

# Utah State Building Board



**MEETING**

**June 1, 2016**

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## **MINUTES**

### **Members in Attendance:**

Ned Carnahan, Chair  
David Tanner  
David Fitzsimmons  
Gordon Snow  
Fred Hunsaker  
Bob Fitch

### **Guests in Attendance:**

Jeff Reddoor	Utah State Building Board
Mike Smith	Utah State Building Board
Ken Hansen	Department of Administrative Services
Patricia Yacks	Department of Administrative Services
Kim Hood	Department of Administrative Services
Eric Tholen	Division of Facilities Construction & Management
Bruce Whittington	Division of Facilities Construction & Management
Jim Russell	Division of Facilities Construction & Management
Lee Fairbourn	Division of Facilities Construction & Management
Dorothy Taylor	Division of Facilities Construction & Management
CeeCee Niederhauser	Division of Facilities Construction & Management
Alan Bachman	Attorney General's Office
Nicole Alder	Attorney General's Office
Rich Amon	USHE
Ben Berrett	Utah State University
Malin Francis	Salt Lake Community College
Rochelle Randazzo	University of Utah
Kevin Griffin	UDOT
Erika Engberson	Dave Robinson Architects
Angela Oh	Legislative Fiscal Analyst Office
Gary Carlston	Snow College
Ben Davis	Van Boerum & Frank
Lori Haglund	Van Boerum & Frank
Vicky Golie	Babcock Design Group

Nate Behunin	Method Studio
Don Brinkerhoff	DHS/BAS
Greg Warner	Utah State Fairpark

On Wednesday, June 1, 2016, the Utah State Building Board held a regularly scheduled meeting in Room 250 of the Utah State Capitol Building, Salt Lake City, Utah. Chair Ned Carnahan called the meeting to order at 9:03 am.

**☐ APPROVAL OF MINUTES OF MAY 4, 2016**

Chair Carnahan asked for comments or corrections to the minutes.

**MOTION: Fred Hunsaker moved to approve the Minutes of May 4, 2016. The motion was seconded by David Fitzsimmons and passed unanimously.**

Chair Carnahan excused Board member Chip Nelson from the meeting. He noticed UVU representatives were not in attendance and requested the Board return to Agenda Item #2 later in the meeting.

**☐ REALLOCATION OF FY 2017 CAPITAL IMPROVEMENT FUNDS FROM THE STRUCTURAL SNOW LOAD STUDY TO SNOW COLLEGE MEDIUM VOLTAGE LIGHTING INFRASTRUCTURE UPGRADE**

Jeff Reddoor gave a brief history of this project indicating there was a strike through on the Capital Improvement spreadsheet for the Structural Snow Load Study for \$40,000 which was not approved by the IGG Subcommittee. Snow College's Utility Infrastructure Project fits the requirements for these funds. The medium voltage lines and transformer presently in place for this infrastructure are not adequate and should be replaced. Snow College President Gary Carlston reported the addition of lighting would significantly improve the fan experience and address life/safety issues at the stadium facility. Presently, because of the absence of lighting, Snow College is forced to begin their football games at noon and patrons have to deal with very hot metal bleachers during that time of day. This project will be completed in phases with lighting being one of the first items addressed before the beginning of the school year in August. The College is requesting \$40,000.00 from the Building Board to fund the design, electrical infrastructure, and transformer needed to support the stadium lighting upgrade.

**MOTION: David Fitzsimmons moved to approve the \$40,000.00 Reallocation of FY 2017 Capital Improvement Funds from the Structural Snow Load Study to Snow College Medium Voltage Lighting Infrastructure Upgrade. The motion was seconded by Gordon Snow and passed unanimously.**

**☐ FIVE YEAR NOTICE OF REVIEW AND STATEMENT OF CONTINUATION FOR RULE R23-25, ADMINISTRATIVE RULES ADJUDICATIVE PROCEEDINGS**

Assistant Attorney General Alan Bachman explained The Utah Rulemaking Act, Utah Code Ann. Section 63G-3-305 requires each agency to review its rules within five years of the rule's

original enactment, and continue at five-year intervals. To comply with the review requirement, the agency must submit a "Five-Year Notice of Review and Statement of Continuation" for each rule. Otherwise, the rule will expire, become unenforceable, and will be removed from the Utah Administrative Code. The attached Rule R23-25, Administrative Rules Adjudicative Proceedings, is due for review; and therefore, the "Five Year Notice of Review and Statement of Continuation" must be filed with the Division of Administrative Rules on or before August 15, 2016. There is the possibility this rule will be amended some time later this year; however, the Notice of Review should be filed in order to ensure the rule does not expire.

