

**UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
UTAH LOCAL GOVERNMENTS TRUST, 55 US-89, NORTH SALT LAKE, UT 84054
WEDNESDAY, AUGUST 30, 2017 @ 9:00 AM
(TIMES ARE APPROXIMATE)**

- 1. Welcome and Introductions – Mayor Steve Hiatt, ULCT President** **9:00 AM**

- 2. Review & Approval of Minutes – Mayor Steve Hiatt, ULCT President** **9:05 AM**
ACTION: Review & Approval of Minutes
HANDOUT: [June 19, 2017 Draft Minutes](#)

- 3. Conflict of Interest Disclosure – Mayor Steve Hiatt, ULCT President** **9:05 AM**
ACTION: Disclosure of any potential conflict of interest with agenda items
HANDOUT: None

- 4. Appointment of ULCT Treasurer – Mayor Steve Hiatt, ULCT President** **9:10 AM**
ACTION: Appointment of ULCT Treasurer
HANDOUT: [Staff Memo: ULCT Treasurer Position](#)

- 5. ULCT Board Nominations – Nick Jarvis, Chief Operating Officer** **9:20 AM**
ACTION: For Information Only
HANDOUTS: [2017-2018 Board Nominees](#)

- 6. Legislature’s Best Practices for Board Members of Limited Purpose Entities – Nick Jarvis, COO** **9:25 AM**
ACTION: For Information Only
HANDOUTS: [Letter & Checklist from Utah State Legislature](#)

- 7. ULCT Annual Convention – Susan Wood, Director of Communications & Training** **9:35 AM**
ACTION: For Information Only
HANDOUT: [Annual Convention Tentative Agenda](#)

- 8. Closed Session as per Utah Code 52-4-205 (Executive Director Candidate Interviews)** **9:40 AM**
ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)
HANDOUT: None

- 9. Other Business**
ACTION: For Information Only
HANDOUT: None

- 10. Adjourn**

MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
UTAH LOCAL GOVERNMENT TRUST, 55 US-89, NORTH SALT LAKE, UT 84054
MONDAY, JUNE 19, 2017
9:00 AM

CONDUCTING: ULCT Board of Directors President, Mayor Steve Hiatt, Kaysville

EXECUTIVE BOARD

President, Mayor Steve Hiatt, Kaysville
1st Vice President, Council Member Beth Holbrook, Bountiful
2nd Vice President, Mayor Jon Pike, St. George
Interim Treasurer, Mayor Carmen Freeman, Herriman
Council Member Lynn Pace, Immediate Past President, Provo

BOARD OF DIRECTORS

Mayor Dean Baker, Naples
Council Member Andy Beerman, Park City
Mayor Mike Caldwell, Ogden City
Mayor Ted Eyre, Murray City (Participated by Telephone)
Council Member Mike Mendenhall, Spanish Fork
Mayor Dave Sakrison, Moab
Mayor Karen Cronin, Perry City
Mayor Brent Taylor, North Ogden

EX-OFFICIO MEMBERS

Leigh Ann Warnock, UMCA
David Church, Legal Counsel

ULCT STAFF

Roger Tew, Interim Executive Director
Cameron Diehl, Director of Government Relations/Attorney
Susan Wood, Director of Communications and Training
Brandon Smith, Legislative Research Analyst
Kari Nakamura, Chief Financial Officer
Nick Jarvis, Chief Operating Officer

OTHERS PRESENT

Steven Hansen, ULGT

WELCOME AND INTRODUCTIONS

ULCT President, Mayor Steve Hiatt, called the meeting to order at 9:06 a.m. President Hiatt asked for introductions of the Board and welcomed Steven Hansen of the Trust.

Mayor Hiatt wished to express his appreciation for the Trust and said their relationship is highly valued by the Board. He also expressed appreciation to all the Board Members and said he looks forward to working together.

PUBLIC HEARING: 2016-2017 BUDGET AMENDMENTS

Mayor Hiatt opened the Public Hearing.

No public comment received.

Board Member Freeman moved to close the Public Hearing regarding the 2016-2017 Budget Amendments. The motion was seconded by Board Member Beerman. The vote was unanimous. The motion carried.

PUBLIC HEARING: 2016-2017 BUDGET

Mayor Hiatt opened the Public Hearing.

No public comment received.

Board Member Freeman moved to close the Public Hearing regarding the 2016-2017 Budget. The motion was seconded by Board Member Cronin. The vote was unanimous. The motion carried.

REVIEW & APPROVAL OF MINUTES

In the section of the minutes which discusses the ULCT Board and Commission Appointments, the “Utah Commission Authority” should be changed to “Utah Communication Authority.”

