

APPROVED

**CACHE COUNTY
SPECIAL COUNCIL MEETING
MINUTES
NOVEMBER 05, 2019**

SPECIAL COUNTY COUNCIL MEETING
November 05, 2019

<u>NATURE OR ORDER OF PROCEEDING</u>	<u>PAGE</u>
COUNTY ROAD SHOP FACILITIES -- Project	1
EXECUTIVE SESSION	1

**CACHE COUNTY SPECIAL COUNCIL MEETING
NOVEMBER 05, 2019**

The Cache County Council convened in a special session on November 05, 2019 at 4:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah.

ATTENDANCE:

Chairman: Karl B. Ward
Vice Chair: Gina H. Worthen
Council Members: Paul R. Borup, David L. Erickson, Barbara Tidwell, Jon White & Gordon A. Zilles
County Executive: Craig "W" Buttars
County Clerk: Jill N. Zollinger
County Attorney: James Swink

The following individuals were also in attendance: Director Amy Adams, Janeen Allen, Tracy Bailey, Tamara Bowles, Jake Forsgren, Chris Harrild, Sharon L. Hoth, Jeremy Hudson, Steve Huish, Director Cameron Jensen, Sheriff Chad Jensen, Cody Jensen, Joel Merritt, Zan Murray, Director Bartt Nelson, Director Josh Runhaar, Alex Wilhelm, Carson Winborg, **Media:** none

OPENING REMARKS AND PLEDGE OF ALLEGIANCE

Chairman Ward opened the meeting.

REVIEW AND APPROVAL OF AGENDA

ACTION: Motion by Council member White to approve the agenda. Worthen seconded the motion. The vote was unanimous, 7-0.

EXECUTIVE SESSION

ACTION: Motion by Council member Tidwell to convene in an Executive Session to discuss the character and professional competence of an individual. White seconded the motion. The vote was unanimous, 7-0.

The Council adjourned to an Executive Session at 4:03 p.m.

ACTION: Motion by Council member White to adjourn from the Executive Session. Erickson seconded the motion. The motion passed, 6-0. Zilles absent.

The Council adjourned from the Executive Session at 4:54 p.m.

Council member Zilles returned to the meeting.

INITIAL PROPOSAL FOR CONSIDERATION OF ACTION

- **Discussion: County Road Shop Facilities** – Director Runhaar reviewed the proposed road shop project and answered questions from Vice Chair Worthen and Council member Borup including: funding, size, design, present usage, future usage, parking and a small additional satellite facility to be built in north county.

(Attachment 1)

Cache County Council Special Meeting
11-05-2019

ACTION: Motion by Council member White giving the Council's approval to move forward with the proposed project. Borup seconded the motion. The motion passed, 6 aye – Borup, Erickson, Tidwell, Ward, White & Zilles and 1 nay – Worthen.

ADJOURNMENT

The Council meeting adjourned at 5:24 p.m.

ATTEST: Jill N. Zollinger
County Clerk

APPROVAL: Karl B. Ward
Chairman



DEVELOPMENT SERVICES DEPARTMENT

BUILDING | SURVEYING | ENGINEERING | GIS | PLANNING & ZONING | ROADS | WEEDS

Cache County Facility Relocation Update

October 29th, 2019

In hearing the concerns from some members of the Council on the October 22nd meeting in relation to the proposed bonding for the Cache County Road/Weed/Fire Facility relocation to Hyrum, staff has developed the following information. The first section outlines costs and offsets as far as they are known as of October 23rd, 2019. The second section outlines a brief summary of the council discussions on this issue to date.

SECTION 1: COSTS & BUDGETS

The projected construction budget for the facility relocation is \$14,000,000. This budget has been in place on the administrative side since May of 2019 and was presented to the Council at budget workshops on June 11th, most specifically in a memo dated June 5th from the Development Services Office (see section 2). This memo was the basis of a \$3.5M budget adjustment approved on June 25th. This \$14,000,000 was made up of a projected cost estimate of \$13.25M and \$750,000 in contingency. Other 'soft costs' were discussed and budgets approved which have included land acquisition, engineering costs, and architectural fees. These 'soft costs' have all been covered for the entirety of the project in 2019 budget allocations.

With a CMGC onboard, we have continued to refine the estimates, value engineered various components to add needed pieces and removed expensive add-ons, and moved the project to design completion. The County is also working through a few items to self-complete to help manage costs and providing material from our adjacent gravel pits as needed.

These costs estimates are helping to further refine our budgets as another concern raised was the amount of the bond requested from the CIB. Again, this was outlined in June, but the most important thing to note here is that the County is requesting **up to** \$12.5M from the bond. Much of this funding capacity is a cash flow issue as we

Engineering & Owner Representation	\$457,500
Architectural Design Services	\$833,844
Hyrum Site Acquisition	\$514,000
North Site Acquisition (Est.)	\$82,500
	\$1,887,844

	Est. Cost (10/23/19)
Overall Site Work	\$2,065,000
Administrative Building	\$3,213,000
Shop Maintenance Building	\$1,160,000
Road/Weed/Fire Vehicle Storage	\$3,002,000
Truck Wash	\$1,025,000
Fuel Island	\$344,000
Salt/Material Storage	\$897,000
North County Site Construction	\$950,000
Misc. Equipment	\$140,000
Contractor Fees Etc.	\$690,000
Contingency (Originally \$750k)	\$514,000
	\$14,000,000

Total Budget	(\$14,000,000)
2019 Budget	\$1,600,000
2019 Transfer (Unused Land Acq.)	\$282,000
2020 Budget	\$1,400,000
Fire Dist. (Est)	\$650,000
Sale of Existing Facility	\$3,000,000
Sale of Other Parcels	\$600,000
Potential of unused Contingency	
	(\$6,468,000)

build the facility and then sell off the existing facility and other sites. It is anticipated that we will only need to use \$10,100,000 of the bond (or less depending on actual costs and if the contingency needs to be used), however when the County made application to the CIB in June/July that amount was unclear so the higher figure was used as a buffer. This \$10.1M bond amount will require an annual debt payment of ~\$642,000 for 20 years. After completion of the building it is anticipated that the County will be able to sell the existing site and other various parcels to recoup at least \$3.6M (appraisals have been ordered on the existing facility but are incomplete, and the sale of parcels for \$600k is a very conservative estimate in the current real estate market) to put towards the loan, eliminating 7 years of debt service.

