MEMORANDUM

To:          Utah State Building Board
From:        Jeff Reddoor
Date:        November 8, 2017
Subject:     Approval of Minutes from the October 4, 2017 Capital Development Hearings and October 5, 2017 Prioritizations and Business Meeting

Attached for your review and approval are the minutes from the October 4, 2017 Capital Development Hearings and October 5, 2017 Prioritizations and Business Meeting.
Utah State Building Board

FY 2019 State Funded
Capital Development Hearings

October 4, 2017

MINUTES

Members in Attendance:
Ned Carnahan, Chair
Chip Nelson
Gordon Snow
Lisa Barrager
Joe Burgess

Guests in Attendance:
Jeff Reddoor    Utah State Building Board
Patty Yacks     Utah State Building Board
Tyson Gregory  Utah State Building Board
Mike Kelley     Attorney General’s Office
Kimberley Schmeling  Attorney General’s Office
Miranda Jones   Governor’s Office of Management and Budget
Tani Downing    Department of Administrative Services-EDO
Ken Hansen      Department of Administrative Services-EDO
Don Hartley     Department of Heritage and Arts
Kerri Nakamura  Department of Heritage and Arts
Josh Loftin     Department of Heritage and Arts
Jill Love       Department of Heritage and Arts
Doug Misner     Department of Heritage and Arts
Brad Westwood   Department of Heritage and Arts
Don Brinkerhoff Department of Human Services
Mykeanne Hurst  Department of Public Safety
Todd Holbrook   Department of Public Safety
Nannette Rolfe  Department of Public Safety
Jared Jensen    Department of Public Safety
Dan Frei        Department of Technology Services
Mike Butkovich  DHS - Division of Juvenile Justice Services
Susan Burke     DHS - Division of Juvenile Justice Services
Wayne Christensen Division of Facilities and Construction Management
Lee Fairbourn   Division of Facilities and Construction Management
Dorothy Taylor   Division of Facilities and Construction Management
Darrell Hunting   Division of Facilities and Construction Management
Mathias Mueller   Division of Facilities and Construction Management
Jim Russell    Division of Facilities and Construction Management
Brian Wikle    Legislative Fiscal Analyst
Alyn Lunceford   State Courts
Col. Tyler Smith   Utah National Guard
Maj. Vincent Wolff   Utah National Guard
Peter Moyes Arch Nexus
Kailie Fennell Arch Nexus
Amber Craighill BHB Structural
Kathy Wheadon   CRSA Architects
Russ Galt Davis Technical College
Kim Johnson Design West Architects
Shana Thatcher Dunn Associates
Gabe Kramer Envision Engineering
Tracy Neale   GSBS Architects
Jim Cavey   Jacobsen Construction
Mike Sivulich Jacobsen Construction
Jim Child JRCA Architects
Jeff Palmer Layton Construction
Keri Hammond Marketlink
Ellen Parrish Method Studio
Heather Knighton MHTN Architects
Eric Tholen  Michael Baker Intl.
Chris Coutts NWL Architects
Julee Attig Reaveley Engineers
Malin Francis Salt Lake Community College
Bob Askerlund Salt Lake Community College
Deneece Huftalin Salt Lake Community College
Tiger Funk Southern Utah University
Jade Teran   Spectrum Engineers
Ben Berrett Utah State University
Rich Amon Utah System of Higher Education
Lori Haglund VBFA
Brent Tippets VCBP Architects
David Ferro Weber State University
Charles Wight Weber State University
Jacque Todd Workspace Elements

On Wednesday, October 4, 2017 the Utah State Building Board held their FY 19 Capital Development Hearings in Room W30 of the House Building in Salt Lake City, Utah. Chair Carnahan called the meeting to order at 8:35 am.
WEIGHING FACTOR FOR HIGHER-ED CAPITAL DEVELOPMENT PRIORITIZATIONS

Director Reddoor proposed the following weighing factor to be applied to higher-ed capital development requests per SB 156. The factor would increase by .20 based on the ranking given from the Board of Regents prioritizations and be multiplied by the number of points awarded from the Building Board ranking. This weighting factor does not apply to requests submitted by state agencies and Utah System of Technical College institutions and will not displace the ranking of these requests.

<table>
<thead>
<tr>
<th>Regent Ranking</th>
<th>BB Score X Weighing Factor</th>
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<tbody>
<tr>
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MOTION: Mr. Snow moved to approve the weighing factor for higher-ed capital development prioritizations. The motion was second be Ms. Barrager and passed unanimously.