Board Member Pike moved to approve the minutes with the correction above mentioned. The motion was seconded by Board Member Sakrison. The vote was unanimous. The motion carried.

CONFLICT OF INTEREST DISCLOSURE

Under this heading, Board Members in attendance may disclose any potential conflict of interest with the agenda items. None were declared at this time.

ULCT BOARD & COMMISSION REPORTS

Cameron Diehl presented a Joint Highway Update. He created a write-up, which was included in the packet, summarizing what was discussed in the May meeting. The next meeting is in

September. He met with Linda Hall to discuss progress with the proposed rules and expects to see another draft soon.

ULCT INTERIM TREASURER'S REPORT

Interim Treasurer, Carman Freeman referred the Board to a document in the packet. He thanked Kari and Lori for their hard work, and mentioned they will be transitioning out. Mr. Sanderson is the new CFO, who will now be transitioning into that position.

Board Member Freeman reviewed the Balance Sheet/Income Statement with the Board and commented great care is taken to ensure invoices are approved and properly documented. He reported Road School collected 99% of revenue and donations. The League is 13.5% ahead of previous income. \$40,000 remains to be collected for pledge donations.

Board Member Freeman expressed his appreciation for the ULCT Staff. He has great confidence in them and feels they are moving forward in a good fiscal way representative of what should be done as a Board and a League.

2016-2017 BUDGET AMENDMENTS

Kari Nakamura commented \$120,000 from the Trust Co-op was budgeted. She is concerned with transparency and wondered where to put that money. Nick commented it was received into the checking account, but would be moved to reserves completely out of any operating budgets, and was recognized as a budget amendment. Kari commented when this money was discussed, they moved forward with the Deseret News project. "We were going to be very nervous if that money had not come in, but it did. There is now \$200,652; we expense that as a contribution to the fund balance."

Board Member Freeman wished to make certain funding be identified as it is received for clear transparency and asked that notations be placed in the file to identify funds.

Board Member Caldwell moved to approve the 2016-2017 Budget Amendments. The motion was seconded by Board Member Taylor. The vote was unanimous. The motion carried.

2017-2018 BUDGET

Nick Jarvis reported no changes were made to the tentative budget approved in May. Board Member Freeman questioned why employee benefits were down \$19,000. It was explained Roger Tew's income as Interim Director was placed in a separate column along with Kari Nakamura's,

which is also in that column. The amount did go down, but no benefits were taken away from anyone.

All insurances were moved to the fiscal year. Health insurance will be renewed in July. We are moving to Select Health with Dental from PEHP, and ADD/Life/Vision from the Trust. Those will continue on the calendar year. The 401k accounts used to be separate from URS, but those have been wrapped into the same program, saving money. The renewal amount for this year will be quite a bit cheaper for those participating.

Board Member Pike declared a conflict of interest, in that Select Health is his day job. He reported he has not been involved in any of those changes.

Board Member Pike moved to approve the 2016-2017 Budget. The motion was seconded by Board Member Mendenhall. The vote was unanimous. The motion carried.

CONTRACTS FOR SERVICES

David Church reported a new contract for Roger Tew must be approved for him to continue to act as Interim Director. After Roger was asked to take over, policies were changed such that these contracts need to be written and approved by the Board because of the amount. A contract was drafted that reflects what Roger and the Executive Committee agreed to and ratified.

For years, Roger has been operating as an independent contractor, with the League being one of his clients. He has his own independent law office with other clients, one of which is UAMPS. He has always disclosed and approved so there was no conflict. When Roger was asked to take this job, he was not going to leave his law practice, and it was agreed to pay him under an independent contract agreement an amount to the equivalent to what Ken was receiving. This contract remains independent in the amount of \$17,000 a month. That does not include what the League would be paying him for lobbying. This is more than a lobbying contract, but not both together. He has been doing both jobs. This contract provides that he remain independent, and can be terminated by either side on 30 days' notice. The contract runs for the higher amount through December, then reverts to the original amount as just a lobbyist through the legislative session. Roger anticipates only one more legislative session with the League. If a new Executive Director is hired before the New Year, and the League wishes Roger to assist him, the League receives 30 days service in the overlap. This contract saves money on what the League was paying Ken in total salary and benefits.

Board Member Freeman asked if this position qualified for a 1099. David replied it does. Roger pays his own expenses, fees, taxes, etc. for his law office. He qualifies as an independent contractor under this contract and may come and go as he pleases with no set office hours. The contract outlines the required duties.

President Hiatt commented that when Roger was called, he wanted to help, but needed to first make sure his other clients would be taken care of. He was willing to come on in Ken's place and President Hiatt said he doesn't feel the League has skipped a beat through all this time of growth and change. He expressed appreciation for all that Roger has done. He has continued his previous lobbyist duties, but the League is only paying for Interim Director responsibilities. He feels that is a pretty good deal for the League.