It is also important to note that this entire building project is being funded out of existing revenues, with no property tax dollars being used (other than what might be used for the Fire District portion). In relation to the Department's budget of \$9.25M in 2020, the potential long term debt load of \$6.5M is very reasonable. At present, the Municipal Services Fund has an estimated surplus of approximately \$1.4M annually with the new sales tax allocation in place. This entire amount is in the 2020 budget for the construction of this facility, and approximately half of this will be earmarked to debt service starting in 2021. The plan is to slowly put those funds into additional road projects and staff/equipment capacity starting in 2021 with the unused portion going towards debt service further reducing the repayment timeline. Alternatively, the entire surplus could be put toward debt service allowing the bond to be repaid in as little as ~5.5 years.

It is also worth noting that the operational budgets of the Road and Weed Department are current \$5.5M annually. It is estimated that having a facility that meets the organizational needs in close proximity to materials (gravel, asphalt, etc.) will increase our productive efficiency by 10-15% (based on a time saved analysis). Translated into services, this is \$550,000 to \$825,000 of workplace efficiency gained by a short term (13 year estimated) debt service cost of \$642,000.

At present we have issued a hold to the contractor that was to start on footings and foundations last week, but as this fall is more winter than fall we will likely see expenses adding up with further delays for cold weather concrete work (~\$5-7,000 per week of delay and increasing). Additionally, two of the steel building components have been ordered based on the June budget adjustment and will be delivered in the next 4-8 weeks.

SECTION 2: COUNCIL DISCUSSIONS & TIMELINE

- | | | |
|----------|---|---------------------------------------|
| 26 March | County Council Meeting, page 4 | Video Time approx. 1:30:00 to 1:53:00 |
| | <ul style="list-style-type: none">• Discussion of property purchase. Discussion of moving administrative offices for the Fire Department to the new building. Minor additions to this building can be made to accommodate. Will save cost in the long run. Presumptive cost and funding discussed. Packet item #4 was given to the council providing a timeline and updates on this project.• The County council appeared to respond positively to this proposal. It was agreed that the extra space will not go to waste and that it would be cost-effective. Funding options discussed. Director Runhaar indicated that we will look at this as a viable option unless the council says no. The council concurs to pursue this possibility, with no objection. | |
| 23 April | County Council Meeting, page 1 | Video Time approx. 6:15 |
| | <ul style="list-style-type: none">• Update on the purchase of the land and selection of design proposals. The county council had no questions on this project at this time. | |
| 28 May | County Council Meeting, page 5 | Video Time approx. 1:06:30 |

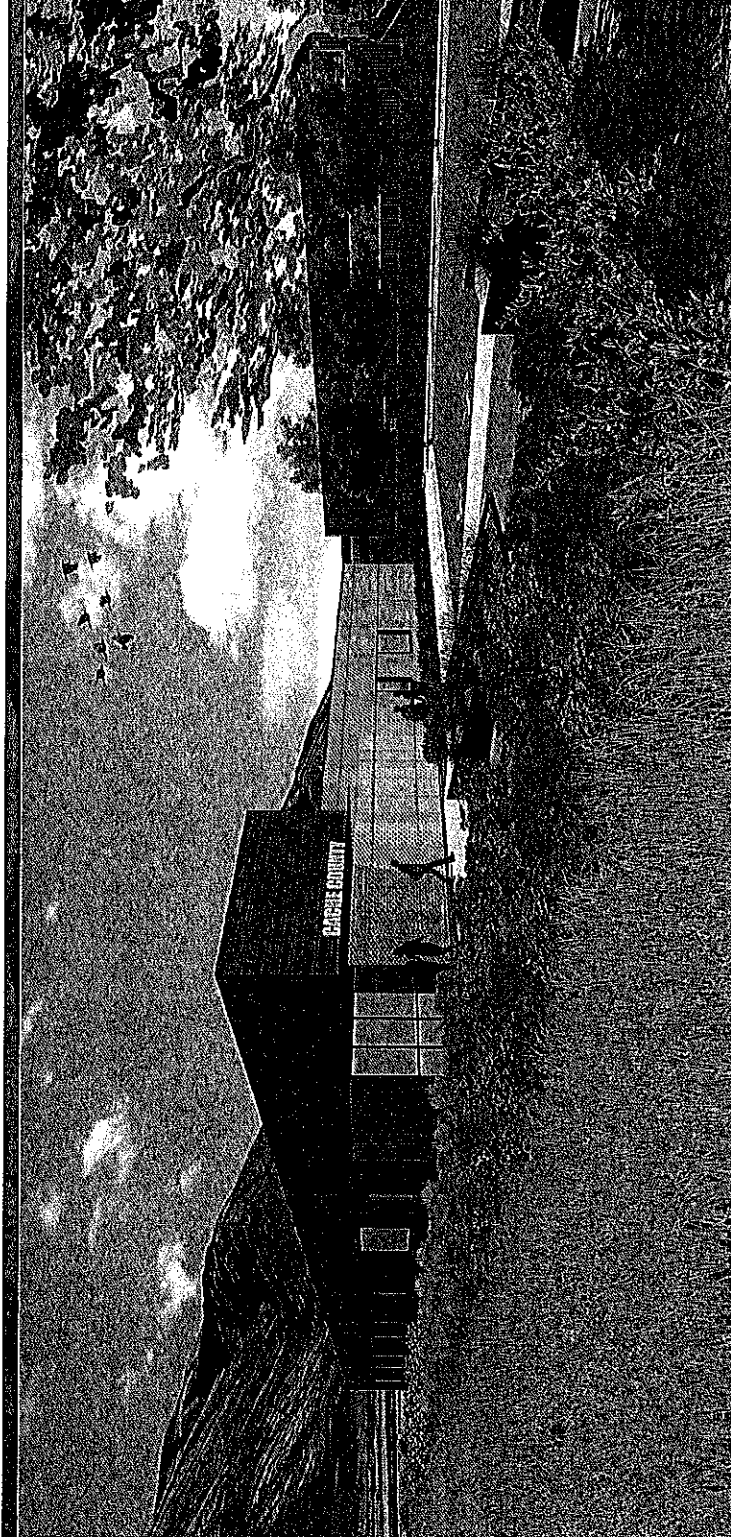
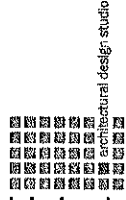
- Public hearing set for June 11th. All council members in favor. No questions were raised by council members regarding the project.
- 11 June County Council Budget Workshop Audio time approx. 32:00-36:30
- Numbers given in this meeting projected costs for construction. Discussion of obtaining CIB bond for a lower interest rate. Memo distributed discussed multiple changes in the Development Services budget, including total costs, bond amounts, etc. Budget opening showed an allocation of \$367,000 for land purchase on the north site, \$1.1M in design/engineering services, and \$1.6M for construction costs.
- 11 June County Council Meeting, pages 2-3 Audio time approx. 41:00 (no video)
- Public Hearing Regarding CIB Loan for Road Shop - The council appeared in favor of the grant/loan application going forward. No questions from the council or the public were asked regarding the application.
- 10 September County Council Meeting, page 5 Video time approx. 15:00
- Josh Reported - Met with the CIB to ask for a long-term loan - approved to finalize funding and issuance of the bonds. Mentioned plans for annexation, talked specifically about footings and foundation going in. The council appeared to have no questions or comments regarding the CIB grant or the plans to move forward with this project.
- 2 October All Council Members notified of Groundbreaking Ceremony via e-mail by JUB
- 3 October CIB Board Meeting Agenda (minutes not yet available)
- 7 October Groundbreaking ceremony held for the new facility
- 22 October County Council Meeting
- Questions raised regarding overall design and costs. Special workshop meeting to be held on Tuesday, Nov. 5th @ 5:00 p.m. to get more detailed information on plans, scope and funding/financing costs.

