

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
LOCAL BUILDING AUTHORITY
OF THE ZION MOUNTAIN LOCAL SERVICE DISTRICT**

Date: Thursday, April 11, 2024

Location: 9065 West Highway 9, Mt. Carmel, UT 84755

Board Members present: Kevin McLaws, Todd McLaws, Steve Neeleman

Board Members absent: None

Others present: Annie Riddle, Randall Rodriguez, Matt Cauley, Broc Richardson, Gordon Walker, Greg Hardman and Patty Kubeja

1. **Call to order** – Todd called the meeting to order at 5:07 pm. Noted the meeting was scheduled to meet 30 min. later than the regular time of 5:30pm due to schedule conflicts.
2. **Approval of Meeting Agenda** – Steve motioned to approve the meeting agenda; Kevin seconded. Steve voted aye. Kevin voted aye. Todd voted aye.
3. **Legislative Action Items**
 - a. None
4. **Administrative Action Items**
 - a. **Approval of Meeting minutes from March 14, 2024.** – Steve motioned to approve the meeting minutes as presented. Kevin seconded. Kevin voted aye. Todd voted aye. Steve voted aye.
 - b. **Review and approve the Discovery Center funding request invoices to be included in the CIB Disbursement request #12.** CM&D updated the board members with the invoices that needed to be submitted to the CIB for payment. Steve motioned to approve the invoices for payment in the amount of \$542,920.90 to the vendors Hi-Road, Place Collaborative, Bienenstock, Zion Mountain Builders and CM&D as indicated in the April 3rd Funding request for March 2024 services. Kevin seconded the motion. Steve voted aye. Kevin voted aye. Todd voted aye.
 - c. **Place Collaborative ASA #3 for the DC, to continue the inclusion of the VE approved items on the CDs.** – CM&D has been working on some re-design aspects to save costs with construction. There is a “soft” cost for design work to make changes to the project that will result in greater construction cost savings. Place Collaborative is working on changing the footprint of the restroom. Overland is also working on the logistics of the placement of the restroom. Both vendors are working collaboratively on this project. The estimated savings cost is approximately \$1.3 million in construction costs with the additional design costs included in the ASA. Steve motioned to approve the ASA for Place Collaborative in the amount of \$78,000.00. Kevin seconded the motion. Steve voted aye. Kevin voted aye. Todd voted aye.
 - d. **Overland ASA #1 for the DC, to review the VE items and present recommendations and comments to be included in the CDs by Place Collaborative.** – This is in conjunction with the Place Collaborative ASA #3 to redesign the restroom. This ASA is for time & expense not to exceed

\$10,000. Kevin wants to stress that the overall cost could be less than the amount if they are careful with monitoring the project and keeping costs down. Kevin motioned to approve the ASA to Overland in the amount not to exceed \$10,000.00. Steve seconded the motion. Kevin voted aye. Steve voted aye. Todd voted aye.

- e. **Builders Risk Insurance Authorization.** This is for the builder's risk insurance for the construction of the discovery center. The policy covers things that could burn down or get damaged on the site. CM&D would like to get authorization from the board to proceed and get the term sheet from the insurance company. The policy would not need to go into effect until construction starts. Steve was concerned about what funds would be used to pay this insurance policy. Todd said that it was part of the project related expense and included in budgeted amount and it is their understanding that it would be reimbursed by the CIB because it is directly related to construction. Steve motioned to allow CM&D to get the term sheet from the Insurance Company. Kevin seconded. Steve voted aye. Todd voted aye. Kevin voted aye.
- f. **Approval to release the Construction Administration phase to Overland Partners.** – Matt updated the board on this item. This is basically a formality to release Overland Partners to the Construction Administration phase as it was set-up in the agreement. Overland needs to review their submittals and bill for it. The C.A. phase is part of the agreement so there is no fee change, it's set-up for time and expense not to exceed basis. CM&D has communicated with Overland regarding costs they can incur during this phase, which is travel or time related to review of submittals or materials. They are not to incur any expenses without written authorization from the owner or CM&D. Kevin noted that with these agreements for "time & expense not to exceed" they are going to try and keep extra costs suppressed as much as possible so the contractors don't get casual about the fees they are incurring. One of CM&D's primary tasks is to monitor this very closely so the actual expense goes way down, almost by half. Kevin made a motion to approve the release of the Construction Administration phase to Overland Partners. Steve seconded the motion. Kevin voted aye. Todd voted aye. Steve voted aye.

5. Administrative Non-Action Items

- a. None

6. **Adjourn** - Kevin motioned to adjourn the meeting at 5:49 pm. Steve seconded. Kevin voted aye, Todd voted aye. The duration of the meeting was 42 min.



Todd McLaws, Chairperson