The contract runs until the end of the year unless he is termed on a 30 day notice. It runs through July and then he is done unless the contract is modified and extends through the end of December, and through June 30th for lobbying purposes. At that time his income would go down to the regular amount. After Spring Conference, Roger will no longer be able to serve as Interim Director.

Board Member Taylor moved to approve the contract with Roger Tew as outlined, to include disclosure of other clients as part of the contract. The motion was seconded by Board Member Beerman. The vote was unanimous. The motion carried.

RECOMMENDED PERSONNEL & ACCOUNTING POLICIES

The ULCT Board has been amending the policies and procedures document since December. Nick Jarvis reviewed the three changes recommended by Staff:

1. Where appropriate, include the title "Chief Operating Officer" alongside the duties and responsibilities of the Chief Financial Officer. This gives flexibility to Nick in performing in-house duties which he has been assigned.
2. Clarification of vacation hours earned based on years of service. Employees will receive five hours per pay period after completing five years of service, at which time they will enter into a new tier. After nine years of service, the final tier will be entered into and employees will receive seven hours per pay period.
3. Amend policy to allow Executive Director to sign contracts for amounts higher than the typical \$25,000 limit for "time-sensitive, event related items/services." This is to allow the Executive Director to book speakers and entertainment for conferences.

President Hiatt explained the recommendation now allows the Director to sign contracts over \$50,000 which is fine for a director if event related budgeted conference items.

Board Member Taylor recommended there always be some form of written approval for those higher amounts in order to tie it back to the Board. President Hiatt agreed and said to add "with written concurrence from League President" to the policy.

Board Member Taylor moved to approve the changes to the Personnel and Accounting Policies with the addition of written confirmation language as stated above. The motion was seconded by Board Member Pike. The vote was unanimous. The motion carried

ULCT BOARD & COMMISSION APPOINTMENTS

Roger Tew referred the Board to the memo included in the packet regarding appointments to the following boards:

Towing Advisory Board

This is a new board created during the last legislative session whose purpose is to advise UDOT, the Department of Public Safety, and the State Tax Commission on issues related to tow trucks and impound yards. It was allocated a couple of seats to be filled by the League. Mark Stratford of Ogden and Bryan Jones of Provo have agreed to serve and Roger feels they would be excellent.

Free Market Protection and Privatization Board

This Board has been around for a long time and is focused on making recommendations on potential options for the privatization of government services, as well as dealing with concerns of unfair competition by government. Steve Fairbanks of Sandy is currently serving on the Board and would like to continue by recommendation of the ULCT Board.

Emergency Management and Administration Council

This council deals with incidents around the state showing deficiencies in emergency management. The League has been authorized to appoint two representatives with expertise in emergency management. Dustin Lewis, Assistant City Manager of South Jordan, currently fills one seat and Roger recommended the vacant seat be filled by Hugh Daniels, the Emergency Program Manager for Park City.

Outdoor Recreation Grant Advisory Committee

The committee's role is to accept applications from local governments and non-profit entities and make decisions on which projects will be funded. Roger's recommendation was to submit Cameron Diehl's name to the Executive Director of the Outdoor Recreation Office for appointment to the Committee due to his previous experience and engagement on this issue. He would be a voting member of that Board. Projects were funded in 19 counties. Cameron reported on activities over the last year while on the committee.

Governor's Rural Development Partnership Board

This body provides input on rural development issues to the Governor and the Utah Legislature. Statute requires the ULCT appoint one of the Board Members who is a rural member to this board. Staff's recommendation is to pick a rural Board Member who has been serving the longest, and that would be both Mayor Cronin and Mayor Baker. Mayor Cronin has expressed a desire to serve and would be happy to serve there.

Board Member Taylor moved to approve all recommendations. The motion was seconded by Board Member Beerman. The vote was unanimous. The motion carried.

ULCT BOARD NOMINATIONS

Nick Jarvis reported Staff is beginning the process of soliciting new Board Members. As outlined in the packet, several members going off the Board may run again. Candidates must be an elected member of their city or town in order to serve on the Board. Those candidates who do not win their municipal election must vacate the Board. The Immediate Past President is the exception, but is a non-voting member. Members are needed to fill vacancies from areas 5, 6 and 8 as well as one town. The Board was asked to look for members in those areas.