CACHE COUNTY OPERATIONS CENTER ROADS • WEEDS • FIRE

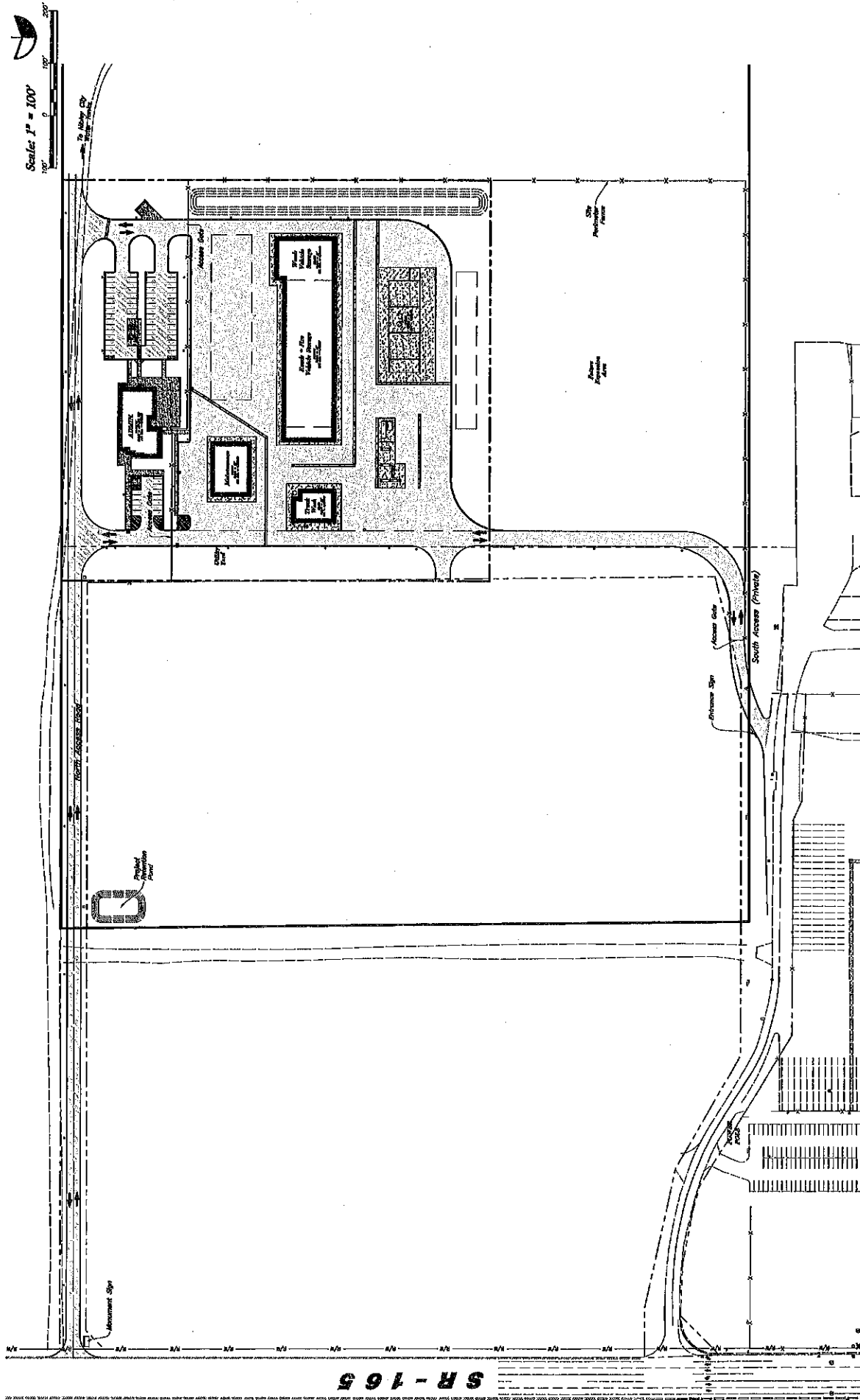


J-U-B ENGINEERS, INC.