**MOTION: David Tanner moved to approve the filing of the Five Year Notice of Review and Statement of Continuation for Rule R23-25, Administrative Rules Adjudicative Proceedings. The motion was seconded by Bob Fitch and passed unanimously.**

**❑ FIVE YEAR NOTICE OF REVIEW AND STATEMENT OF CONTINUATION FOR RULE R23-31, EXECUTIVE RESIDENCE COMMISSION**

Alan Bachman explained the same requirements apply to this administrative rule which is up for a five year review and will expire on July 11, 2016. R23-31 is used on a regular basis and will be amended some time later this year; however, the Notice of Review should be filed in order to ensure the rule does not expire while amendments are being considered.

**MOTION: Gordon Snow moved to approve the filing of the Five Year Notice of Review and Statement of Continuation for Rule R23-31, Executive Residence Commission. The motion was seconded by David Fitzsimmons and passed unanimously.**

**❑ REQUESTED INFORMATION CONCERNING UDOT'S BUILDING PROGRAM**

Engineering Manager Kevin Griffin responded to earlier questions from the Board concerning UDOT's Building Program. Mr. Griffin presented:

- UDOT's Top Ten List -- explanation of priorities and scoring process
- Explanation of uniform designs used for maintenance stations
- Map of maintenance station locations
- Costs per square foot
- Funding philosophy
- Five Year Plan for future UDOT Growth

**❑ UDOT QUARTERLY REPORT**

Kevin Griffin reported UDOT had one new contract this reporting period which is the Port of Entry Inspection Building in Daniels. Current projects include:

- Hooper Maintenance Station which is in the final stages of construction with order of occupancy the end of June. This will allow the sale of the Clinton Maintenance Station with sale proceeds going to the replacement of the Snowville Maintenance Station that was recently approved.
- Morgan Maintenance Station is currently out to bid. This project had to be rebid

due to a note in the documents that was confusing to bidding contractors concerning the responsibility to provide services to construct the required access road into the new facility.

The Project Reserve Fund and the Contingency Reserve Fund had no activity. The Maintenance Code One Budget handles all maintenance requirements on an annual basis with a total of approximately \$131 Million for operations. This fund also provides for maintenance station replacements which were previously funded through Capital Improvements.

Chair Carnahan recognized the presence of DAS Director Kim Hood and welcomed her to the meeting.

**❑ ADMINISTRATIVE REPORTS FOR UNIVERSITY OF UTAH AND UTAH STATE UNIVERSITY**

Rochelle Randazzo, Associate Director for Accounting and Business Services at the University of Utah, reported in behalf of Ken Nye. The University issued 11 design agreements and seven planning/study/other agreements. Twelve out of the eighteen FY17 approved projects are now in the design phase in preparation for construction. There were nine remodeling contracts – three of these contracts are CMGC projects and as a result the contract amount looks small but will increase in the future. The University had one transfer into the Project Reserve Fund when a bid came in under budget. There were two draws from the Contingency Reserve for the Social & Behavioral Science Upgrade and the Eyring Chemistry Infill & HVAC Upgrade. There was discussion concerning the Saratoga Springs Site Investigation listed as a project under planning/study/other agreements. Jim Russell explained this may be a study to determine the feasibility of a Healthcare Clinic in the area similar to the ones in Farmington and South Jordan.