It was suggested stability be a factor so members are not recycled as often. A bigger problem is members who lose elections on turnover. It was suggested turnover could happen in January in order to see who was reelected, but then the membership would not get a vote. Several experienced Board Members are needed this year and they need to be instated a month before the September conference. President Hiatt expressed concern that a whole new Board may forget the serious issues the Board has dealt with in the last 7-8 months and suggested continuity is important to the Board. The League will have set Board meetings from the beginning of the year. It is also important the new Director understands what it means to report to a Board.

David Church commented the Board could change its constitution to allow non-elected members, but they would become long running, and elected officials might feel pushed aside. That's the tradeoff. Roger reminded the Board people have had to be "strong-armed" to apply in the past. This is no longer a ceremonial Board; it is moving forward in positive way. Some people are going to have to be recruited. It is harder for cities and towns further away to come in once a month for meetings.

Nick reported it has historically been difficult getting representation from areas 5 and 8. It may be a good idea to look more aggressively at electronic meetings. It is a requirement to have one member per area and one town. We are running out towns close enough for members to attend meetings in person.

Cameron explained they try to have half of the Board up for reappointment every two years. On an election year, individuals may lose, and their positions are filled by special appointment. Structural imbalance occurs from time to time.

Board Member Freeman commented he is not running again. He pointed out that Mayor Seghini was not a Board Member, but served as Treasurer. President Hiatt said he will list this as an agenda item for the next meeting. He feels Mayor Freeman is doing great job and would like to see him continue in that capacity. It was asked if the Treasurer must be held by a person in an elected position. The answer was given that the Treasurer must be someone who is appointed as a municipal official within 40 miles of the office. A long-term solution must be found and discussion will continue in August.

ULCT CONFERENCES (ANNUAL AND ROAD SCHOOL)

Susan Wood reported a nice agenda was being put together for the Annual Conference. Governor Herbert will be there, as well as Commander Jim Lovell from Apollo 13. Thursday is Planners and Clerks and Records day. A great band has been scheduled for Friday night's entertainment.

Roger commented there have been some problems with the Sheraton contract; it is very questionable in terms of what the League is receiving. A group management firm was hired to help Susan with hotel reservations. He made a serious recommendation that different arrangements be found. 400-450 people attended the conference in April and 600-700 are expected in September. Staff is looking at alternatives for future conferences.

A reservation was made for the Dixie Center for Road School. A survey was sent to city and town management for those who sent employees to the 2017 Road School. The purpose of the survey was to ascertain the importance of Road School for city and town management, including city managers/administrators and public works department heads. One quarter response was received. There is value in Road School experience for these cities and towns and ULCT is very willing to have this become a partnership with someone else in order to make it something more robust for cities and towns.

LEGISLATIVE POLICY & DIRECTION/ULCT CONSTITUTION & BYLAWS

Cameron reported Staff has been digging back into the ULCT Constitution and Bylaws and how legislative advocacy is approached. He has been asked for feedback about how the League represents members on Capitol Hill. The strength of the League comes from the strength of the membership. Cameron reviewed the suggested constitutional changes to the Constitution and Bylaws.

LPC Bylaws

The Bylaws are currently silent on voting procedures and majority rule/consensus. There are larger cities who participate both with membership that attends, and also the assets they are providing on League-related issues they are bringing to the hill. They bring a lot of firepower to the hill. Larger cities sometimes have the same amount of votes as smaller communities, yet pay more in dues. We would like to make things more equitable. President Hiatt felt the need for enhanced equalization in voting. David Church commented it was originally not city size, but urban rule; 75% from urban and 25% rural.

Because the Bylaws are silent on this topic, part of the reason these numbers occur is because members can get online and vote electronically. It was asked, who, exactly, is voting if there are a number of people in the room watching the broadcast?

The proposed changes represent step one of a multi-step process to bring the Bylaws into consistency with the status quo. We have had success encouraging participation in LPC, and don't want to discourage that. Specific proposals will be presented in the August meeting.

Recommended changes for status quo compliance:

- Remove President appointed members.
- Remove annual ratification.
- Require a majority instead of 75% of the committee from the Wasatch Front.
- At least 45 instead of 60 elected officials.
- Meet at least every other month outside of the legislative session and most weeks during the legislative session.
- The Bylaws are silent as of now regarding every city and town being entitled to 3 voting members plus past presidents and current Board.
- It is also silent for now on majority rule.
- A meeting of the Resolutions Committee may double as an LPC meeting and vice versa.

President Hiatt strongly felt the need to get into compliance. The larger cities are frustrated. Modifications will be made and plans to continue to work on some of those issues. He would like to see it done all at one time and have it done right. Constitutional changes are needed as well.

Constitutional/Bylaws Consideration for Representation

Staff would like to see 50% be elected. Every staff group has their own associations as well. This is the only association for elected officials. Karen Cronin pointed out the perception is out there that everybody's vote counts the same. Smaller cities can't afford lobbyists. Going to a weighted vote sends the perception it's more in favor of bigger cities. Cameron commented big cities make up about 11% of the LPC. They have brainstormed several different scenarios and came up with these suggested changes.