blalock
PARTNERS

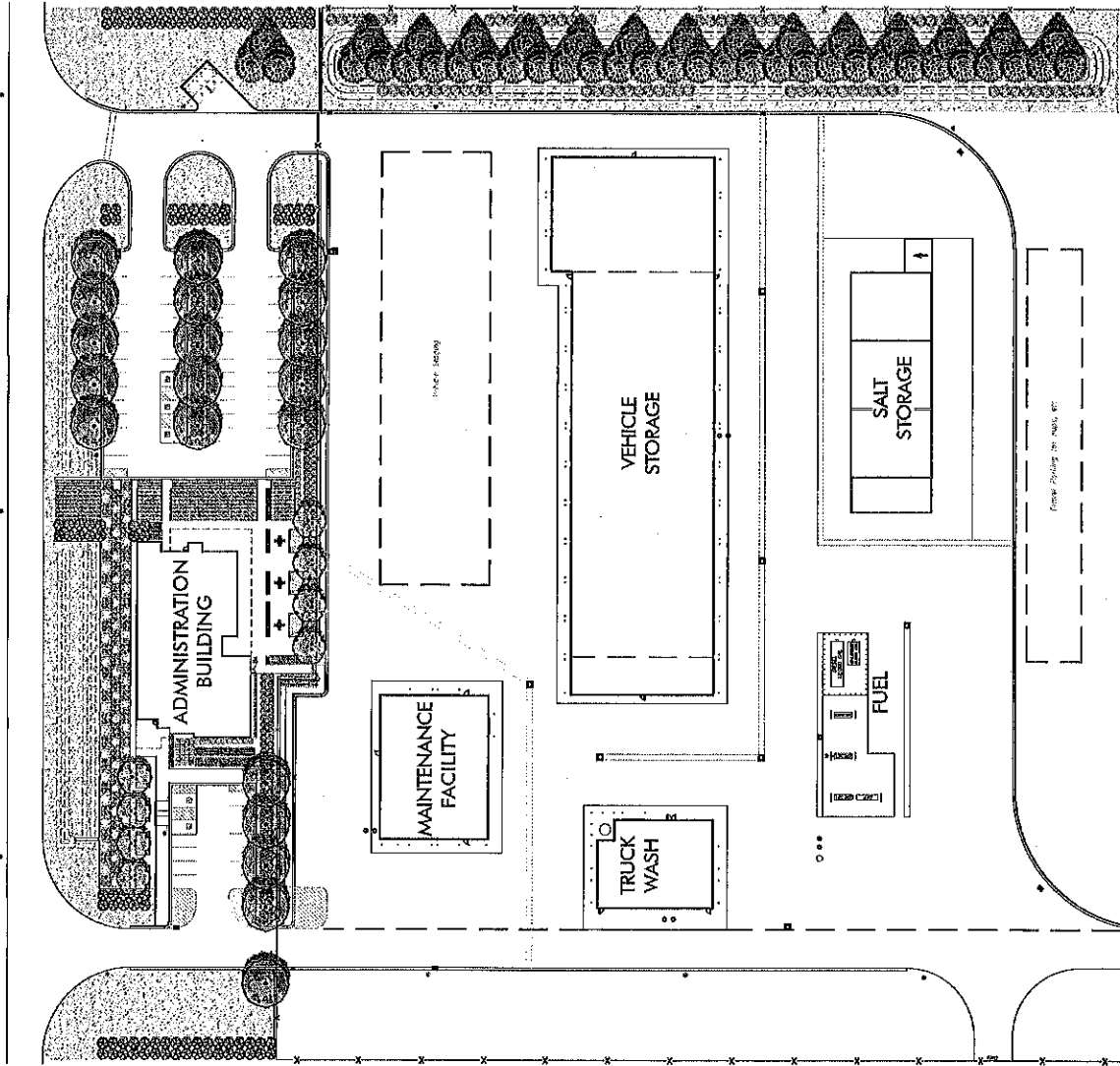


OVERALL SITE PLAN

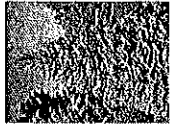
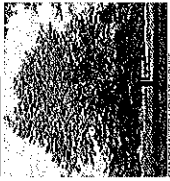


SR-165

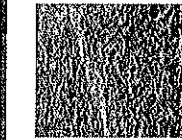
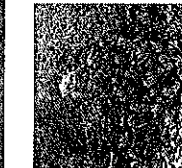
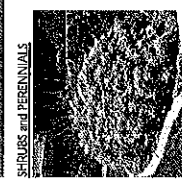
ENLARGED SITE PLAN