FY 2019 STATE FUNDED CAPITAL DEVELOPMENT REQUESTS

State agencies and higher-ed institutions were scheduled to present their state funded capital development requests for fiscal year 2019. The following requests were presented in the morning session:

1. **Department of Agriculture and Food** - William Spry Agriculture Building
2. **Department of Human Services: DJJS** - Salt Lake Multi-Use Center
3. **Department of Natural Resources: Parks** - Willard Bay State Park Day Use Pond Development
4. **Heritage and Arts Artifacts & Arts** - Collections Management Facility
5. **Public Safety** - Brigham City DPS Consolidated Building
6. **Utah State Courts** - Sixth District Courthouse Sanpete County Manti
7. **Department of Technology Services** - State Cyber Center
8. **Salt Lake Community College** - Herriman Campus General Education Building
9. **Utah System of Technical Colleges** - USTC Overview
10. **Davis Technical College** - Allied Health Building
11. **Mountainland Technical College** - Thanksgiving Point Campus Technology/Trades Building
12. **Bridgerland Technical College** - Health Science and Technology Building (WITHDRAWN)

At 12:00 P.M., the Board adjourned for lunch in Room 4112 State Office Building and reconvened for further presentations at 1:05 P.M. The following requests were presented in the afternoon session:
13. **Board of Regents** - Regent Priorities
14. **Weber State University** - Norda Engineering and Applied Science Building
15. **Dixie State University** - Science Building
16. **Utah Valley University** - New Business School Building
17. **Utah State University** - Biological and Natural Resources Renovation
18. **Utah State University** - Center for Languages and Cultures
19. **Southern Utah University** - Sorenson Legacy Foundation Child and Family Development Center
20. **Utah National Guard** - Nephi Readiness Center
21. **Snow College** - Social Science and General Education Building

☐ ADJOURNMENT

**MOTION:** Mr. Nelson moved to adjourn the meeting. The motion was seconded by Mr. Snow and passed unanimously.

The meeting adjourned at 3:31 PM
Members in Attendance:
Ned Carnahan, Chair
Chip Nelson
Gordon Snow
Lisa Barrager
Joe Burgess

Guests in Attendance:
Jeff Reddoor Utah State Building Board
Patty Yacks Utah State Building Board
Mike Smith Utah State Building Board
Tyson Gregory Utah State Building Board
Mike Kelley Attorney General’s Office
Miranda Jones Governor’s Office of Management and Budget
Ken Hansen Department of Administrative Services - EDO
Don Brinkerhoff Department of Human Services
Jim Russell Division of Facilities and Construction Management
Sid Painar AJC Architects
Mike Bouwhuis Davis Technical College
Heather Knighton MHTN Architects
Kirt Michaels Mountainland Technical College
Clay Christensen Mountainland Technical College
Malin Francis Salt Lake Community College
Jade Teran Spectrum Engineers
Ken Nye University of Utah
Dave Cowley Utah State University
Ben Berrett Utah State University
Rich Amon Utah System of Higher Education
Dave Woolstenhulme Utah System of Technical Colleges
Joseph Demma Utah System of Technical Colleges
Tyler Brinkerhoff Utah System of Technical Colleges
Mark Halverson Weber State University
On Thursday, October 5, 2017 the Utah State Building Board held a meeting for the FY 19 Capital Development Prioritizations in Room 4112 of the State Office Building. Chair Carnahan called the meeting into order at 9:00 A.M.

**DISCUSSIONS ON FY 2019 STATE FUNDED CAPITAL DEVELOPMENT PROJECTS**

Chair Carnahan advised the Board that funding for this year’s recommendations is limited due to previous commitments, totaling $58M, to the following projects:

- University of Utah: Medical Education and Discovery Complex
- Dixie State University: Human Performance Center
- Weber State University: Social Science Building
- Snow College: Ephraim Land Bank

Director Reddoor gave instructions and explained the different criteria contained in the FY 2019 State Funded Capital Development scoring sheets. Flash drives, containing the scoring sheet, were distributed to Board members who were divided into various rooms at the DFCM offices to work on individual scoring of requests. When scoring is completed, Board members will be offered lunch at 11:00 A.M. in Room 4112 State Office Building while the individual scores are recorded and compiled by Director Reddoor and Ms. Yacks. After the scores are compiled, the meeting will reconvene and the Board will be presented with a draft version of the prioritization list. This list will contain two sets of scores; the first is the Building Board Rankings and the second is the rankings with the higher-ed weighing factor applied. At that time, the Board may elect to make changes to the list. If no changes are brought forward, the draft will become the final recommendation of the Board and distributed to the public. Director Reddoor echoed Chair Carnahan’s comments and advised the Board to prioritize the requests strategically, as funding is limited.

