

**MINUTES OF THE MARCH 26<sup>th</sup>, 2021 at 11:30AM**  
**Electronic Zoom Meeting**  
**ADMINISTRATIVE BOARD MEETING**  
**OF THE UTAH LOCAL GOVERNMENTS TRUST**

**Board Members Present:**

- |                              |                             |                            |
|------------------------------|-----------------------------|----------------------------|
| 1. Todd S. Beutler           | 5. Commissioner             | 8. Pamela A.               |
| 2. Mayor Robert M. Hale      | Shawn B. Milne              | Roberts                    |
| 3. Gary L. Hatch             | 6. Mayor Kenneth F. Neilson | 9. Christopher F. Robinson |
| 4. Mayor Stephanie L. Miller | 7. Bradley M. Powell        |                            |

**Staff Present:**

Steven A. Hansen

**General Counsel:**

A. Craig Hale, Attorney at Law, Hale & Wood, LLP

**Guests Present:**

Tom Tripp, Chairman, Tooele County Council  
David Zook, County Executive, Cache County  
Tim Tingey, City Manager, Cottonwood Heights City  
Mike Peterson, Mayor, Cottonwood Heights City  
Mark James, Attorney at Law, James, Dodge, Russell & Stevens, P.C.  
Mitchell Stevens, Attorney at Law, James, Dodge, Russell & Stevens, P.C.  
Kyle Greene, Manager, Squire and Company, P.C.  
Dave Brown, Partner, Squire and Company, P.C.

1. ORDER

Board Chair, Gary Hatch called the meeting to order at 11:30am on Friday, March 26, 2021, online via Zoom.

2. MINUTES APPROVAL

Motion to approve the Minutes of the meeting of the Administrative Board of the Utah Local Governments Trust held December 11, 2020, was made by Bradley Powell and seconded by Pamela Roberts. Motion passed unanimously.

3. AUDITOR'S REPORT

Dave Brown, Partner of Squire & Company, P.C., reported to the Board.

The auditor's opinion was that the financial statements present fairly, in all material respects, the financial position of the Trust as of December 31, 2020, in accordance with accounting principles generally accepted in the United States of America.

The auditors did not identify any deficiencies in internal control that they considered to be material weaknesses.

The results of the audit disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The auditor's opinion was that Utah Local Governments Trust complied, in all material respects, with the state compliance requirements for the year end December 31, 2020.

The auditors did not identify any deficiencies in internal control over compliance that they consider to be material weaknesses.

The auditors reported that management has complied with applicable requirements and has fulfilled its responsibilities for the financial statements.

A motion to accept the 2020 audit was made by Mayor Kenneth Neilson and seconded by Pamela Roberts. Motion passed unanimously. Kyle Greene and Dave Brown were excused from the rest of the Board Meeting.

4. CLOSED SESSION: DISCUSS PENDING OR THREATENED LITIGATION

Motion to move into closed session made Christopher Robinson and seconded by Mayor Robert Hale.

Todd Beutler: Aye  
Mayor Stephanie Miller: Aye  
Shawn Milne: Aye  
Pamela Roberts: Aye  
Mayor Robert Hale: Aye  
Christopher Robinson: Aye  
Mayor Kenneth Neilson: Aye  
Bradley Powell: Aye  
Gary Hatch: Aye

Roll Call for parties in the closed session

Tim Tingey, City Manager, Cottonwood Heights City  
Mark James, Attorney, James, Dodge, Russell & Stevens, P.C.  
Mitchell Stevens, Attorney, James, Dodge, Russell & Stevens, P.C.  
Mike Peterson, Mayor, Cottonwood Heights City  
Jeff Rowley, Claims Manager, Utah Local Governments Trust

Motion to go out of closed session made by Pamela Roberts and seconded by Bradley Powell. Motion passed unanimously. Mark James and Mitchell Stevens were excused from the rest of the Board Meeting.

5. BOARD OF DIRECTORS

Expiring

Gary L. Hatch, Stephanie L. Miller, Christopher F. Robinson, Bradley M. Powell, and Shawn B. Milne have terms expiring on May 13, 2021.