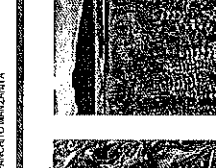
TREES and SHRUBS



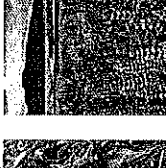
SHRUBS and PERENNIALS



POND, CATTLE ARTIFICAL



PERENNIALS and GROUND COVERS



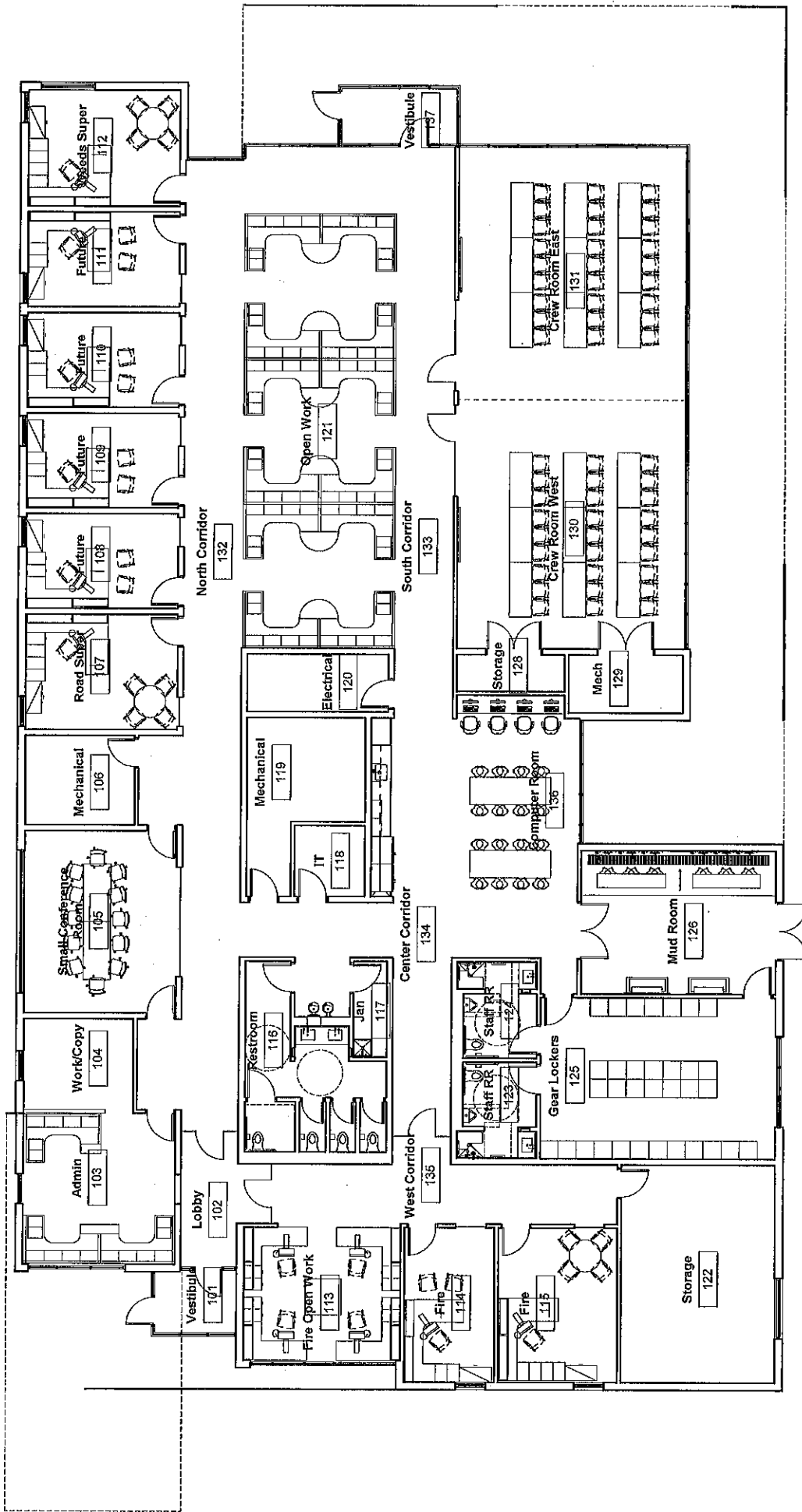
TREATED WATER DRAINAGE



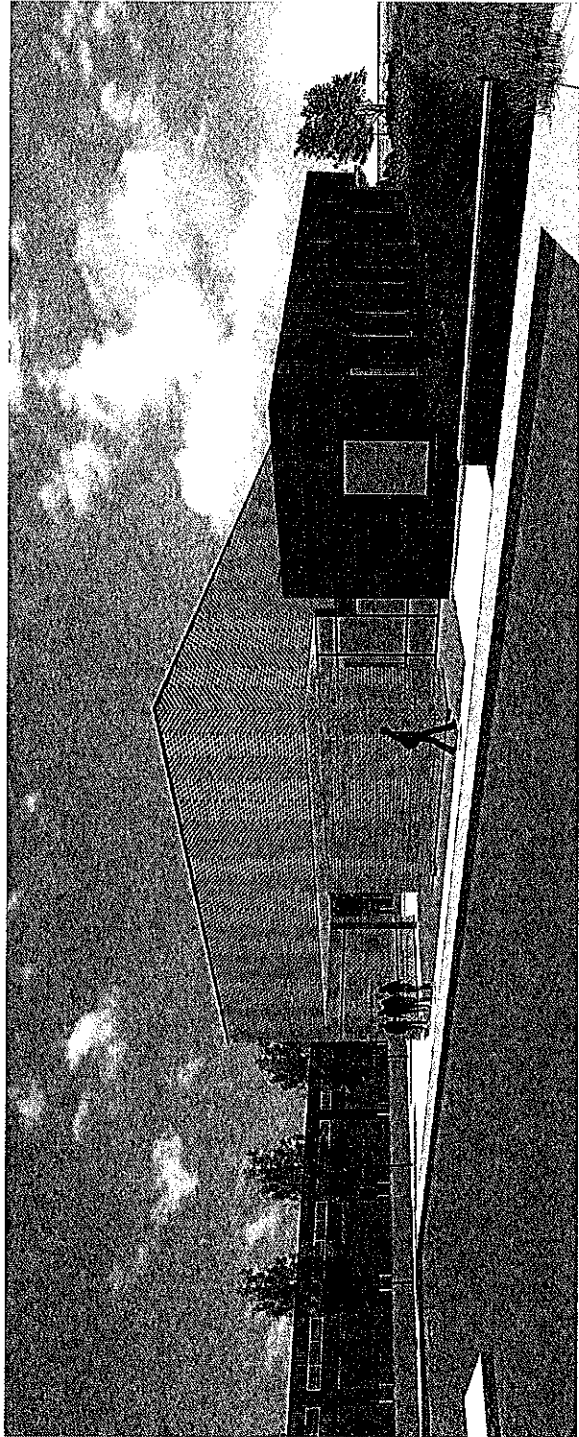
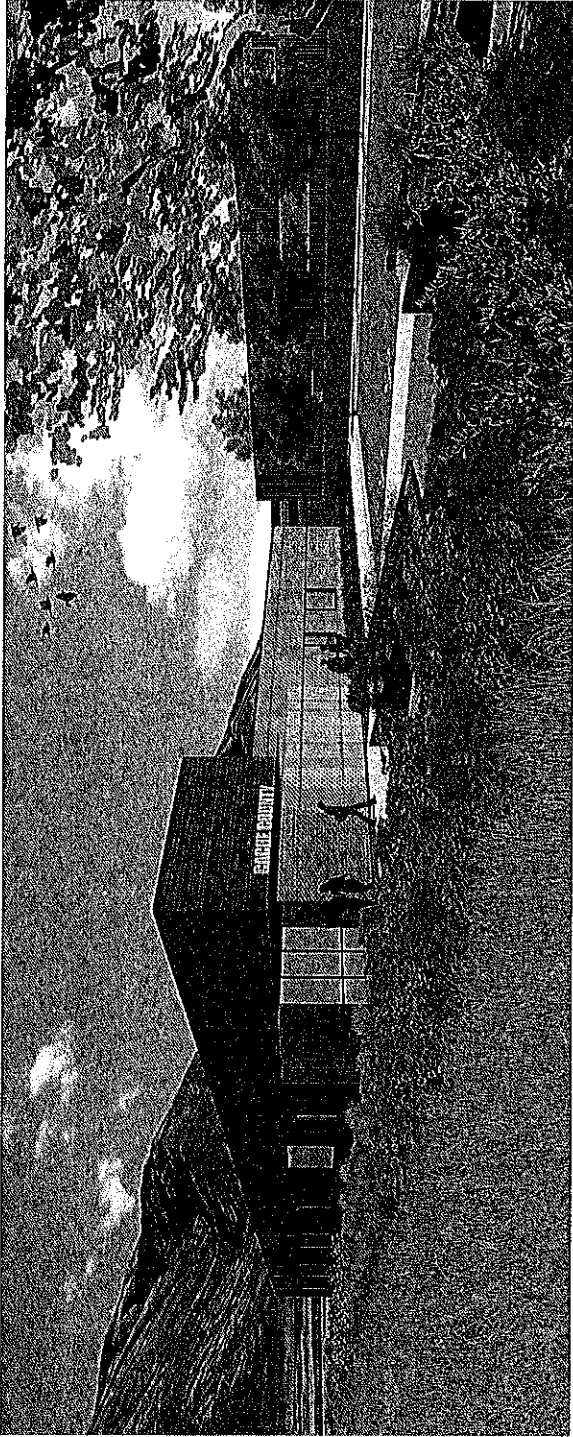
RAINWATER



