

SALT LAKE COUNTY

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



Meeting Minutes

Friday, April 28, 2023

9:00 AM

RM N2-800

TRCC - Tourism Recreation Cultural and Convention

1. Call to Order

Chair Mayor Kristie Overson

Vice Chair Councilmember Tawnee McCay

Board Member Colby Hill

Board Member Mayor Erin Mendenhall (Absent)

Board Member Kim Sorensen

Board Member Mayor Lorin Palmer

Board Member Miranda Barnard

Board Member Mayor Monica Zoltanski

2. Public Comment

No public comment.

3. Discussion Items

3.1 2023 Grants' Project Updates

[23-0478](#)

a) City of West Jordan Project Scope Change
(Discussion/Direction)

b) Contract Statuses and Fiscal Administrator Training
(Informational)

c) Discovery Gateway Relinquished Funding (Informational)

Attachments: [Application - 2019 West Jordan Arts Center
AppID146403.PDF](#)
[APPLICATION - 2022
West Jordan Arts Center-AppID409905.PDF](#)

Community Services Director Robin Chalhoub overviewed what would be discussed and explained that when projects have a change of scope, they have to get the TRCC Board's approval to continue using funds.

City of West Jordan Project Scope Change (Discussion/Direction)

Mayor Burton, Corbin Lee (Chief Administrator Officer), and **Jeremy Olson** (handles grants) presented a power point on the West Jordan Community Arts Center project. They explained the project is ready to go forward after the challenges of COVID, but want to simplify the design of the project to stay in budget. The team overviewed the changes to design.

Chair Mayor Overson asked if anyone had questions.

Board Member Mayor Zoltanski recognized the challenges of projects being extended due to COVID and stated she supported the changes.

Chair Mayor Overson stated she had no problem with the presented changes and extending the deadline.

Director Chalhoub stated they need a motion and then will amend the contract.

Board Member Kim Sorenson made a motion to accept the changes and extension.

Board Member Mayor Zoltanski seconded the motion.

Unanimous support.

Contract Statuses and Fiscal Administrator Training (Informational)

Director Chalhoub gave an overview of the projects the board approved last year. The board

approved 27 projects including:

- West Jordan's change of scope

- One project relinquished/declined funding. Discovery Gateway was awarded \$25,000 for a design project. Since that time, their plans have changed thus deciding to relinquish the funding. They plan to come back with a more fully formed project.

- There are nine fully executed projects and Community Services is waiting for 15 contracts to be returned.

Chair Mayor Overson asked if turnaround time should be mentioned in the guidelines.

Director Chalhoub noted that if they know by the end of July if contracts are signed, then the board will know what projects are happening when they are starting to consider new projects.

Chair Mayor Overson said they should consider where projects are at and is something the board can think about.

Board Member Mayor Zoltanski asked how long cities have for the reimbursement and if the board should get status updates for accountability.

Director Chalhoub stated that in December after the budget is approved, community services reach out to project leads for information to put into contracts. In January and February, they issue contracts and reporting deadlines. Updated are given throughout the process and upon completion.

Lori Okino, Fiscal Administrator, stated they gave the deadline of one quarter after the project is finished. She shared an overview of current contracts and their status. Reimbursement deadlines are calculated for when the applicant said the project would be finished.

Board Member Mayor Zoltanski asked on the deadline for the city to spend the money.

Lori Okino explained the guidelines were written to have money spent within 18 months.

Discovery Gateway Relinquished Funding (Informational)

Board Chair Mayor Overson asked if the relinquished funding would go back into the pot.

Director Chalhoub said it would.

