

SALT LAKE COUNTY

*2001 So. State Street
Salt Lake City, UT 84114*



Meeting Minutes

Friday, June 3, 2022

1:00 PM

RM N2-800

TRCC - Tourism Recreation Cultural and Convention

Upon request and with three working days' notice, Salt Lake County will provide free auxiliary aids and services to qualified individuals (including sign language interpreters, alternative formats, etc.). For assistance, please call (385) 468-7500 – TTY 711.

- Present:** Board Member Miranda Barnard
Board Chair Mayor Kristie S. Overson
Board Member Mayor Monica Zoltanski
Board Member Mayor Lorin Palmer
Board Member Tawnee McCay
Board Member Kim Sorensen
Colby Hill
- Absent:** Erin Mendenhall
Robert Dahle

Members of the Board May Participate Electronically. The Public May Attend. Meetings May Be Closed For Reasons Allowed By Statute. Motions Relating to Any of the Items Listed Below, Including Final Action, May Be Taken.

1. Call to Order

Associate Budget Administrator Brad Kendrick called the meeting to order. Kendrick explained the TRCC board will vote for the chair and vice chair after introductions and assume their roles for the remainder of the meeting.

2. Public Comment

3. Approval of Minutes

3.1

[22-0574](#)

Attachments: [TRCC 101521 minutes](#)

A motion to approve the October 15, 2021, meeting minutes was made by **Board Member Councilmember Tawnee McCay** and seconded by **Board Member Mayor Lorin Palmer**. The motion passed unanimously.

This Discussion Items was approved.

4. Discussion Items

4.1 Welcome and Introductions

[22-0553](#)

**Presenter: TRCC Board
Informational**

Board Member Miranda Barnard-Unincorporated Sandy City Resident
Board Member Colby Hill-City of South Jordan Associate Director of Parks and Recreation
Board Member Tawnee McCay-Riverton Councilmember, Vice Chair
Board Member Kristie Overson-Taylorsville Mayor, Chair
Board Member Lorin Palmer-Herriman Mayor
Board Member Kim Sorensen-Director of Parks and Recreation for Murray City
Board Member Monica Zoltanski-Sandy Mayor

Kimberly Bell-Sandy City Deputy Mayor
Darrin Casper-SLCo Deputy Mayor Chief Financial Officer
Robin Chalhoub-SLCo Community Services Director
Dave Delquadro-SLCo Council Fiscal Staff
Evelyn Everton-Sandy City Director of Government Affairs and Public Information Officer
Hannah Gorski-SLCo Council Communications and Administrative Coordinator
Brad Kendrick-SLCo Mayor's Finance Associate Budget Administrator
Erin Litvack-SLCo Deputy Mayor Chief Administrative Officer
Lori Okino-SLCo Community Services Fiscal Administrator
Craig Wangsgard-SLCo Deputy District Attorney

4.2 Election of Board Chair and Vice-Chair

[22-0562](#)

Presenter: TRCC Board

Discussion/Direction

Kendrick opened nominations for the TRCC Board Chair. He explained it is an annual process and a one-year term.

Board Member Barnard nominated Board Member Mayor Overson for the chair position.

Board Member Mayor Palmer seconded the motion.

Board Member Mayor Overson accepted the nomination.

The motion passed unanimously.

Chair Mayor Overson opened nominations for Vice Chair.

Board Member Mayor Palmer nominated Board Member Councilmember McKay.

Chair Mayor Overson seconded.

The motion passed unanimously.

Chair Mayor Overson asked for a list of board members and who they represent to ensure obligations are met.

SLCo Community Services Director Robin Chalhoub stated all positions are filled.

This Discussion Items was approved.

4.3 Overview of TRCC Fund and Board

[22-0561](#)

Attachments: [Staff Report](#)
[TRCC-Board June 2022](#)

Presenter: Robin Chalhoub, Director of Community Services
Informational

SLCo Community Services Director Robin Chalhoub explained she helps administer the TRCC fund support program and is excited to open the program back up for the first time since COVID. Chalhoub gave an overview of the TRCC fund and process.

TRCC Funding Purpose-Chalhoub explained the TRCC fund was enacted to provide the county with a source of revenue to help with tourism, recreation, etc. It is a large funding source for Parks and Recreation, and Arts and Culture. Its primary purpose is to ensure operational funding for Salt Lake County.

TRCC Planning Areas-Chalhoub described the TRCC application process looks to distribute funding throughout planning areas within the county. Applicants are asked to identify where they are within planning areas and the process utilizes master plans to help determine how to serve needs of communities.