Director Reddoor reviewed the Board’s Evaluation Guide, which outlines strategic objectives to determine how each project meets state facility needs. The importance of each objective is given a weighting factor. Similarly, Director Reddoor also reviewed the weighing factor that will be applied only to higher-ed requests as mandated by SB 156 (Institutions of the Utah System of Technical Colleges are exempt from this process). This process involves taking the Board’s score and multiplying it against a factor that is based on the projects ranking within the Board of Regent’s prioritizations. The higher-ed weighing factor will only allow for shifts in ranking to occur with other higher-ed requests. An outline of this process is provided below for clarity:

<table>
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Ms. Jones with the Governor’s Office of Management and Budget advised the Board that the agency’s top priority is the request submitted by the Utah Department of Agriculture and Food for the William Spry Building Replacement. Director Reddoor inquired if this request would be included in the Governor’s budget. Ms. Jones did not confirm, however projects that it will be included as this project has been designated as a top priority. GOMB also has an interest in obtaining more space utilization data, particularly for higher-ed institutions.

Mr. Amon, Utah System of Higher Education, and Commissioner Woolstenhulme, Utah System of Technical Colleges, stated that their intuitions are working toward collecting this information. Director Reddoor stated that USHE has provided this information in the past and referenced a space standard study published by USHE from 2011. The Board has also been given the assignment from the legislature to perform a state-wide space utilization study. Director Reddoor is currently working with DAS to identify how to obtain the resources needed to accomplish this task.

Chair Carnahan invited Board members to discuss any questions or concerns regarding yesterday’s presentations. Mr. Nelson and Chair Carnahan discussed creating a positions document along with the final prioritizations that would detail the Board’s decision-making process and allow for additional clarification to the legislature as they consider the of funding these requests. Director Reddoor advised the Board of the requests that have already completed programming, they are:

- Utah Department of Agriculture: William Spry Building Replacement
- Mountainland Technical College: Thanksgiving Point Campus Technology Trades Building
- Utah State University: Biological and Natural Resources Renovation

Two land-banking requests have been submitted, one from the Utah State Courts and the other from the Department of Public Safety. The Board must prioritize these requests in addition to the state-funded capital development requests. The Board agreed to hold off on scoring these requests until the agencies have an opportunity to present at the November meeting.

**MOTION: Mr. Snow moved to score and prioritize the FY 2019 land-banking requests during the November meeting. The motion was second by Mr. Nelson and passed unanimously.**

Director Reddoor advised the Board that there are low dollar capital development requests, particularly the request submitted by the Department of Natural Resources for the Willard Bay Day Use Development. He will be working with DNR to identify agency and capital improvement funds, which would change this request to a phased capital improvement project. State Courts is also following a similar strategy by submitting both a capital development request and a land-banking request should the capital development request not be funded.

Additionally, because the Department of Technology Services is located on Capitol Hill, they are likely to seek approval for their request through the Capitol Preservation Board, which oversees all buildings and grounds on the Capitol Hill Complex.
Chair Carnahan and Mr. Snow expressed their agreement that the request submitted by the Utah National Guard is a high priority given the funding circumstances of the project (75% federally funded) and the criticality of need for the agency.

- ADJOURNMENT: BREAK AWAY SECTION FOR INDIVIDUAL SCORING AND LUNCH
  The meeting adjourned for individual scoring and lunch at 9:45 A.M.

- DISCUSSION AND VOTING ON FY 2019 STATE FUNDED CAPITAL DEVELOPMENT FINAL PRIORITIZATIONS
  The meeting reconvened at 12:00 P.M. for discussion and presentation of rankings. A draft version of the rankings was distributed to the Board members. Director Reddoor explained what each of the four columns on the document represented. The first and second columns contain the Board's collective score and ranking of requests; and the third and fourth contain the adjusted score and ranking after the higher-ed weighing factor was applied (only to higher-ed requests). At this time, the Board was given the opportunity to make any changes to the draft document. No changes were brought forward. The Board elected to present the document in its entirety as their recommendation

  MOTION: Mr. Snow moved to approve the FY 2019 State Funded Capital Development Prioritization. The motion was second Mr. Nelson and passed unanimously.

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<thead>
<tr>
<th>Agency</th>
<th>Project</th>
<th>Score</th>
<th>BB Rank</th>
<th>w/oBoR</th>
<th>Weighted Rank</th>
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<td>Utah Army National Guard</td>
<td>Nephi Readiness Center</td>
<td>25.9</td>
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<tr>
<td>Department of Agriculture and Food</td>
<td>William Spy Agriculture Building Replacement</td>
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<td>Davis Technical College</td>
<td>Allied Health Building</td>
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<td>Snow College</td>
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<td>Southern Utah University</td>
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- FUTURE AGENDA ITEMS
  Mr. Kelley, Attorney General's Office, advised the Board that DFCM is planning to bring forward four rule amendments at November’s meeting.
ADJOURNMENT

MOTION: Mr. Burgess moved to adjourn the meeting. The motion was second by Mr. Nelson and passed unanimously.

The meeting adjourned at 12:28 P.M.