

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

Date: Thursday November 13, 2025

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 Cozzens, Mark Petersen, Tom Preston, Jeff Webb, Gordon Walker, Patty Kubeja

1. **Call to order** – Todd called the meeting to order at 5:30 p.m.
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. **Approve Meeting Minutes for October 9, 2025** – Kevin motioned to approve the meeting minutes for Oct 9, 2025. Steve seconded the motion. Kevin voted aye. Todd voted aye. Steve voted aye.
  - b. **Review and approve DC Funding Request for October invoices and sending CIB Disbursement #33** – Kevin motioned to approve the October invoices including Zion Mountain Builders \$155,561.17, Hi-Road Building \$75,459.87, Landmark Testing & Engineering \$2,690.00, Asesor International LLC \$15,000.00, Overland Partners \$1,350.00, and PAE \$395.00 for the CIB Disbursement request #33 in the total amount of \$250,456.04. Steve seconded the motion. Kevin voted aye. Steve voted aye. Todd voted aye.
  - c. **Review and approval of Change Order #5 for Zion Mountain Builders.** – the original plans called for 1/8 inch of grinding. The ending result after grinding down the 1/8 inch wasn't enough to achieve the desired look that was initially expected, based on the sample amounts that were previously prepared and approved. This change order for \$18,400 is to have additional grinding done that will expose more of the rock to achieve the intended result. Kevin motioned to approve the change order for \$18,400. Steve seconded the motion. Kevin voted aye. Steve voted aye. Todd voted aye.
  - d. **Review and approval of Change Order #6 for Zion Mountain Builders.** – This change order is for additional framing and cutting in 2 windows and the steel frames for the windows. The change order is due to the Mezzanine that was added later to the project. There was an opportunity to add an additional 1600 sq ft of usable space for a relatively minimal cost, by moving the offices from downstairs to upstairs. The space the was freed up on the main floor will become valuable flex space to be used for program activities. Kevin motioned to approve Change Order #6 for \$26,480. Steve 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 6:00 pm. Steve seconded. Kevin voted aye. Steve voted aye. Todd voted aye. The duration of the meeting was 30 min.

*Todd McLaws*

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Todd McLaws, Chairperson







## Action Item - Please review and sign approved meeting minutes

Final Audit Report

December 14, 2025

Created: December 12, 2025  
By: HintonBurdick CPAs & Advisors(acozzens@hintonburdick.com)  
Status: ESigned  
Transaction ID: MPZ58LQL7854V2NKAX3EF6AT0H  
Documents: ZMLSD 09.18.25 meeting minutes - pending approval.pdf  
ZMLSD 10.09.25 meeting minutes - pending approval.pdf  
ZMLSD 11.13.25 - pending approval.pdf  
ZMLSD LBA minutes 09.18.25 - pending approval.pdf  
ZMLSD LBA minutes 10.09.25 - pending approval.pdf  
ZMLSD LBA minutes 11.13.25 - pending approval.pdf

## "Action Item - Please review and sign approved meeting minutes" History

-  Document emailed to Todd McLaws(toddmcclaws@gmail.com) for signature  
12/12/2025 10:02:54 AM Mountain Standard Time
-  Document viewed by Todd McLaws(toddmcclaws@gmail.com)  
12/14/2025 00:50:06 AM Mountain Standard Time - IP address: 72.12.245.178
-  Document e-signed by Todd McLaws(toddmcclaws@gmail.com)  
Signature Date: 12/14/2025 00:50:57 AM Mountain Standard Time - IP address: 72.12.245.178
-  Document Signed  
12/14/2025 00:50:57 AM Mountain Standard Time
-  Document e-signed by Todd McLaws(toddmcclaws@gmail.com)  
Signature Date: 12/14/2025 00:51:01 AM Mountain Standard Time - IP address: 72.12.245.178
-  Document Signed  
12/14/2025 00:51:02 AM Mountain Standard Time