David Church said, as a practical matter, smaller cities and towns are not using their three positions. Of the 150 of those participating, larger cities are 100% attenders during the legislative session and the actual vote is a greater percentage when they show up. Board Member Beerman believed the majority of policy makers should be there making decisions. If we are not hitting that bar, find a way to do that. Board Member Pace, felt the need to have elected officials making the policies, not city staff members. He felt the Majority of the LPC consists of elected officials. President Hiatt asserted the need to police it in some fashion or the whole integrity suffers.

David Church said the Board shouldn't downplay the benefit they are receiving from LPC; it is having membership participation and the League is providing a service even if it's informational. It would be nice if all 700 participated. The majority of LPC should be elected officials. Changes were suggested by President Hiatt. Two out of three need to be elected officials. Discussions are needed before anything is implemented. He would like to continue the discussion in the August meeting.

The Mission Statement and Core Values were reviewed.

Board Member Pace moved to approve the changes to the Bylaws. The motion was seconded by Board Member Pike. The vote was unanimous. The motion carried.

DISCUSSION ON DISSOLUTION OF MUNICIPAL FINANCE ASSOCIATION

David Church reported the MFA, or Co-op 1 and Co-op 2, were created in the late 1980's as a method by which ULCT conducted group financing. The State Auditor's Office wants these things wound up. He has an obligation to report and would like to see the MFA either terminated or run like it still exists. Both documents specify 25 years or until bonds are paid off, but no longer than 50 years. Records show all bonds were paid in full as of 2015. There is no active Board. Permission by the Board is required to take the steps necessary to file the paperwork with the State to terminate.

Board Member Cronin moved to authorize David Church to move forward with the dissolution of the MFA, and the Chairman of the Board to execute the necessary documents. The motion was seconded by Board Member Baker. The vote was unanimous. The motion carried.

REPORT ON EXECUTIVE DIRECTOR HIRING PROESS

President Hiatt reported the Executive Search Committee has posted the Executive Director position and it will remain open through July 2, 2017. 116 people have applied to date. A search through the individual applications indicated 18-20 of them actually meet the qualifications. A

meeting has been scheduled for July 20, 2017 for the Search Committee to review applications and they will update the Board in the August meeting.

CLOSED SESSION

None

OTHER BUSINESS

The League office will be closed on the 4th of July.

President Hiatt commented discussions have been taking place regarding the Utah Defense Alliance and areas around Hill Airforce Base. He would like to see the League take an active role in those discussions. Closure of this military installation would be detrimental.

ADJOURN

As no further business came before the Board for discussion, Board Member Baker moved the meeting adjourn. The motion was seconded by Board Member Caldwell. The vote was unanimous. The meeting adjourned.

The Board of the Utah League of Cities and Towns will next meet on August 21, 2017.

MINUTES APPROVED:

Chairman

Date

Secretary

Date



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: August 25, 2017
SUBJECT: ULCT Treasurer Position

Background & Recommendations

The ULCT Interim Treasurer, Mayor Carmen Freeman of Herriman, will not be seeking reelection this November. Therefore, it has become necessary for the ULCT Board of Directors to appoint an elected official to the treasurer position before Mayor Freeman's term expires next January. The Executive Board envisions Mayor Freeman staying on to assist the new treasurer in the coming months.

It is recommended by the Executive Board that Mayor Len Arave of North Salt Lake be appointed to this position. Please see his attached resume.

LEONARD K ARAVE

46 S. Eaglewood Drive
North Salt Lake, UT 84054 (801) 680-0745
len.arave@comcast.net

EXPERIENCE

Atherton Construction, Las Vegas, NV 2010 – present
Minority Owner and Chief Financial Officer of general contracting company specializing in renovation construction on government facilities. Company has constructed or renovated over 4,000 military housing units and numerous commercial projects for various federal agencies throughout the Continental US and Alaska.

Financial Reporting – Responsible for all financial reporting including coordination of annual independent review of statements and preparation of tax returns.

Insurance and bonding – Negotiated insurance policies as well as a significant performance bond line with limited personal indemnities.

Financing – Negotiated releases from banks and bonding companies to facilitate the purchase the company out of the bankruptcy of its parent.

Woodside Group, Inc., North Salt Lake, UT 1984-2009
Director and Chief Financial Officer for holding company of multiple corporations with a national footprint in 12 states, including diversified home building companies, land developing companies, general construction companies, captive insurance company and mortgage company.