3.2 2024 TRCC Grant Support Program

[23-0479](#)

a) Updated TRCC Support Guidelines (Discussion/Direction)

b) TRCC Application and Approval Timeline (Informational)

c) Schedule June Advisory Board Training and Project Review Meeting (Discussion/Direction)

Attachments: [TRCC Support Program Guidelines - Changes 4.25 clean.pdf](#)
[2022 TRCC Support Program Guidelines - Changes 4.24 markup \(002\).docx](#)
[TRCC support Program Guidelines - Overview of Changes 2023.pdf](#)

Updated TRCC Support Guidelines (Discussion/Direction)

Director Chalhoub thanked Lori for holding fiscal training for fiscal administrators who are leading the projects. She explained the county team met to process the feedback of evaluating projects to help the board administer the program. This concluded with removing redundancies and clarifying vague points. This includes clarifying that a municipality could only submit three projects total, instead of having multiple municipality organizations from the same municipality each submit three projects. The proposed guidelines also clarify that a city can only have three open projects at a time. This will help move projects along and disperse the funds across the county more equitably. The goal was also to clarify project timelines. The 18-month timeline is challenging and want to extend to 24 months.

Community Services Associate Director Joey Mcnamee explained the proposed guidelines clarify language on project start date and the reimbursement amount. She stated they cleaned up the document and changed language so that it wasn't a document that needed to be changed every year.

Director Chalhoub asked for feedback from the board.

Chair Mayor Overson stated she believed they listened carefully to the feedback from last year's process. She stated she liked the three ongoing applications and the clarification of RDAs. The simplification of the document has added clarity.

Board Member Sorensen stated he liked the changes and clarified what it meant to have three open projects related to multiple playgrounds being proposed as one project or if because they are at different locations they should be separate projects.

Associate Director Mcnamee stated that it clarifies separate locations are separate projects.

Board Member Mayor Zoltanski asked if they could do an alternative. Instead of a discrete number of projects there could be a monetary cap as well. Is there a number of projects they want to cap or a dollar amount?

Chair Mayor Overson stated if they did that, a municipality could have six asking for a smaller amount, instead of three projects asking for a million dollars.

Director Chalhoub deferred to the board.

Chair Mayor Overson clarified that this year will come back to steadier funding numbers and the limit to three projects seems to provide equity and there are opportunities outside of TRCC for applicants.

Board Member Sorensen stated he liked the three projects and if they had a dollar amount, then cities would put in as many projects up to that amount.

Vice Chair Tawnee McCay clarified that the three project total includes open projects and gives the board the ability to look at the projects and prioritize.

Chair Mayor Overson stated that if they are trying to achieve equity and distribution, the clarification of three open projects helps.

Director Chalhoub stated the guidelines changes are to help the board.

Lori Okino stated this will also help with closing out projects and getting all the information to the county.

Chair Mayor Overson stated this will help with accountability and an incentive to get documents in order.

Director Chalhoub stated they are seeking approval for the guideline changes.

Board Member Mayor Zoltanski asked for clarification on RDAs applying.

Chair Mayor Overson stated that RDA, Parks and Rec, or any division of a municipality are included in the three projects and the municipality can be strategic in their applications.

Director Chalhoub said her team will be rigorous in applying the criteria to each project.

Vice Chair McCay made a motion to accept the changes.

Board Member Sorensen seconded.

Unanimous support.

TRCC Application and Approval Timeline (Informational)

Director Chalhoub stated they will be opening the program next week and will have an updated website that will have more resources. The application will be open first week of May until June 15th. This will allow more time for the internal team to review and give feedback to the board. Then project leads will present to the board August through September. Emails will be sent out and Community Services will present to COG.

Schedule June Advisory Board Training and Project Review Meeting (Discussion/Direction)

Chair Mayor Overson stated they need to schedule a meeting in June for a Friday at 1:00pm and tallied the board for a date.

Director Chalhoub stated at the next meeting the board will need to elect a chair and vice-chair and conduct open meeting training.

Fiscal Administrator Brad Kendrick stated they will also need to review the June budget.

Chair Mayor Overson scheduled the meeting for Friday, June 9th at 1:00pm.

4. Other Committee Business

Board Member Mayor Zoltanski expressed interest in touring different projects to get a handle on the community experience and suggested a field trip be set up to visit the sites.

Board Member Miranda Barnard agreed that seeing the sites would be helpful.

Chair Mayor Overson asked Community Services to generate a list of completed projects and present it at the next board meeting so a plan could be organized.

Vice Chair McCay asked that the open training be offered at the end of the meeting, so those who could supply a completion certificate wouldn't have to stay.

5. Adjournment

Mayor Zoltanski and **Vice Chair McCay** moved to adjourn the meeting.