

Utah Inland Port Authority Board

DRAFT AGENDA

Tuesday, March 26, 2024 - 3:00 pm

Utah State Capitol, Room 445

Join Virtually: https://utah-gov.zoom.us/webinar/register/WN_sKRQVz_cQMuZuJqK_z7uTA

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| <p>1. Welcome
<i>Abby Osborne, Board Chair</i></p> | Procedural |
| <p>2. Oath of Office - New Non-Voting Board Member
Joel Ferry
<i>Oath administered by Carol Watson, Notary</i></p> | Action |
| <p>3. Approval of Minutes – January 10, 2024 meeting
<i>Abby Osborne, Board Chair</i></p> | Action |
| <p>4. Executive Director Report
<i>Ben Hart, Executive Director</i></p> <ul style="list-style-type: none"> a. Project Areas Update b. UIPA Organizational Chart c. Open Houses | Information |
| <p>5. Presentation: Statewide Logistics Strategy Development Update
<i>Donald Ludlow, MCP, AICP - Vice President, CPCS</i>
Update on logistics and infrastructure strategy plan development.</p> | Information |
| <p>6. Presentation: Budget Update
<i>Benn Buys, Deputy Director, CFO</i>
Quarterly budget update to UIPA Board.</p> | Information |
| <p>7. Presentation: Financial Services Contracts
<i>Benn Buys, Deputy Director, CFO</i>
Proposed contracts for financial statement preparation, financial accounting system, and payroll.</p> | Information |
| <p>8. Presentation: Resolution Requesting Admission to the Public Employees’ Retirement System
<i>Benn Buys, Deputy Director, CFO</i>
Board resolution requesting that UIPA employees continue participation in the state retirement system.</p> | Information |
| <p>9. Presentation: Lakeshore Learning Materials LLC Incentive Contract Clarification
<i>Benn Buys, Deputy Director, CFO</i>
Contract clarification specifying recipient of incentive for business locating in Golden Spike Project Area.</p> | Information |

- 10. Policy Presentations** **Information**
Kaitlin Felsted, Marketing, Communications Director
Benn Buys, Deputy Director, CFO
BP-10 - Records Retention
 Policy on record management, preservation, sharing, and disposal.
BP-12 - Segregation of Duties
 Policy on dispersal of critical processes and transactions to prevent fraud and error.
BP-04 - Project Area & Property Tax Differential
 Policy to ensure statutory compliance in project area creation and tax differential use.
BP-11 - Personnel
 Policy on responsibilities and obligations of employment with UIPA.
- 11. Presentation: Proposed Zenith-Bolinder Public Infrastructure District** **Information**
Benn Buys – Deputy Executive Director/Chief Financial Officer
 Review of application for creation of Public Infrastructure District in Tooele County.
- 12. Presentation: Authority Infrastructure Bank Loans** **Information**
Benn Buys – Deputy Executive Director/Chief Financial Officer
 Review of AIB loans.
- 13. Presentation: Revised UIPA/Spanish Fork City Interlocal Agreement** **Information**
Benn Buys – Deputy Executive Director/Chief Financial Officer
 Amendment to interlocal agreement for the Verk Industrial Park Inland Port Project Area.
- 14. Presentation: Trigger Resolution for the Verk Industrial Park Project Area** **Information**
Benn Buys – Deputy Executive Director/Chief Financial Officer
 Resolution setting trigger date for first collection of tax increment funds in the Spanish Fork Project Area.
- 15. Public Comment** **Action**
Abby Osborne, Board Chair
 Public comment period
 Written comment is welcome anytime at <https://inlandportauthority.utah.gov/contact/>
- 16. Approval of Financial Services Contracts** **Action**
Abby Osborne, Board Chair
 Approval of contracts for financial statement preparation, financial accounting system, and payroll.
- 17. Approval of Resolution Requesting Admission to the Public Employees’ Retirement System** **Action**
Abby Osborne, Board Chair
 Board resolution requesting that UIPA employees continue participation in the state retirement system.
- 18. Approval of Incentive Contract Clarification** **Action**
Benn Buys, Deputy Director, CFO
 Contract clarification specifying recipient of incentive for business locating in Golden Spike Project Area.
- 19. Approval of Policies BP-10 and BP-12** **Action**
Abby Osborne, Board Chair
BP-10 - Records Retention
 Policy on record management, preservation, sharing, and disposal.
BP-12 - Segregation of Duties
 Policy on dispersal of critical processes and transactions to prevent fraud and error.

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| 20. Approval of Zenith-Bolinder Public Infrastructure District | Action |
| <i>Abby Osborne, Board Chair</i> | |
| Review of application for creation of Public Infrastructure District in Tooele County. | |
| 21. Approval of Authority Infrastructure Bank Loans | Action |
| <i>Abby Osborne, Board Chair</i> | |
| Approval of AIB loans. | |
| 22. Approval of Revised UIPA/Spanish Fork City Interlocal Agreement | Action |
| <i>Abby Osborne, Board Chair</i> | |
| Amendment to interlocal agreement for the Verk Industrial Park Inland Port Project Area. | |
| 23. Approval of Resolution 2024-02, Trigger Resolution for the Verk Industrial Park Inland Port Project Area Plan | Action |
| <i>Abby Osborne, Board Chair</i> | |
| Resolution setting trigger date for first collection of tax increment funds in the Spanish Fork Project Area. | |
| 24. Closed Session* | Action |
| <i>Abby Osborne, Board Chair</i> | |
| This session is being held for a discussion related to real estate transactions in the jurisdictional area. | |
| 25. Adjourn | Action |

In order to support a respectful meeting, items that disrupt the meeting, intimidate other participants or cause safety concerns are not allowed. For example:

- Jeering, cheering, clapping and waving signs may intimidate other speakers and cause a disruption.*
- Generally, props and equipment are not allowed. If you have a prop or piece of equipment integral to a presentation, please clear its use with a staff member before entering the meeting room.*
- If you have questions about proper placement of recording equipment or recording in general, please coordinate this with staff before the beginning of the meeting to help ensure that it does not disrupt the meeting or make other attendees feel uncomfortable.*
- Staff may request changes to placement of recording equipment or other equipment to help facilitate the meeting.*
- If you have written remarks, a document, or other items you may want the Board to review, do not approach the dais. Instead, please give them to staff and they will distribute them for you.*
- Failure to follow these decorum rules may result in removal from the meeting.*

**The Board may consider a motion to enter into Closed Session. A closed meeting described under section 52-4-205 may be held for specific purposes including, but not limited to:*

- a. discussion of the character, professional competence, or physical or mental health of an individual;*
- b. strategy sessions to discuss collective bargaining;*
- c. strategy sessions to discuss pending or reasonably imminent litigation;*
- d. strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:

 - (i)disclose the appraisal or estimated value of the property under consideration; or*
 - (ii)prevent the public body from completing the transaction on the best possible terms;**
- e. strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:

 - (i)public discussion of the transaction would:

 - (A)disclose the appraisal or estimated value of the property under consideration; or*
 - (B)prevent the public body from completing the transaction on the best possible terms;**
 - (ii)the public body previously gave public notice that the property would be offered for sale; and*
 - (iii)the terms of the sale are publicly disclosed before the public body approves the sale;**
- f. discussion regarding deployment of security personnel, devices, or systems; and*
- g. Investigative proceedings regarding allegations of criminal misconduct*