Company Growth - Assisted in growing the company from small local builder with less than ten million in revenue to one of the 25 largest home building companies in the United States with revenues exceeding \$1.3 billion, assets exceeding \$1.8 billion and equity exceeding \$850 million.

Accounting - Responsible for all accounting, internal controls, financial reporting and tax returns. Negotiated audit and tax work with big four accounting firms. Oversaw the internal accounting of 15 operating divisions including training and review.

Finance – Negotiated \$660 million unsecured revolving credit facility with 14 participants. Negotiated \$375 million in long term unsecured senior debt involving various creditors. Negotiated or was involved with numerous multi-million dollar credit facilities and project specific loans for subsidiaries and joint ventures.

Information technology – Oversaw the implementation of software on various platforms, including mini-computers, desk tops, servers and main frames. Software included ERP legacy packages such as JD Edwards World and Oracle's client server based JD Edwards One World. Oversaw implementation of business intelligence packages Micro-Strategies and Hyperion which were used for analyzing, budgeting and forecasting operations.

Risk management and bonding – Negotiated all insurance and bonding lines for the company.

Policies included large deductible, self-insured retentions, self-insured programs with aggregate and specific reinsurance and retro plans. Formed captive insurance company in Hawaii which was used to reinsure policies and issue policies for home owner warranties. Bonding programs included subdivision, payment and performance, and bid bonding.

Acquisitions and Joint Ventures - Involved in the negotiation and purchase of four companies with net asset values between \$18 and \$37 million. Responsible for the integration of companies into parent's operations. Involved with numerous joint ventures including project specific as well as operating entities.

Startups –Involved in the startup of numerous out of state operating divisions, including training and financing.

Bankruptcy – Negotiated Chapter 11 bankruptcy plan of reorganization and oversaw financial and reporting functions of the company during the debtor in possession process. Left the company on the effective date of the plan due to litigation between the creditors and certain board members and officers. Litigation has subsequently been settled.

Chrysler Corporation, Highland Park, MI

1982-1984

Financial Analyst in long range planning group for US auto maker as well as performing analytical tasks for its US service and parts operation

COMMUNITY SERVICE

City of North Salt Lake, North Salt Lake, UT

2010-present

Mayor of city with over 17,000 residents in Davis County, Utah. City services include police, justice court, culinary and secondary water, streets, solid waste pickup, golf course and reception center. Accomplishments include

Grants and funding – Obtained \$1.85 million federal grant to assist victims within city of slow moving land slide which had been active since 1997. Obtained significant state funds to improve freeway on/off ramps and improve major artery in city. Obtained state funds and local money to convert several city trucks from diesel to natural gas.

Construction projects – Oversaw completion of new city hall, regional park and new community park.

Negotiations – Contracted for secondary water source for golf course which has been using culinary water for 19 years. Assisted in settling various law suits.

Planning – Completed a major update to the cities Master Plan and specific plan for City Center.

Wasatch Front Regional Council, Salt Lake City, UT

2010-present

Board Member representing Davis County Council of Governments - The WFRC is an association of 60 cities and five counties organized in 1969 for the purpose of pursuing goals of common interest. The Wasatch Front Regional Council area of service comprises Davis, Weber, Morgan, Salt Lake and Tooele Counties and the cities contained therein. The principal purpose of the Regional Council is its

federally required function as the area metropolitan planning organization for transportation planning along the Wasatch Front.

Regional Growth Committee, Salt Lake City, UT 2010-present
Alternate Member representing Wasatch Front Regional Council - The Regional Growth Committee serves as the policy advisory body to the Wasatch Front Regional Council on long-range transportation planning and related land use and other growth issues. The RGC is responsible for the Regional Long-Range Transportation Plan and developing regional growth planning strategies in cooperation and coordination with local governments, the Utah Department of Transportation (UDOT), the Utah Transit Authority (UTA), and other organizations and stakeholders.

South Davis Fire Agency, Bountiful, UT 2010-present
Board Member representing the City of North Salt Lake. South Davis Metro Fire provides Emergency and Public services to the cities of Bountiful, Centerville, North Salt Lake, West Bountiful, Woods Cross and the unincorporated areas of South Davis County. Emergency services include fire, ambulance, paramedic, hazardous material and technical rescue response. Our Public services include fire prevention, public education, station tours, CERT, first aid and CPR classes, business inspections, and fire investigations.

South Davis Recreational District, Bountiful, UT 2010-present
Board Member representing City of North Salt Lake - The South Davis Recreation District is dedicated to providing Community residents and visitors a safe, clean, and well-maintained recreation facility that promotes health, education and recreation through a network of quality programs, activities and amenities that strengthen the individual, family and community. The facility includes basketball, swimming, ice skating, and exercise facilities.