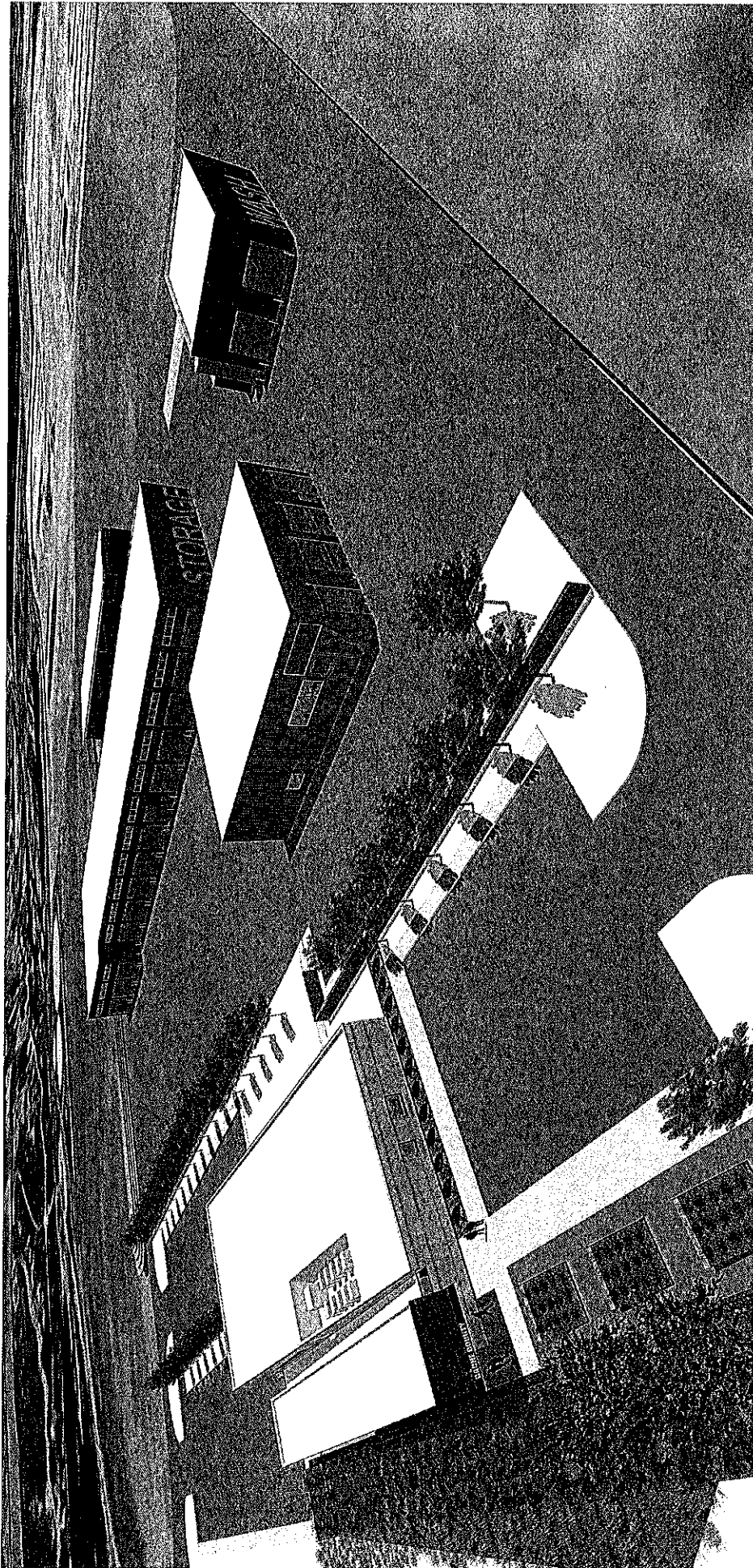
ADMINISTRATION BUILDING FLOOR PLAN



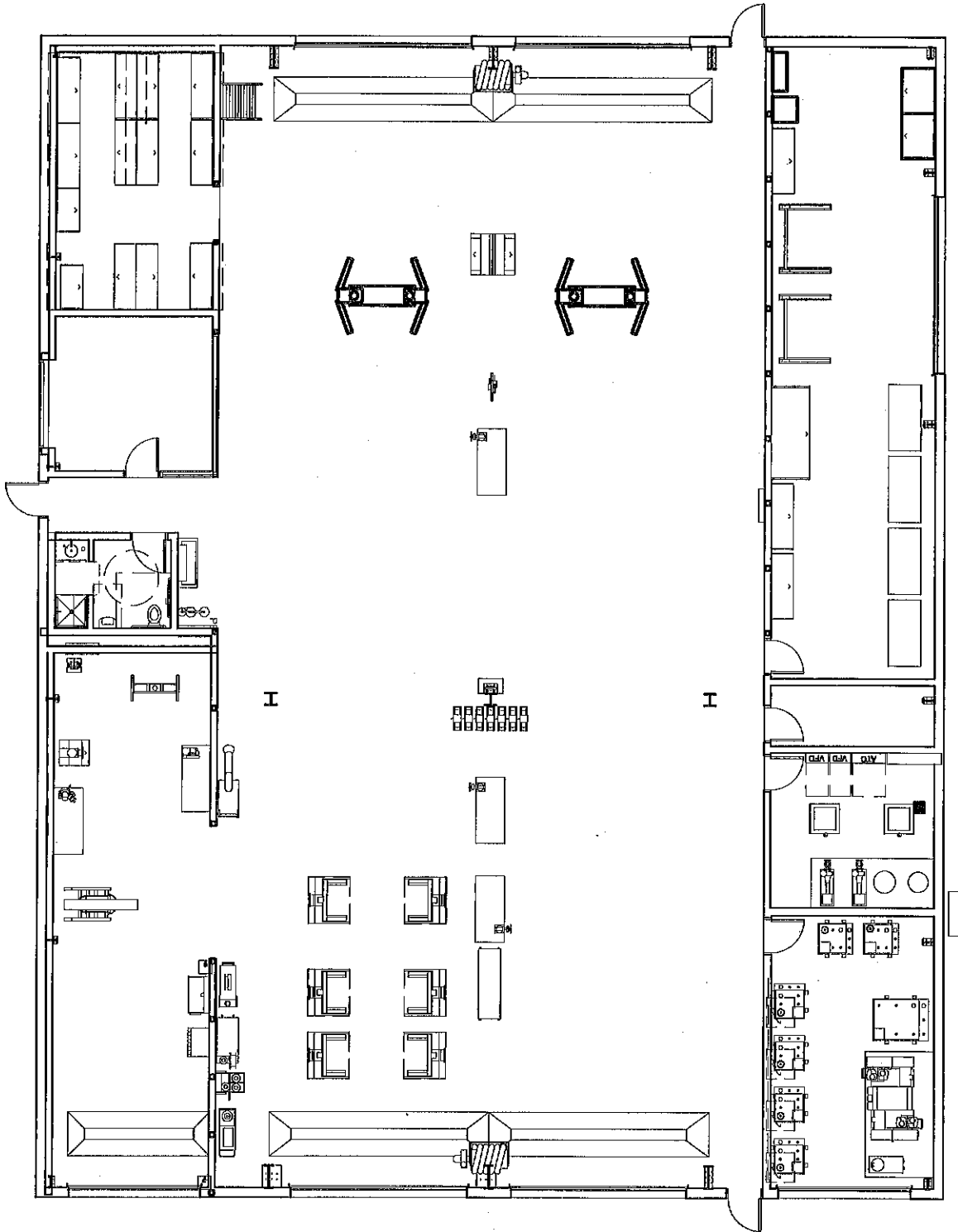
ADMINISTRATION BUILDING PERSPECTIVES