TRCC Process-Chalhoub noted there are four different categories in the support program and three different funding categories. Organizations are limited to three applications per year and the deadline for applications is July 6, 2022.

TRCC Timeline-

- May 9, 2022: TRCC application is available online
- May and June 2022: Application workshops
- July 6, 2022: Application deadline
- Summer 2022: Internal committee conducts a preliminary review of applications
- Fall 2022: TRCC Advisory Board reviews applications
- December 2022: Approved projects are finalized as part of the 2023 County Budget
- Spring 2023: Contracts are signed for approved projects

TRCC Eligibility-Chalhoub explained projects and applying organizations must be within Salt Lake County and public must have access to the project. Organizations can be a 501(c)(3), local government, education institution, or a business registered with the State of Utah Department of Commerce and licensed within Salt Lake County. Projects are not eligible if the project has already begun before the application recommendation process but must be ready to begin in early 2023. Routine capital requests are not eligible.

Types of Funding-Chalhoub outlined three types of funding applicants can apply for.

- Consulting Funding: feasibility study; architecture, design, engineering plans; construction project management; facility operations and management plans
- Capital Funds: new construction or renovations and remodeling of an existing facility

- Tourism Promotion Funding: can be used to attract guests through planning, product development, and advertising.

TRCC Support Program Categories-Chalhoub continued by explaining the different TRCC Support program categories applicants can fit under.

- Tourism Support: an activity to develop, encourage, solicit, or market tourism for the community
- Convention Support: publicly owned and/or operated convention center, sports arena, or other facilities in which conventions and conferences and gatherings are held
- Parks, Recreation, and Trails Support Program: Utilizes the Salt Lake County Parks and Rec master plan as a foundation for assessment. This support program ensures the legacy of parks and recreation throughout the County and enables and enhances the development of parks, recreation, and trail systems.
- Cultural Facilities Support Program: Utilizes the Salt Lake County Arts and Culture Master Plan. Develop local arts communities and values professional arts organizations, community arts organizations, and community participation.

Director Chalhoub concluded her presentation.

Board Member Mayor Zoltanski asked for examples of projects that have been funded.

Director Chalhoub explained past projects have included website redesign, lighting at theatres, ADA bathrooms, larger facility support, programmatic work, trails, dog parks, and ADA playgrounds.

SLCo Community Services Fiscal Administrator Lori Okino added park improvements, Smith's Ballpark field renovation, climbing, theatre programming, trail maintenance, trail extensions, public art, theatre renovation, and technical equipment.

Board Member Mayor Zoltanski asked for funding levels.

Director Chalhoub stated the funding levels vary. Projects have been as low as \$25,000 for a Riverton dog park and up to \$500,000 to support the Celebration Center. Levels tend to be between \$25,000 and \$600,000.

Board Member Mayor Zoltanski asked for the volume of applications submitted.

Director Chalhoub stated most applications come in towards the end of the deadline. She expects to have between 20 and 30 submitted.

Chair Mayor Overson noted she believes approximately 20 will be submitted.

Vice Chair Councilmember McCay agreed with the chair and explained she enjoys the process.

Chair Mayor Overson stated the board should not just think in the city box and appreciated the explanation of where organizations can apply from and who can apply. This helps it not become each city vying against the others.

Board Member Barnard emphasized the incredible experience she has had on the board and learning the impact it has on the community.

4.4 Open Meeting Training

[22-0563](#)

Attachments: [Staff Report](#)
[Open Meetings Act Training March 28 2022](#)

Presenter: Craig Wangsgard, Attorney
Informational

SLCo Deputy District Attorney Craig Wangsgard explained the Open and Public Meetings Act is designed to have the board conduct actions openly. It defines a meeting as the convening of a public body with a quorum present for the purpose of conducting the business of the board and allows open actions and deliberations with public witness.

Wangsgard further explained that the purpose of the act is based on the idea that the entity is advising how to spend the public's money and allow them to witness it. This does allow for electronic meetings with the same notice requirements applied. The public can attend in person or remotely and the entity must have an anchor location except for some circumstances like the pandemic. This must be submitted in writing by the Chair and the determination expires 30 days after the chair makes that determination.

Wangsgard stated the act outlines public meetings require notices and public information must be included on the notice including how they can view the meeting and make comments. The act requires the notice to be published online and posted at a physical location. He further explained meetings can be closed for certain aspects outlined in policy and a vote cannot be held in closed session. To close a meeting, two-thirds of the body must vote in support and a quorum must be present. The act also outlines public notice of the meeting must be announced 24 hours prior to the meeting and include date, time, and place. The notice must include an agenda and once a year, the entity must release an annual meeting schedule.