Wasatch Integrated Waste Management District, Layton, UT 2010-present
Board Member representing City of North Salt Lake – Wasatch Integrated Waste provides solid waste disposal and energy recovery for Davis and Morgan counties. Facilities include a landfill, burn plant and recycling center.

South Davis Sewer District, West Bountiful, UT 2015-present
Board Member representing City of North Salt Lake – South Davis Sewer provides wastewater services to the south half of Davis County. The District currently serves a total population of approximately 90,000 with two treatment plants.

Davis Fund for Economic Development, Farmington, UT 2015-present
Board Member representing Davis County Council of Governments - Davis Fund for Economic Development is a loan program run through the Davis County Council of Governments Inc.. Minimum amount is \$50,000, highest amounts loaned was \$1.2 million.

EDUCATION

Brigham Young University, Provo, UT

Masters of Business Administration

- Graduated with Distinction

Weber State University, Ogden, UT

Bachelor of Arts , major in Accounting

- Graduated Cum Laude

ADDITIONAL

Competent in Microsoft, Lotus and OpenOffice software suites. Have experience with Hyperion and Micro-strategies business intelligence software packages, Oracle's JD Edwards ERP system and Timberline accounting package.

ULCT Board of Directors Vacancies 2017 - 2018

Term Expires	First	Last	Title	Organization	Board Position	BrdArea
			Executive Board			
N/A	Steve	Hiatt	Mayor	Kaysville	1st Vice President	2
N/A	Beth	Holbrook	Council Member	Bountiful	1st Vice President	2
N/A	Jon	Pike	Mayor	St. George	2nd Vice President	7
N/A	Lynn	Pace	Council Member	Holladay	Immediate Past President	3
2017	Dean	Baker	Mayor	Naples	Board of Directors	5
2018	Andy	Beerman	Council Member	Park City	Board of Directors	4
2018	Mike	Caldwell	Mayor	Ogden	Board of Directors	2
2018	Karen	Cronin	Mayor	Perry	Board of Directors	1
2018	Ted	Eyre	Mayor	Murray	Board of Directors	3
2017	Carmen	Freeman	Mayor	Herriman	Board of Directors	3
2017	Curtis	Ludvigson	Council Member	Sterling	Board of Directors	6
2017	Mike	Mendenhall	Council Member	Spanish Fork	Board of Directors	4
2018	Kelleen	Potter	Council Member	Heber	Board of Directors	4
2017	Dave	Sakrison	Mayor	Moab	Board of Directors	8
2018	Bob	Stevenson	Mayor	Layton	Board of Directors	2
2018	Brent	Taylor	Mayor	North Ogden	Board of Directors	2

Those highlighted in yellow term expires this year

2017 2nd Vice President Nominees

Title	Name	City	Area	Notes
Council Member	Dirk Burton	West Jordan	3	Applied last year, 2nd Vice
Council Member	Mike Mendenhall	Spanish Fork	4	Reapplied, 2nd Vice

2017 Board of Directors Nominees

Title	Name	City	Area	Notes
Council Member	Jewel Allen	Grantsville	3	Applied last year
Council Member	Margie Anderson	Ephraim	6*	Required area, previously served on the board
Mayor	Dean Baker	Naples	5*	Required area, reapplied
Council Member	Richard Barnett	Richfield	6*	Required area
Mayor	Pat Brady	Green River	8*	Required area, town
Council Member	Dirk Burton	West Jordan	3	Applied last year, 2nd Vice
Council Member	Kent Bush	Clearfield	2	4th year applying
Council Member	Damon Cann	North Logan	1	
Council Member	Don Christensen	West Valley	3	Applied last year, has previously served on board
Council Member	Steve Fairbanks	Sandy	3	Previously served on board and as President
Council Member	Debbie Lauret	Orem	4	
Council Member	Joe Lyman	Blanding	8*	Required area
Council Member	Nicole Martin	Herriman	3	
Council Member	Mike Mendenhall	Spanish Fork	4	Reapplied, 2nd Vice
Mayor	Jack Monnett	Spring City	6*	Required area
Council Member	Mike Peterson	Cottonwood Heights	3	



Utah State Legislature

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June 20, 2017

TO: ALL BOARD MEMBERS OF UTAH SPECIAL PURPOSE ENTITIES

We recognize the valuable services provided by Utah's special purpose entities, which include our local districts, special service districts, interlocal agencies and independent entities. We also appreciate the important role that you play in guiding the work of these governmental units.

Unfortunately, concerns have arisen with many special purpose entities. Several audits have documented occurrences of fraud, waste, abuse, and poor management among Utah's special purpose entities. In response to these concerns, we asked the Legislative Auditor General to conduct a survey of the internal controls used by a sample of these entities.

