move-in date and there will be a three-year lease.
22 Rent is just over \$2,000 per month, which is a savings of \$1,500 per month. She wants to make sure
23 the CWC is not charged for the space improvements.

24 25 Short-Term Projects

26 27 **1. The Fifth Cycle of the Short-Term Projects Grant Cycle Opens on March 4.**

28 29 **2. The Committee will Discuss a New Proposed Timeline from the Forest Service.**

30
31 Chair Silvestrini reported that the fifth cycle of the Short-Term Projects Grant Program will open on
32 March 4, 2024. The U.S. Forest Service requested that the timeline be altered to give them more time
33 to integrate the short-term projects with their planning efforts. There needs to be a partnership
34 between the CWC and the Forest Service, so the request will likely be accommodated. That being
35 said, he does not want this to result in any delays. He hoped it would be possible to speak to the
36 Forest Service about phasing so there is some flexibility.

37
38 Ms. Nielsen shared additional information about the Short-Term Projects Grant Program. There is
39 \$95,000 in the budget that can be allocated towards short-term projects. This is a popular program
40 offered by the CWC and there is usually media attention associated with the funded projects. As for
41 the Forest Service, she confirmed that District Ranger Bekee Hotze requested that in 2025, the CWC
42 move the date for the call for proposals to January. She believes this is a reasonable request. As a
43 result, in 2025, the call for proposals for the sixth cycle will open in January. Nothing else will be
44 changed related to the program except for when the call opens.

45
46 Ms. Nielsen explained that if the call for proposals closes in February and the Forest Service and
47 Short-Term Projects Committee has time to review all of the proposals, that will allow the Forest
48 Service additional time to review before their busier season in March, April, and May. For any project

1 where it is unknown whether the National Environmental Policy Act (“NEPA”) is required or if it is
2 known that NEPA is required, those projects can tentatively be accepted by the Short-Term Projects
3 Committee. However, the funding will not occur for one full calendar year. The reason for that is
4 that the Forest Service has limited days in which NEPA experts are present.

5 6 **Budget Discussion**

- 7
8 **1. Staff will Begin Working with Treasurer Chris Robinson on Drafting the 2024-2025**
9 **Budget in the Next Month, and will Discuss Member Contributions with Each**
10 **Jurisdiction and a Potential Formula for Member Contributions.**
- 11
12 **2. The Committee will Discuss Potential Uses for the Remaining Mountain Transportation**
13 **Funds in the Budget.**

14
15 Mr. Robinson reported that he recently spoke with Ms. Nielsen about the financial position of the
16 CWC. There have been some savings and the organization will come in under budget. The discussion
17 also focused on a potential Millcreek Canyon shuttle and the Federal Designation. The CWC has
18 been without a Federal Lobbyist for a few years and it is worth considering whether that should
19 change in the future. Something else discussed was a more predictable funding arrangement among
20 CWC members. Chair Silvestrini was not certain whether a supplemental contribution was received
21 from Sandy after they decided to cut back, but he thought it was worth reaching out to Mayor Monica
22 Zoltanski about that. Before money is budgeted for NEPA related to a Millcreek Canyon shuttle, he
23 believed there needs to be a good conversation with Ms. Hotze.

24
25 Additional discussions were had about a Millcreek Canyon shuttle. Mr. Robinson confirmed that the
26 Forest Service would be the agency making the decision, so there needs to be some collaboration
27 there. Even if the CWC contributes to the necessary NEPA work, there will need to be others
28 contributing to the costs as well. Ms. Nielsen reported that Ms. Hotze previously approached the
29 CWC requesting that the organization be the point agency on NEPA for a shuttle program. If it is
30 possible to finalize details, such as a funding mechanism, parking, and physical infrastructure, she
31 believes the Forest Service will be supportive of a shuttle. Chair Silvestrini stated that there have
32 been conversations between Millcreek City and John Knoblock about possible parking options for a
33 shuttle. One option is near the high school. It is currently being used for school parking, but will not
34 be needed for that when the high school rebuild is complete.

35
36 Mr. Diegel asked how finalized a project has to be before NEPA is initiated. One of the issues with
37 the shuttle relates to funding. Ms. Hotze has stated that there is no desire to move forward with the
38 NEPA until some funding is in place and all of the parking is finalized. He believed that discovery
39 is part of the NEPA process. Mr. Robinson explained that there was not supposed to be a pre-
40 determined outcome. There should be money in place to complete the NEPA, but he did not
41 necessarily believe money was needed for the project itself. It is often difficult to obtain
42 appropriations for a project that has not been through NEPA. Mr. Diegel felt that Ms. Hotze was
43 putting pressure on the CWC to identify funding sources for the entire project and not just NEPA.

44
45 Ms. Nielsen confirmed the statements made by Mr. Diegel. Discussions were had about how to
46 address that with the Forest Service. Mr. Diegel pointed out that there is already a fee system in place
47 in Millcreek Canyon, which could potentially be increased or adjusted as necessary. He wondered

1 whether it is possible to push back a bit on the Forest Service to focus on the fiscal concerns after the
2 NEPA process has taken place. Ms. Nielsen reported that she has periodic standing meetings with
3 the Forest Service. This will continue to be a discussion item with them.

