CONDUCTING: ULCT Board of Directors President, Beth Holbrook, Bountiful

EXECUTIVE BOARD PRESENT
Council Member Beth Holbrook, President, Bountiful
Mayor Jon Pike, 1st Vice President, St. George
Mayor Steve Hiatt, Immediate Past President, Kaysville

BOARD OF DIRECTORS PRESENT
Mayor Dean Baker, Naples
Mayor Mike Caldwell, Ogden City
Council Member Bob Stevenson, Layton
Council Member Jewel Allen, Grantsville
Council Member Richard Barnett, Richfield
Council Member Damon Cann, North Logan
Council Member Don Christensen, West Valley City

EX-OFFICIO MEMBERS PRESENT
David Church, Legal Counsel
Leigh Ann Warnock, UMCA Past Pres.

ULCT STAFF PRESENT
Cameron Diehl, Executive Director
Nick Jarvis, Chief Operating Officer
Brandon Smith, Legislative Research Analyst
Susan Wood, Director of Communications and Training

WELCOME AND INTRODUCTIONS
ULCT President, Beth Holbrook, called the meeting to order at 12:07 p.m. and welcomed all to the meeting.

CONFLICT OF INTEREST DISCLOSURE
None

FY 2018 Q3 FINANCIAL REPORT
Chief Operating Officer Nick Jarvis reviewed the actual numbers as well as the first three quarters of the fiscal year. 87% of revenue budgeted has been collected. Due to cancelling Road School, vendor revenue expectations were not met. 116% of the amount budgeted for advertising was collected. Instead of keeping the funds in one account, they were transferred to an interest earning savings account. A slight overage in office supplies is anticipated. Capital project underway with demolition occurring next door. Staff will move into that space the beginning of September. In conclusion, Nick reported the League is in excellent financial shape.
Mike Caldwell moved to approve the Fiscal Year 2018 Quarter 3 Financial Report as presented. The motion was seconded by Don Christensen. The vote was unanimous. The motion carried.

TENTATIVE FY 2019 BUDGET
Executive Director Cameron Diehl reported he had worked closely with Dave Sanderson and Kari Nakamura to get back to the historical budget, with recognition of what the Board wanted focus on. In the past, no focus was placed on what money came in and where it was allocated. This is a huge transparency issue. Cameron asked them how much is typically spent on conferences, and now has a better idea, and can identify and plan going forward. He was very surprised at the cost of food. $500,000 was spent for the last conference. Road School was canceled due to cost, allowing Staff to get back to their core mission of serving elected officials.

Nick reviewed the capital project, noting some reallocation and removal of certain line items that no longer exist.

Council Member Jewel Allen questioned why speaker fees and entertainment are lumped together and said they seem like two different things. She felt it would be nice for the sake of transparency to be able to see how much is being paid for entertainment vs. speakers. Cameron commented the two were combined to get a handle on how much is spent overall. The breakdown is still available, it is just not categorized in the budget. Staff can adjust funding within that line item for more expensive speakers or entertainment.

Nick pointed out the increase to publications and printing. Historically, printing and publications were included in the same line item; however, printing only occurs every two years. Since there are on-years and off-years, Staff wanted to keep those amounts consistent.

Council Member Jewel Allen commented that one city has opted out of paying for League membership. Cameron explained that Syracuse has had some leadership in the past who did not see value in membership with the League. Their Council came to LPC meetings one year and consistently voted opposing ULCT. Their current Mayor is a big supporter of the League. Cameron reached out and asked for an opportunity to present the benefits to the Council. There are a couple of new City Council Members and a couple others who feel like the value is not there. Cameron followed up with the City Manager and was informed they have not yet made a decision. If they do not join, then they are not entitled to membership rates for conferences or training. Non-member rates in general will be increasing because there are many non-members trying to attend at the reduced rate.

Beth Holbrook went over the expenditures for personnel. She reported increases are anticipated and asked for any questions. All employees were given a cost-of-living increase, and some a merit increase. In years past, there were no performance evaluation measures in place. That procedure has been adopted, allowing for merit increases to be offered. The former Co-op used to supplement salaries and relied on outside grants for employee wages. The Board determined that all full-time employees are in-house and they are paid by ULCT. Additionally, an intern was transitioned from
hourly to full-time with benefits. All told, they tried to be fiscally restrained and clear with expectations with Staff.

Steve Hiatt pointed out it is not the Board’s place to evaluate Staff, and commented everybody is rock-star level. He asked if anything was in place for review of the Executive Director? Cameron agreed he should be evaluated and welcomes a discussion with the Board to build a document for that. He reminded the Board that one stipulation of his contract is that there are no built-in auto increases for COLA or merit, and he is not asking for any this year.

Jon Pike suggested getting that document in place so it is timely for the next budget. Jewel Allen asked how the extra personnel expenditures were being covered. Cameron said just cleaning up the budget took care of it. Money has been allocated historically to projects that are no longer in place. For instance, money has been allocated for books for a library for cities to check out. That project no longer exists and the allocated funds were transferred to salaries.

Beth asked that evaluations be done in a fashion that does not cause a time crunch before the next legislative session. She suggested considering a review at the end of this year and Board meeting mid-year.

President Niederhauser has been a champion for the LUAU project and wanted to change funding so it is not a straight appropriation to LUAU. As a result, the 1% building inspector fee developers pay went exclusively to training of building inspectors. It generates a significant amount of money. As a compromise, this 1% could be spent for additional attorney and land use training and any entity could apply for that money. As a result, it would not be $100,000 for the LEAGUE, but more money would be available to apply for. The potential rate outcome allows for plenty of money for LAUA. The worst case would be if the economy tanks, there will be no money in the fund and no new money to apply for. That’s why, in the budget, that money was used to supplement salaries and production. It is anticipated that going forward there will actually be more money for LUAU.

*Jon Pike moved to adopt the preliminary budget as presented. The motion was seconded by Mike Caldwell. The vote was unanimous. The motion carried.*

*Bob Stevenson moved to schedule a public hearing on the budget for June 18, at 9:00 a.m. The motion was seconded by Jewel Allen.*

**CLOSED SESSION (If Needed)**
No closed session was held.

**OTHER BUSINESS**
Legislative negotiations are under way between Salt Lake City and governors over inland port, SB 234. They were close to completion of a deal on Friday, but it fell through. The League still has major concerns about the land use language there. A special session is not anticipated for this Wednesday.
The Association of Counties and ULCT membership want to conduct an overlapping Spring Conference next year. Feedback on the previous overlap was overwhelmingly positive, and that will be done again next spring. Jon Pike pointed out the only criticism was the date because it ran into a couple of universities conducting commencement exercises. Graduation dates will be researched today to see when they are scheduled for next year.

For the June meeting, be prepared for Bylaw updates, feedback from conferences, and the Board Retreat discussion.

Nick commented he received a letter from Board Member Pat Brady in Green River. He is moving and will be resigning as Mayor and moving to Alaska. The Board will need to fill the resulting vacancy.

ADJOURN

There being no further discussion, Jon Pike moved the meeting adjourn. The motion was seconded by Mike Caldwell. The vote was unanimous. The motion carried.

MINUTES APPROVED:

___________________________________    _____________________
Chairman        Date

___________________________________    _____________________
Secretary        Date