Wangsgard explained emergency meetings can be held if an attempt to notify all members occurs and a majority approves holding the meeting. The board must do their best to give notice.

Wangsgard presentation explained open meeting minutes are to be made available to the public within three business days. Pending minutes are to be made available to the public within a reasonable time and identified as unapproved. Closed meeting minutes need to record who is present and absence. The meeting does not have to be recorded when discussing the character, health, or security matters. Closed meetings should only have present people who are necessary to discuss the matter.

Wangsgard concluded his presentation by explaining violations of the Open Meetings Act can be a Class B Misdemeanor. If a mistake is made that violated the act, you can acknowledge the mistake and ratify the prior action.

Chair Mayor Overson thanked Wangsgard for the training and emphasized the importance of remaining accountable while taking care of the public's business.

4.5 Presentation of Long Range Plan

[22-0565](#)

Attachments: [Staff Report](#)
[2022 LRP - 181 TRCC Fund - copy - June Adjusted](#)

Presenter: Darrin Casper, Deputy Mayor of Finance & Administration
Informational

SLCo Deputy Mayor Chief Financial Officer Darrin Casper explained there are not a lot of proposed changes to the long-range plan for this June, noting there is only one and it doesn't have a fund impact, but it is helpful to go through the spreadsheet to give context and show size of the fund.

Casper explained the top of the spread sheet is operating revenues. They include car rental tax, restaurant tax, and part of the transient room tax. It is a substantial fund with ongoing revenues of about \$54 million. This year with total revenues of \$57 million.

Casper noted the fund has a lot of complexities and has a statutory purpose, so money has to be carefully tracked to abide by legislative rules. It is developed as a separate fund in Salt Lake County because it has very specific authorized purposes. To ensure compliance money is transferred on a line-by-line item. An external audit 10 years ago found the fund could lose statutory purpose if not outlined properly.

Casper explained the first section includes transfers in. There were two changes this year. The Northwest Recreation Center swimming pool had a major structural defect and the importance of needing to repair so they closed out a bond fund to transfer \$400,000 into the TRCC fund to help address it. There was an additional transfer in to protect bike lane transportation. The transfer was approved by the County Council.

Casper went on to explain the second section which is transfers out for operations. This is a key portion of the fund. He explained Salt Lake County operates multiple operations and arts and culture for example has its normal operational subsidy. The fund also helps operate the approximately 20 recreational facilities throughout the county.

Casper noted the Parks and Recreation operational subsidy this year is smaller than it normally would be. In the past, the TRCC advisory board has advised the county to not use more than 40% of its operational revenues on recreation operations. Casper says they have adhered to that, and there's been one exception in 20 years that was quickly reversed.

The next section Casper went over was transfers out for capital improvements which is transferred out to help with a project. He then went over the next section, transfers out for small equipment and large equipment. It was implemented in the last few years and ensures major operating organizations have a source of capital for routine replacements. He gave the example of replacing chairs at the Salt Palace.

Casper noted the last section of transfers out is for debt service. He noted occasionally, they will issue debt service that is backed by these revenue sources. He continued that projects

can be substantial if their mission is core to the TRCC fund.

The next major section is for interlocal agreements. Casper explained there are three, and this section has been discouraged by the TRCC board. This section usually relates to legacy agreements. The Sugarhouse Park Authority has been around since the TRCC fund was started, and a contribution is made to help with maintenance. City of Sandy is also an agreement to help with the Amphitheater. Visit Salt Lake also has an interlocal agreement to help promote skiing, and that is in statute.

Casper then went on to discuss contributions to local government partners. He emphasized that this is where the TRCC Board really makes decisions. It is the primary funding source for many of the applications they receive. Everything in blue is for what is previously adopted. Oftentimes the larger contributions are phased out after a couple of years as advised by the TRCC board. The next section is non-government partners. This includes Pioneer Theatre, Tracy Aviary, and trail contributions.

Total Cultural Facility Support Program is the last section of Casper's spreadsheet. This is another area the board will advise on. The Murray Theatre Renovation was a multi-year project that fell in this category.

Capital Improvement Projects is for Parks and Recreation projects and is a part of the Salt Lake County General Fund. Casper explained they try to run projects directly out of TRCC so any underspend doesn't get confused and repurposed by general fund. It is an audit safeguard and internal control to protect the integrity of the fund. He explained the board will probably meet at the end of October to finalize decisions.

Casper noted the adjustment to the Parks and Recreation capital projects which included the Larry H. Miller Softball Complex that received full amount donation a year early. He continued that the Riverbend Golf Course has been funded by ARPA dollars and that frees up some TRCC funds.

