

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ZION MOUNTAIN LOCAL SERVICE DISTRICT**

Date: Monday, April 15, 2024

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

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

Board Members not in attendance: None

Others present: Annie Cozzens and Broc Richardson

1. **Call to Order** – Todd called the meeting to order at 5:00 pm.
2. **Approval of Meeting Agenda** – Kevin motioned to approve the meeting agenda; Steve seconded. Steve voted aye. Kevin voted aye. Todd voted aye.
3. **Legislative Action Items**
  - a. None
4. **Administrative Action Items**
  - a. **Review ZMLSD outstanding invoices and approval for payment.** – Kevin made a motion to approve the payment of invoices to Snow Jensen Reece in the amount of \$18,345.61, payment to HintonBurdick in the amount \$17,671.76, and payment to Utah Local Governments Trust in the amount of \$1,266.73. Steven seconded the motion. Kevin voted aye. Steve voted aye. Todd voted aye.
5. **Administrative Non-Action Items –**
  - a. None
6. **Adjourn** – Kevin motioned to adjourn the meeting at 5:23 pm. Steve seconded, all voted aye. The duration of the meeting lasted 23 min.



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Todd McLaws, Chairperson

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ZION MOUNTAIN LOCAL SERVICE DISTRICT**

Date: Thursday, May 9, 2024

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

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

Board Members not in attendance: None

Others present: Annie Cozzens, Randall Rodriguez, Matt Cauley, Broc Richardson, Gordon Walker, and Rich Hartline

1. **Call to Order** – Todd called the meeting to order at 5:00 pm.
2. **Approval of Meeting Agenda** – Kevin motioned to approve the meeting agenda; Steve seconded. Kevin voted aye. Todd voted aye. Steve voted aye.
3. **Legislative Action Items**
  - a. None
4. **Administrative Action Items**
  - a. **Review and approve meeting minutes for April 11, 2024.** – Kevin motioned to approve meeting minutes for April 11, 2024; Steve seconded. Kevin voted aye. Todd voted aye. Steve voted aye.
  - b. **Review and approve meeting minutes for April 15, 2024.** – Kevin motioned to approve meeting minutes for April 15, 2024; Steve seconded. Kevin voted aye. Todd voted aye. Steve voted aye.
  - c. **Review ZMLSD general operating invoices for approval and payment.** – Kevin motioned to approve the following general operating invoices: \$5,000 to HintonBurdick, \$600 to Richards Brandt and \$487.50 to Snow Jensen & Reece. Steve seconded the motion. Kevin voted aye. Steve voted aye. Todd voted aye.
  - d. **Review and approve Sherwood Design Engineers letter of agreement for WREC Project.** – This item was tabled due to not receiving the letter from Sherwood Design.
5. **Administrative Non-Action Items –**
  - a. **Discovery Center Monthly Report #7** – CM&D presented a report to update the board members about the status and general overview of the project.
  - b. **WREC Monthly report #6** – CM&D presented a report to update the board members about the status and general overview of the project.
6. **Adjourn** – Kevin motioned to adjourn the meeting at 5:37 pm. Steve seconded, all voted aye. The duration of the meeting lasted 37 min.



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Todd McLaws, Chairperson

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

Date: Thursday, May 9, 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, and Jaron Hunt

1. **Call to order** – Todd called the meeting to order at 5:40 pm. Noted the meeting started 10 min. late due to the prior meeting running longer.
2. **Approval of Meeting Agenda** – Kevin motioned to approve the meeting agenda except for moving item A to the end of the meeting; Steve 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 April 11, 2024.** – This item was discussed at the end of the meeting. It's noted that Steve had to drop off the meeting and was not in attendance for the discussion of this item. Kevin motioned to approve the meeting minutes from April 11, 2024. Todd seconded. Kevin voted aye. Todd voted aye.
  - b. **Builders Risk Insurance Term sheet approval for execution.** – CM&D has taken over the responsibility of this item from Greg Hardman with regards to the Builder's risk policy with Utah Local Governments Trust. CM&D notified Utah Local Governments Trust with the value of the project that would be applicable to this project. The policy needs to cover items that would be perishable in case of fire. CM&D was given a term sheet for the policy period of 1 year, with the option of a 1-month extension and also a 6 month extension. The policy would go from 6/15/24-7/1/25. It's not quite a full year due to the way the insurance company works with their dates. 6/15/24 is the recommended start date of the policy because there will be materials on site and that will need to be covered. It's anticipated that the CIB will reimburse the amount to pay the premium. Steve motioned to approve the Builder's Risk Policy with Utah Local Governments Trust for the annual premium amount of \$19,875 for the policy period of 6/15/24-7/1/25. Kevin seconded the motion. Steve voted aye. Kevin voted aye. Todd voted aye.
  - c. **Review and approve the Discovery Center funding request invoices to be included in the CIB Disbursement request #13.** – Matt updated the board with the invoices that are included in the April funding request. Kevin motioned to approve the funding request in the amount of \$466,669.43 to the vendors Place Collaborative, Zion Mountain Builders, Landmark

Testing, Hi-Road, Sherwood Engineers, and CM&D. Steve seconded the motion. Kevin voted aye. Steve voted aye. Todd voted aye.

**d. Authorization to release RFBs for materials, using same template already approved:**

- i. Utilities materials**
- ii. Sewer tanks**
- iii. Thermal insulation**

CM&D would like to use the existing template they've used in the past to issue RFB's for materials. The purpose of this would be to purchase materials using the sales tax exemptions that the district has to avoid contractors from purchasing and charging sales tax to the district. Kevin motioned to approve CM&D to release RFBs for materials. Steve seconded. Kevin voted aye. Steve voted aye. Todd voted aye.

**e. Contractors Insurance discussion and direction.** – CM&D has updated the board members with a memo and insurance log with their plan and where they are as far as collecting certificates of insurance from contractors and subcontractors. They've laid out the recommended coverages by contractors and subcontractors. To include a \$5 million umbrella policy for Zion Mountain Builders and Hi-Road over the coverages identified in the COIs and COI log, and recommends the contracts include CM&D and the District as additional insured. Jaron Hunt, who is an expert in insurance, pointed out a few things regarding the recommendations. The 5 million limit that they are suggesting for sub-contractors might limit the number of subs that would be available due to the fact that several sub-contractors in the area only have 1-2 million umbrella. He's also suggested that the 2 closely held entities, Hi-Road and Zion Mountain Builders could have a lesser limit since they are closely held and it could allow them to have a cost savings from having a lower amount that could be passed on to the district. The main thing he suggests is that the 5 million umbrella could be excessive and may limit the number of subs. Matt said they are recommending the main contractors have 5 million umbrella, however, they are going to accept the lower limit umbrella policy that the subs carry. Kevin motioned approve the recommendations from CM&D as lined out in the insurance log provided. Todd seconded. Kevin voted aye. Todd voted aye. It's noted that Steve had to leave the meeting and was not in attendance for this item.

**5. Administrative Non-Action Items**

- a. None

**6. Adjourn** - Kevin motioned to adjourn the meeting at 6:22 pm. Todd seconded. Kevin voted aye, Todd voted aye. The duration of the meeting was 42 min.



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Todd McLaws, Chairperson