

**MINUTES
POINTE WEST PUBLIC INFRASTRUCTURE DISTRICT
BOARD MEETING**

**HELD ON MAY 23, 2024, AT THE OFFICE OF SNOW JENSEN & REECE, P.C., 912 W. 1600 S.,
SUITE B-200, ST. GEORGE, UTAH 84770
AT 3:00 P.M.**

MEMBERS PRESENT: Seth Robertson (via zoom); Holton Hunsaker; (via zoom) Walker Wood, (via zoom)

ALSO PRESENT: Matthew J. Ence, district counsel, Adam Daly, (via zoom) Connie Gonzalez (via zoom) & Jennifer Gowans

A. Call to Order

The meeting convened at 3:08pm.

B. Public Comment

No one is present to comment from the public.

C. Preliminary Non-Action Items

1. Oaths of Office
2. Election of District Chair – Walker Wood
3. Election of District Treasurer/Vice Chair – Holton Hunsaker
4. Election of District Clerk/Secretary – Seth Robertson
5. Discussion of trustees' conflict disclosures and ethics pledge.

Seth Robertson motions to appoint: Seth Robertson to be appointed Clerk/Secretary, Holton Hunsaker to be appointed as Treasurer & Walker Wood to be appointed to District Chair. Holton Hunsaker seconds the motion. All trustees present voted in favor and the motion passed.

Matthew Ence explains the Conflict-of-Interest Disclosures and Ethics Pledge documents to be filled out, signed & sent back by the board members.

D. Action Items

1. **Consider approval of Resolution 2024-01: A Resolution adopting Rules of Order.**

Matthew Ence takes the board through Resolution 2024-01: A resolution adopting rules of order for Pointe West PID.

Seth Robertson motions approve Resolution 2024-01 Rules of Order.

Holton Hunsaker seconds the motion.
All trustees present voted in favor and the motion passed.

2. Consider approval of Resolution 2024-02: A Resolution implementing an Electronic Meetings Policy.

Matthew Ence takes the board through Resolution 2024-02: To consider approval of a resolution implementing an electronic meetings policy for Pointe West PID.

Seth Robertson moves to approve Resolution 2024-02 Electronic Meetings Policy.
Holton Hunsaker seconds the motion.
All trustees present voted in favor and Resolution 2024-02 passed.

3. Consider approval of Resolution 2024-03: A Resolution adopting District Bylaws, including Ethics and Fraud Prevention Policies.

Matthew Ence takes the board through Resolution 2024-03: A resolution adopting District Bylaws, including ethics and fraud prevention policies for Pointe West PID.

Seth Robertson moves approve Resolution 2024-03 District Bylaws.
Holton Hunsaker seconds the motion.
All trustees present voted in favor and Resolution 2024-03 passed.

4. Consider approval of Resolution 2024-04: A Resolution implementing a District Records Policy.

Matthew Ence takes the board through Resolution 2024-04: A resolution implementing a District records policy for Pointe West PID.

Seth Robertson moves approve Resolution 2024-04 The District Records Policy.
Holton Hunsaker seconds the motion.
All trustees present voted in favor and Resolution 2024-04 passed.

5. Consider ratification of the Interlocal Agreement between Cedar City and the District and consider authorizing the District Chair to sign.

Matthew Ence asks the board for a motion to approve the ratification of the Interlocal Agreement between the City of Cedar and the Pointe West Public Infrastructure District and consider authorizing the District Chair to sign.

Seth Robertson motions to approve the ratification of the Interlocal Agreement.
Holton Hunsaker seconds the motion.

All trustees present voted in favor and the Interlocal Agreement passed.

6. **Consider authorizing the District Chair to (a) obtain a General Liability Policy from Utah Local Governments Trust; (b) accept any policy proposal for aggregate coverage of a minimum of \$5 million with an annual premium (c) to adjust the policy period as needed to coordinate with pending bond issuance.**

Seth Robertson motions to approve the District Chair obtaining a General Liability Policy once a quote is obtained through Olympus Insurance as well.

Holton Hunsaker seconds the motion.

All trustees present voted in favor and the obtaining a General Liability Policy.

7. **Consider authorizing the District Chair to obtain public officials' bonds for the District officers from Utah Local Governments Trust for the District Treasurer and authorizing the payment of premiums for the same.**

Seth Robertson moves approve authorizing the District Chair to obtain public officials' bonds for the Treasurer.