Nominations

A motion to nominate Stephanie L. Miller, Mayor of Hyrum City, to be on the ballot for the City Board Position at the Annual Meeting on May 13, 2021 was made by Shawn Milne and seconded by Mayor Robert Hale. Motion passed unanimously.

A motion to nominate Christopher F. Robinson, Vice Chair of Summit County Council, to be on the ballot for the County Board Position at the Annual Meeting on May 13, 2021 was made by Shawn Milne and seconded by Mayor Robert Hale. Motion passed unanimously.

A motion to nominate Bradley M. Powell, General Manager of Midvalley Improvement District, to be on the ballot for the Special Districts Board Position at the Annual Meeting on May 13, 2021 was made by Shawn Milne and seconded by Mayor Robert Hale. Motion passed unanimously.

Appointments

A motion to appoint Shawn Milne, Economic Development Director of Cache County, as an Appointed Member of the Board, starting on May 13, 2021, was made by Mayor Ken Neilson and seconded by Todd Beutler. Motion passed unanimously.

A motion to appoint Tom Tripp, Chairman of Tooele County Council and David Zook, County Executive of Cache County to fill the County vacancies on the Board until May 13, 2021 was made by Mayor Ken Neilson and seconded by Todd Beutler. Motion passed unanimously.

6. ELECTION COMMITTEE

Mayor Robert Hale volunteered to chair the Election Committee. Pamela Roberts volunteered to be the vice chair of the Election Committee.

A motion to appoint Mayor Robert Hale as the chair of the Election Committee and Pamela Roberts as the vice chair of the Election Committee was made by Mayor Ken Neilson and seconded by Christopher Robinson. Motion passed unanimously.

7. ANNUAL MEETING AGENDA

Steven Hansen reviewed the agenda for the Annual Meeting

8. PERFORMANCE

Steven Hansen reviewed details of each performance metric:

- a. Exhibit 1: Financial Snapshot
- b. Exhibit 2: Member Composition
- c. Exhibit 3: Market Penetration
- d. Exhibit 4: Membership Growth
- e. Exhibit 5: Claim Frequency
- f. Exhibit 6: Claim Count
- g. Exhibit 7: Claim Severity
- h. Exhibit 8: Loss Prevention
- i. Exhibit 9: Investments
- j. Exhibit 10: Financials
- k. Exhibit 11: Claims Performance Overview

Motion to approve performance metrics and financial statements made by Bradley Powell and seconded by Pamela Roberts. Motion passed unanimously.

9. PROFITABILITY

Steven Hansen reviewed the profitability analysis prepared by Taylor Walker Consulting Actuaries. A review of the performance by year, by line of coverage. Profitability of various lines combined with various lines to show benefit to members of pooled programs.

10. APPROVAL OF INVESTMENTS – APPENDIX FOR DETAIL

Steven Hansen reviewed the investment portfolio. Motion to approve investments was made by Mayor Kenneth Neilson and seconded by Bradley Powell. Motion passed unanimously.

11. APPROVAL OF DISBURSEMENTS – APPENDIX FOR DETAIL

Steven Hansen reviewed disbursement summary. Motion to approve the disbursements was made by Pamela Roberts and seconded by Mayor Robert Hale. Motion passed unanimously.

12. OTHER BUSINESS

Steven Hansen expressed his appreciation and gratitude to Gary Hatch for his stalwart service and leadership on the Utah Local Governments Trust board. Board members unanimously expressed appreciation to Gary for his tremendous service.

Mayor Stephanie Miller called attention to the significant management fee savings and favorable portfolio performance that the Trust realizes from Steven Hansen managing the investment portfolio in-house vs. outsourcing.

2021 TENTATIVE DATES AND TIMES

- Thursday, May 13, 2021 – Annual Meeting, 10:00am
- Thursday, May 13, 2021 – Board Meeting, 12:30pm
- Thursday, August 19, 2021 – Board Meeting, 11:30am
- Friday, October 22, 2021 – Board Meeting, 11:30am
- Friday, December 10, 2021 – Board Meeting 2:00pm, Dinner 5:00pm

Sincerely,

A handwritten signature in black ink, appearing to read "Steve", written in a cursive style.

Steven A. Hansen, CEO