The Auditor General has recently completed the survey and found significant control weaknesses were common among these special purpose entities. We are very concerned with these findings. The Auditor General has developed a list of best practices for internal control and governance that describe each best practice at length. The report can be found at http://le.utah.gov/audit/17_05rpt.pdf. We ask that you carefully review each of the best practices identified in the report and ensure they are implemented within your organization. Attached to this letter is a checklist of each of these best practices.

Because of the serious nature of the problems and concerns identified we will continue to aggressively review special service entities for compliance with this best practices list. We intend to assign the Auditor General annual follow-up reviews to verify that these best practices have been successfully implemented.

Thank you for all you do to serve the people of the State of Utah.

Sincerely,

President Wayne Niederhauser
Co-Chair
Legislative Audit Subcommittee

Speaker Greg Hughes
Co-Chair
Legislative Audit Subcommittee

Checklist of Best Practices for Board Members Of Special Purpose Entities

Roles of Board and Staff	
See report pages 23 to 27.	
1. The board takes ultimate responsibility for governance of the entity by (1) appointing an executive staff, (2) providing broad policy guidance, (3) authorizing the use of resources, (4) setting goals and expectations, and (5) monitoring results.	<input type="checkbox"/>
2. The board members recognize their role is to be more than just a ceremonial body. They have a responsibility to lead and hold staff accountable for results.	<input type="checkbox"/>
3. The board chair reviews and approves the agenda before each meeting, inviting other board members to propose additional agenda items, if desired.	<input type="checkbox"/>
4. The executive director (a) helps the board draft a set of internal control policies and (b) guides staff as they carry out the board's policies.	<input type="checkbox"/>
5. To protect against fraud, staff duties are segregated such that no one person has control over all parts of a financial transaction.	<input type="checkbox"/>
6. The board appoints a board chair, a treasurer and a clerk.	<input type="checkbox"/>
7. For organizations with an insufficient number of staff to achieve a proper separation of duties, board members serve as treasurer, and clerk.	<input type="checkbox"/>
8. The board approves a staffing policy that defines the responsibilities of all those who handle different aspects of the entity's finances.	<input type="checkbox"/>
9. The board is solely responsible for hiring and directing the audit function.	<input type="checkbox"/>

Internal Controls	
See report pages 28 to 33.	
10. The board approves policies that govern the organization and addresses each best practice described in the best practice audit. This would include policies such as a personnel policy, a procurement policy, and records retention policy. A procurement policy is of particular importance with the recent instances of fraud, waste, and abuse that have occurred.	<input type="checkbox"/>
11. The board regularly reviews a report of entity disbursements. The report includes the date, vendor and amount of each expense since the last board meeting.	<input type="checkbox"/>
12. To control credit purchases, purchase cards (or "p-cards") are issued to a limited number of staff. Limits are placed on the dollar amount, type and number of charges made to each card.	<input type="checkbox"/>
13. An independent person with no book keeping responsibilities is assigned to reconcile the bank statement each month with that month's receipts and expenses.	<input type="checkbox"/>

14. The board requires its formal approval of any expenditure above a certain dollar amount.	<input type="checkbox"/>
15. The board requires that two people sign all local entity checks. Before signing, both signers will review and approve the attached requisition sheet.	<input type="checkbox"/>

Recruiting Qualified Personnel Report pages 33 to 37.	
16. Staff avoid recruiting individuals to serve as board members	<input type="checkbox"/>
17. Local entities publicize the opportunity to apply for any elected board seats that will soon be coming available and any vacant staff positions.	<input type="checkbox"/>
18. Local entities follow an open and objective recruiting process when filling staff positions and hiring outside contractors. Hiring relatives or business associates of the board and management is avoided.	<input type="checkbox"/>
19. Board and staff regularly receive the required training in open and public meetings, board governance and other matters applicable to the entity's mission.	<input type="checkbox"/>
20. When in-house expertise is not available to perform special tasks, the entity hires or appoints qualified outside experts.	<input type="checkbox"/>

Tone at the Top Report pages 38 to 40.	
21. The board adopts a code of ethics that clearly states the organization's values and standards of behavior.	<input type="checkbox"/>
22. The board and management seek opportunities to reinforce the organization's ethical standards during staff meetings, training, and newsletters.	<input type="checkbox"/>
23. The board holds everyone accountable, including management, to high standards of performance.	<input type="checkbox"/>
24. The board and executive director avoid using a compensation system and other incentives that encourage employees to take unnecessary risks.	<input type="checkbox"/>
25. The board provides an ethics hotline and adopts a whistleblower policy.	<input type="checkbox"/>