Holton Hunsaker seconds the motion.

All trustees present voted in favor of the District Chair obtaining Treasurer Bonds and that motion passed.

8. **Consider approval of engagement agreement for legal services between the District and Snow Jensen & Reece, PC, and authorize District Chair to sign.**

Matthew Ence briefly explains the engagement for legal services and asks if there are any questions.

Seth Robertson moves approve the engagement agreement for legal services with Snow Jensen & Reece and authorizing the District Chair to sign.

Holton Hunsaker seconds the motion.

All trustees present voted in approval of engagement agreement for legal services with Snow Jensen & Reece.

9. **Consider approval of a Tentative District Board meeting calendar for the remaining calendar year 2024.**

Matthew Ence explains the calendar months for the meetings to be set as February, May, October, November, and December. Matt Ence also explains the meeting expectations are to around a 30minutes or less & offers to match the previous meeting schedule set for the ROAM PIDS.

Seth Robertson motions to table the Board meeting schedule until the next meeting.
Holton Hunsaker seconds the motion.
All Trustees voted in favor and that motion passed.

10. Consider ratification of the Engagement Agreement with D.A. Davidson and authorizing the District Chair to sign.

Seth Robertson moves approve the ratification of the Engagement Agreement and authorize the District Chair to sign.
Holton Hunsaker seconds the motion.
All Trustees voted in favor of the ratification of the Engagement Agreement with D.A. Davidson and that motion passed.

E. Administrative Non-Action Items

1. Board Training – Open and Public Meetings Act

Matt Ence takes the Board through the training and that requirement is complete for 2024.

2. Training required by state auditor for New Board Members:
<https://training.auditor.utah.gov>

F. Adjourn

Seth Robertson moves to adjourn.
Holton Hunsaker seconds the motion.
All trustees present voted in favor of approval of adjournment of the meeting.



Seth Robertson, District Clerk

Approval Date: 07/10/2024

SIGNATURE CERTIFICATE



REFERENCE NUMBER

36E71657-A1FD-42C9-BDA2-DF1B4034D5AA

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 36E71657-A1FD-42C9-BDA2-DF1B4034D5AA	Document Name PWPID 2024 05 23 Minutes
Transaction Type Signature Request	Filename PWPID_2024_05_23_Minutes_4appvl.docx
Sent At 07/10/2024 08:38 MST	Pages 4 pages
Executed At 07/10/2024 08:42 MST	Content Type application/vnd.openxmlformats-officedocument.wordprocessingml.document
Identity Method email	File Size 40.6 KB
Distribution Method email	Original Checksum 14ef5630b23610cd2b7b9feae05ade8d42573c236e444a249478a5c76doc6847
Signed Checksum e98d2b6ba95e81289cbd033a44dd8bd2279513aca1e685ca1b44ad614d26bdad	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Seth Robertson	Status signed	Viewed At 07/10/2024 08:40 MST
Email seth@cw.land	Multi-factor Digital Fingerprint Checksum 8136b0fcde74186d4c6289ee6537aadab9a9c6241a99f50808ef39fe30cb193a	Identity Authenticated At 07/10/2024 08:42 MST
Components 2	IP Address 97.75.160.18	Signed At 07/10/2024 08:42 MST
	Device Microsoft Edge via Windows	
	Typed Signature	
	Signature Reference ID D559AFE9	

AUDITS

TIMESTAMP	AUDIT
07/10/2024 08:38 MST	Jennifer Gowans (jgowans@snowjensen.com) created document 'PWPID_2024_05_23_Minutes_4appvl.docx' on Chrome via Windows from 208.117.120.90.
07/10/2024 08:38 MST	Seth Robertson (seth@cw.land) was emailed a link to sign.
07/10/2024 08:40 MST	Seth Robertson (seth@cw.land) viewed the document on Microsoft Edge via Windows from 97.75.160.18.
07/10/2024 08:42 MST	Seth Robertson (seth@cw.land) authenticated via email on Microsoft Edge via Windows from 97.75.160.18.
07/10/2024 08:42 MST	Seth Robertson (seth@cw.land) signed the document on Microsoft Edge via Windows from 97.75.160.18.