4
5 There is a sizable budget excess projected at the end of the current fiscal year. One of the places
6 where the most excess is projected relates to the Wasatch Symposium. Ms. Nielsen reported that the
7 Wasatch Symposium is being planned for and an update will be shared with the
8 Executive/Budget/Audit Committee in the next few months. None of the money budgeted will be
9 spent in this fiscal year. She noted that there are also good interest rates on the savings account, which
10 resulted in an unbudgeted excess of over \$36,000. There is also \$25,000 of unused Mountain
11 Transportation funds. The CWC is not spending money where it does not need to be spent as there
12 is not a desire to spend money unnecessarily. That being said, there is approximately \$100,000 in
13 excess currently. Mr. Robinson pointed out that it might be worthwhile to add some money to the
14 Fund Balance. Chair Silvestrini noted that the Fund Balance has been used in the past to accomplish
15 various goals related to the Environmental Dashboard and Visitor Use Study. The reason there is
16 Fund Balance is to offer some flexibility in lean times and when it is needed.

17
18 Ms. Nielsen reported that the CWC Board will have a Draft Tentative Budget to review and approve
19 at the CWC Board Meeting in May. The Final Budget will be approved at the CWC Board Meeting
20 in June after the budget hearing. There will soon be discussions with Mr. Robinson about the budget
21 for the next fiscal year. Mr. Robinson noted that on March 4, 2024, there is a CWC Board Meeting
22 scheduled at 3:30 p.m. He is the Chair of the Utah Local Governments Trust and there is an annual
23 conference, so he will be in Nashville on that date. He offered to join the CWC Board Meeting via
24 Zoom if a quorum is needed, but ideally, he would be excused for much of the meeting. Ms. Nielsen
25 stated that there is a draft agenda for that meeting that can be reviewed.

26
27 The Membership Contributions and Budgeting Memo was shared. Ms. Nielsen proposed revisiting
28 a tier system for funding. She explained that the top table indicated what is currently being done.
29 The contributions are currently based on historical contributions determined during the Mountain
30 Accord. She asked Committee Members to consider what was proposed in the second table, which
31 was a tiered system. The contribution tier system would be based on the size of the town or city and
32 the ability to contribute. She noted that the lowest tier would be 4% to 5% and would include the
33 Town of Alta, the Town of Brighton, Park City, and Summit County. That would not result in a
34 change to the giving level for Summit County, but it would be a slight increase for the other three.
35 The next tier was around 11% for Cottonwood Heights, Millcreek, and Sandy. That would be a
36 decrease for Millcreek and an increase for Cottonwood Heights and Sandy. If these tiers are not
37 feasible, there can be discussions about that, but she asked for this idea to be considered. Salt Lake
38 City has not expressed a need or desire to change their contribution level, so the suggestion was to
39 leave them at the current contribution level of \$200,000. The Ex Officio contributions were not
40 suggested to change in the currently proposed tier system table.

41
42 Mr. Robinson expressed gratitude for the contribution amount from Salt Lake City. He noted that
43 there is a desire for Salt Lake County to return to the organization. Chair Silvestrini thought the
44 money received from Millcreek is well used by the CWC. The benefit of the tiered system proposed
45 was that there would be some sort of rationale for the member contributions. Discussions were had
46 about the class rankings of the different member jurisdictions based on population numbers. Ms.
47 Nielsen explained that her thought behind the second table was that the tiers would be easy to

1 understand and present to member jurisdictions. The current contributions are essentially done in
2 good faith and are vulnerable to political changes, which can be difficult.

3
4 Mr. Robinson suggested speaking to Salt Lake City about their contribution, because it would be an
5 outlier to the tier system that is proposed in the memo. Rather than focusing on percentages, he
6 suggested stating that there are small, medium, and large contributing members. He thought it would
7 be worthwhile to have some discussions with member jurisdictions that are paying less. Ms. Nielsen
8 explained that if there is support for the small, medium, and large tiers, she can see whether some of
9 the member jurisdictions are interested in speaking to CWC Staff about this.

10
11 Committee Members discussed the Park City retreat. It was noted that Mr. Robinson might attend.
12 He offered to reach out to see whether his presence would be welcomed. Ms. Nielsen explained that
13 she plans to arrive there at noon and it is likely that the CWC will be on the agenda at 12:30 p.m. She
14 clarified that Park City has made space in their Council Retreat agenda to hear an update from the
15 CWC. The intention is to share information about the relevant work and thank them for their
16 participation in the organization. She stated that the presentation will be fairly informal.

17
18 The draft agenda for the CWC Board Meeting in March was reviewed. Ms. Nielsen reported that
19 there will be a status report on Phase I of the Environmental Impact Statement (“EIS”). From there,
20 the Committee updates and discussion will take place, including updates from the
21 Executive/Budget/Audit Committee related to the new office space lease, budget process, and
22 appropriations. She asked that either Chair Silvestrini or Mr. Robinson share that information during
23 the CWC Board Meeting. Ms. Nielsen noted that there are a number of action items listed on the
24 draft agenda. It makes sense to move the action items to the start of the meeting instead of the end to
25 ensure there is a quorum present. Anyone who wants to make a public comment on a specific action
26 item on the agenda can do so beforehand. General public comments can be shared at the end of the
27 meeting. Ms. Nielsen confirmed that all of the proposed changes will be made.

28 29 **Closing**

30 31 **1. Chair Silvestrini will Call for a Motion to Adjourn the Executive/Budget/Audit** 32 **Committee Meeting.**

33
34 **MOTION:** Jeff Silvestrini moved to ADJOURN the Executive/Budget/Audit Committee Meeting.
35 Chris Robinson seconded the motion. The motion passed with the unanimous consent of the
36 Committee.

37
38 The Central Wasatch Commission Executive/Budget/Audit Committee Meeting adjourned at
39 approximately 4:52 p.m.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the Central*
2 *Wasatch Commission Executive/Budget/Audit Committee Meeting held on Friday, February 23, 2024.*
3

4 Teri Forbes

5 Teri Forbes

6 T Forbes Group

7 Minutes Secretary

8

9 Minutes Approved: _____