Casper explained the debt service section is direct expense and the final section is fund balance. He noted the projected end of year fund balance is \$27.6 million dollars. There is a broad latitude and opportunity to fund projects. The good news is the fund is in good health after being conservative with cuts and restoration of the balance.

Casper told the board he and Brad Kendrick are available to answer any questions.

Vice Chair Councilmember McCay asked if the board could get an update on the West Valley City Veteran's Park.

Deputy Mayor Casper responded the County Council has Legislative Intent on that contribution. He believed the intent was that if West Valley was able to raise the money they presented they could, the council would approve the funding.

Council Fiscal Manager David Delquadro believes there was an opportunity to expand the window of opportunity because of the pandemic.

Attorney Wangsgard stated he had notes that say raise 75% of the funding by October 2023.

Deputy Mayor Casper noted the project was bifurcated into a couple different areas because part of it is there is a monument there now. He thinks the intent is to maintain that commitment since it has been made by the County.

Chair Overson stated that it seems new even to previous members because of the difficult past two years.

4.6 Mayor's Recommendations

[22-0566](#)

Attachments: [Staff Report](#)

Presenter: Darrin Casper, Deputy Mayor of Finance & Administration
Informational

Deputy Mayor Casper explained he kind of covered the mayor's recommendations during the long-range plan. The mayor's proposed budget is almost 100% technical because the Northwest Pool is the only new thing being proposed for the June Budget and that has already been funded. It is being run through the TRCC fund, but it is self-funded. They did not alter fund balance transfers besides the technicalities.

Chair Overson asked if the mayor's recommendations are informational for the board at this point.

Deputy Mayor Casper responded kind of because it isn't really TRCC money.

Brad Kendrick stated the board should make a motion on the presented budget to send their recommendation to the council.

There was then discussion about whether the board should take a vote because the item was labeled informational on the agenda.

Attorney Wangsgard explained the board could give legislative intent since it isn't on TRCC money.

Council Fiscal Manager David Delquadro stated it can be beneficial for the council to know the board has been presented the mayor's budget and they didn't have an issue with it.

Chair Overson agreed that was a great way to phrase that. She asked the board if they have questions on what has been advised.

Vice Chair McCay asked if they were talking about the \$400,000 for the pool or the budget in general.

Deputy Mayor Casper went over the specifics of the one-million-dollar pool project and how it impacts the TRCC fund. He continued to say that the items in blue are what the board has already approved.

Chair Mayor Overson clarified what was being asked of the board. She stated they have been advised of the budget, and that they don't have concerns.

Council Fiscal Manager Delquadro added that the board is not uncomfortable with the budget.

Chair Mayor Overson asked that as board chair can she say that the board has been presented the budget, questions addressed, and they are not uncomfortable with it.

Attorney Wangsgard stated the chair should see if the board members have any concerns.

Chair Mayor Overson asked the board if they have questions or concerns. She noted she saw none.

Attorney Wangsgard said the chair can state they were informed of the budget adjustments and the board is fully aware and expressed no concerns.

Council Fiscal Manager Delquadro stated that sounds good to him.

Deputy Mayor Casper said this can all change in the fall when they advise funding of projects.

Chair Mayor Overson thanked everyone for the information.

Other Committee Business

Chair Mayor Overson asked the board and the room if there were any other things that needed to be addressed.

Brad Kendrick stated the board should have received conflict of interest disclosure forms and to fill those out to get those on record.

Chair Mayor Overson asked clarifying questions on the disclosure form.

Attorney Wangsgard stated when in doubt disclose.

Vice Chair McCay asked a question on the total balance of the fund and the operational expenses. She asked what they are left with approximately to award.

Deputy Mayor Casper stated the ending balance on the last page is \$27.6 million which doesn't include the reserve. This is the amount they can spend but cautions the operating costs may increase next year because they will be fully operational. He explained he is trying to be conservative because of continued need for conservative budgeting because of economic impacts.

Chair Mayor Overson asked if they would better know the projected dollars when they start meeting to hear project presentations.

Deputy Mayor Casper said they will continue to be updated, and the projections are solid and have been vetted.

5. Other Committee Business

6. Adjournment

Chair Mayor Overson clarified the next meeting is August 26th.

Brad Kendrick stated that will be based on the number of applications received.

Deputy Mayor Casper talked about the five major regional parks and money can go quick. He emphasized that focusing on geographical areas can help disperse money.

Chair Mayor Overson thanked Casper for the reminder and asked for a motion.

Board Member Mayor Palmer responded so moved.

Board Member Councilmember McCay seconded.

Chair Mayor Overson stated the meeting adjourned.

This was approved.