



# UTAH INLAND PORT AUTHORITY

## Utah Inland Port Authority Board

### AGENDA

Wednesday, Dec 14, 2022

Utah State Capitol, Room 445

Join Virtually: [https://us02web.zoom.us/webinar/register/WN\\_JcdW67D9QAGq9di-IUpjw](https://us02web.zoom.us/webinar/register/WN_JcdW67D9QAGq9di-IUpjw)

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|---|--------------------|
| 1. <b>Welcome</b><br><i>Miles Hansen, Board Chair</i>   | <b>Procedural</b>  |
| 2. <b>Closed Session*</b><br><i>Miles Hansen, Board Chair</i><br>This session is being held for consideration of the potential acquisition of two land parcels within the jurisdiction.   | <b>Action</b>      |
| 3. <b>Return to Open Session</b><br><i>Miles Hansen, Board Chair</i>  | <b>Action</b>      |
| 4. <b>Approval of Minutes – November 21, 2022</b><br><i>Miles Hansen, Board Chair</i>   | <b>Action</b>      |
| 5. <b>Executive Director Report</b><br><i>Ben Hart, Executive Director</i> <ul style="list-style-type: none"><li>a. Audit Report</li><li>b. EPA Justice Audit Support</li><li>c. Truck Parking</li><li>d. Other Items</li></ul> | <b>Information</b> |
| 6. <b>Salt Lake Project Area Master Plan</b><br><i>Allen Evans, Executive Vice President, Business Development</i><br>Master Plan directing development within the UIPA jurisdictional area.                                    | <b>Action</b>      |
| 7. <b>UIPA Strategic Business Plan</b><br><i>Chad Whitlock, Chief Operations Officer</i><br>Presentation of plan for the direction, initiative, and focus of the UIPA activities.   | <b>Action</b>      |
| 8. <b>Whistleblower Policy (BP-08)</b><br><i>Amy Brown Coffin, Chief Compliance Officer</i><br>Presentation of policy to provide protection to individuals who report illegal, unethical, and improper activities.              | <b>Action</b>      |

9. **Internal Control Program Policy (BP-09)** **Action**  
*Amy Brown Coffin, Chief Compliance Officer*  
Presentation of policy governing internal controls over agency operations, financial reporting, and compliance.
10. **Public Comment specific to SL Project Area Master Plan, Strategic Business Plan, BP-08 and BP-09 policies** **Action**  
*Miles Hansen, Board Chair*  
Public comment limited to discussion of the presented master plan, business plan, whistleblower policy, and internal control policy  
Comment period not to exceed 15 minutes.
11. **Approval of SL Project Area Master Plan and Strategic Business Plan** **Action**  
*Miles Hansen, Board Chair*  
Salt Lake Project Area Master Plan  
UIPA Strategic Business Plan
12. **Approval of Policies BP-08 and BP-09** **Action**  
*Miles Hansen, Board Chair*  
Whistleblower Policy  
Internal Control Program Policy
13. **Approval of Resolution 2022-13:** **Action**  
*Miles Hansen, Board Chair*  
**A resolution of the Utah Inland Port Authority for the issuance of RFPs and awarding of contracts for rail consulting services, real estate agent services and communications services.**
14. **Sustainability Action Study Presentation** **Information**  
*Simona Smith, Environmental Engineer*  
UIPA framework to recommend sustainability strategies that facilitate development of the jurisdictional area in a green, resilient, and equitable manner
15. **Presentation of Draft Policies for Future Board Approval** **Information**  
*10Amy Brown Coffin, Chief Compliance Officer*  
**BP-10 - Records Retention**  
Draft policy on record management, preservation, sharing, and disposal  
**BP-11 - Personnel**  
Draft policy on responsibilities and obligations of employment with UIPA  
**BP-12 - Segregation of Duties**  
Draft policy on dispersal of critical processes and transactions to prevent fraud and error
16. **Public Comment** **Action**  
*Miles Hansen, Board Chair*  
Public general topic comment period.  
Written comment is welcome anytime at <https://inlandportauthority.utah.gov/contact/>
17. **Adjourn** **Action**

*\*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*

*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.*