Ben Berrett, Facilities Planning, Design and Construction Director at Utah State University reported they had twelve professional contracts and twelve construction contracts issues. They currently have a total of 71 projects. Notable professional contracts include:

- Old Main Reroof-Center Section (Construction Admin Services for phase II) – being completed each summer
- USUE Soccer Fields – Design contract
- Gymnastics Room Relocation – Design for HPER 213 to accommodate equipment
- Hydraulics Lab Landscape FY17 – Design for landscape improvements in front of lab
- USUE Mechanical/Lighting Upgrade – for electrical engineering services

Notable construction contracts:

- Summit Hall Remodel – the final renovation of the Student Living Center Dorms
- Contract for the contractor of the Old Main Re-roof Center Section
- Track Resurfacing and Remodel
- N Core Utility Repl/Tunnel Expansion for pre-construction services for tunnel and utility work on north side of campus

There was one increase to the Contingency Reserve Fund for \$8,500.00 and no decreases to the fund. The Project Reserve had no activity. Mr. Berrett confirmed both funds were in good

order.

**❑ ADMINISTRATIVE REPORT FOR DFCM**

DFCM Director Eric Tholen reported there were no significant lease items to report; however, there were six lease renewals on existing properties. Contracts consisted of 25 professional services agreements awarded – 12 for design and 13 for planning/other services. In addition, there were 41 construction contracts awarded – consisting of 31 remodeling, five roofing/paving, and five other types of contracts. Notable projects:

- 1) Items #28 (SUU Sharwan Smith Center Re-roof) and #31 (U of U Research Admin Building Re-roof) were projects modestly over budget and required additional funds from the unallocated paving and roofing program.
- 2) Item #6 (Cannon Health Building Cooling Tower), Item #14 (Orange Street AP&P Building Vanities and Flooring), and Item #26 (Snow College Greenwood Student Center Recommissioning) were also over budget. Funds were required from the Project Reserve Fund to cover overages.

The Capital Development Contingency Reserve Fund (pages 8-21) saw transfers to four projects, totaling \$422,450.00. There were zero transfers back to the fund. The fund balance began at \$6.87 Million and ended at \$6.53 Million.

Notable in this report:

- An error was noted in this month's Contingency Reserve Fund Report showing the state's contribution of \$380,581.29 for the U of U Huntsman Cancer Phase IV Project. This was an agency addition in the scope of the project and is totally non-state funded. Mr. Tholen reference Change Order #16 for this project which totaled \$2.3 Million for an agency scope change.
- U of U Electrical High Temperature Water Utilities Upgrades – a transfer of \$222,617.90 for the state's share of Change Order #20. The total Change Order was \$638,000 (see pages 12-18).
- CUCF 192 Bed Pod Expansion – had a Change Order for \$145,221.00 from the state.

The Project Reserve Development Fund balance began at \$3.015 Million and ended at \$2.865 Million. The Project Reserve Improvement Fund began at \$6.3 Million and ended at \$6.4 Million. There were seven increases to the Improvement Reserve totaling \$312,000.00. The Development Reserve had one decrease for \$150,000 for the award of construction contract. The Improvement Reserve had one decrease for \$3,436.00.

David Williams Director of the CBA Group provided a Contingency Reserve Fund Analysis in this month's report. Mr. Tholen explained this analysis is determined by the progress of each project in terms of construction or design and defines the remaining risk associated with the contingency allocated for the project. There were concerns with the analysis and the amount of contingency being requested for all projects. Mr. Tholen referred to the Fund Analysis on page 25 which shows the construction budget, the authorized contingency amount, and the percentage of the project's completion which estimates the amount that should be held in Contingency to take care of what would be required for the project. This analysis assumes

Contingency funds will be utilized evenly over the life of the project; but that is not always true. There are always unforeseen conditions; however, near the end of a project Change Orders should be minimized.

The Board requested an update on the study for feasibility/planning on the new Agriculture Building. DFCM reported that a VBS selection, which requires approximately 45 days, must take place because of the contract amount. The Board requested this information be available for the October Hearings.

Chair Carnahan reported representatives from Utah Valley University have indicated they will not attend the meeting today. Their agenda item will be moved to a later date.

**□ ADJOURNMENT**

**MOTION: Fred Hunsaker moved to adjourn the meeting. The motion was seconded by David Tanner and passed unanimously.**

The meeting adjourned at 10:11 am.