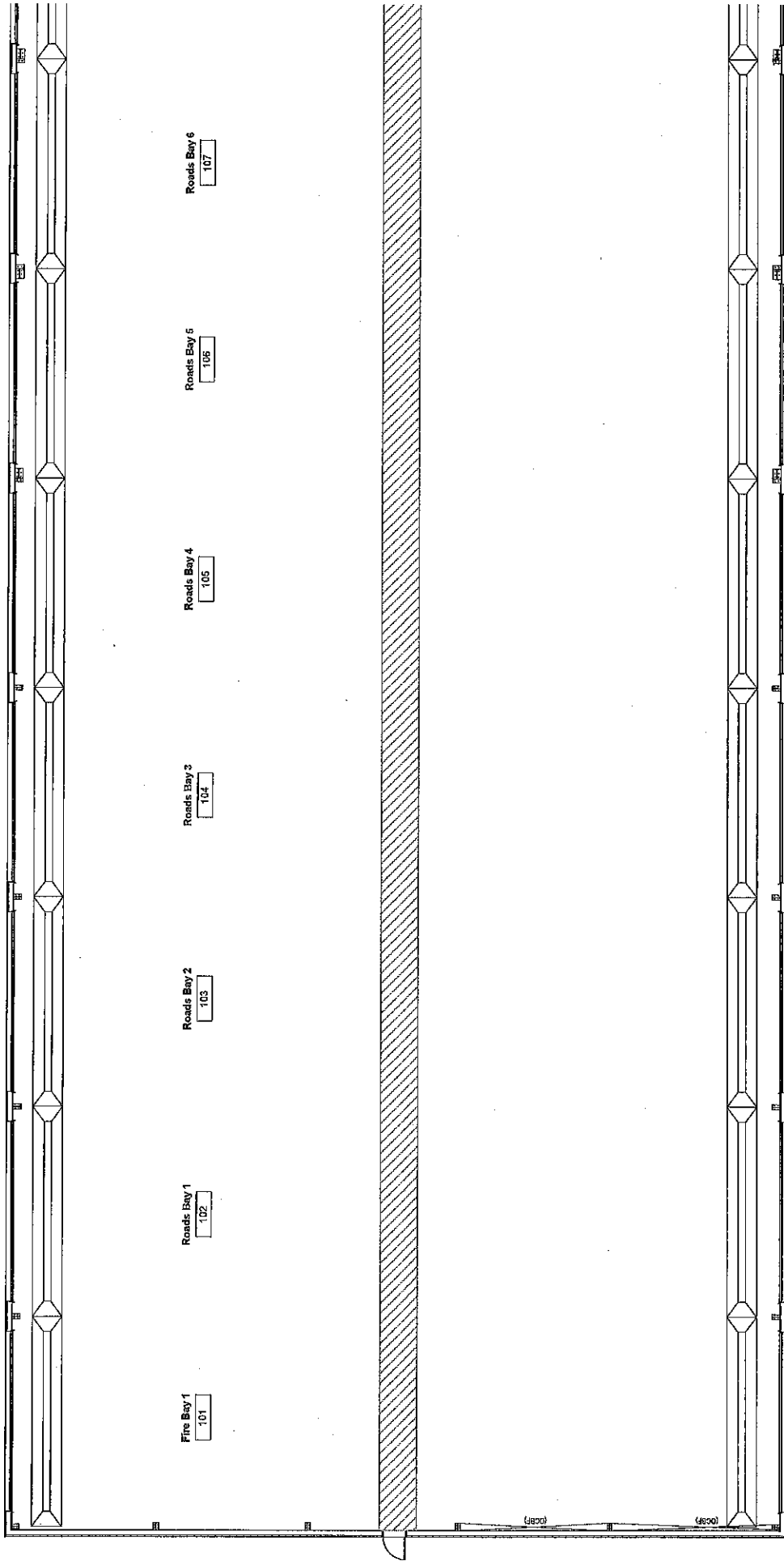
SITE PERSPECTIVE



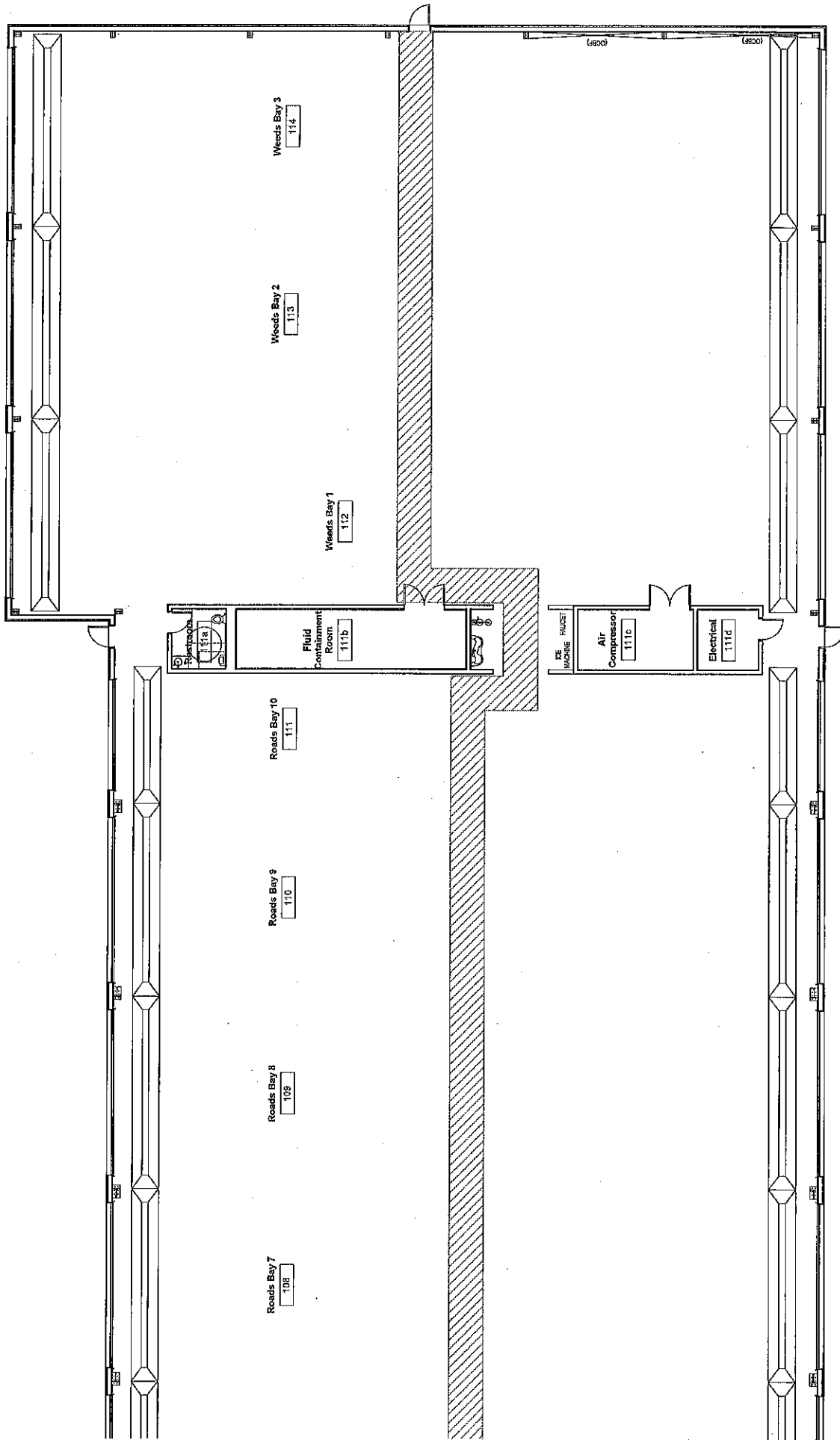
MAINTENANCE FACILITY FLOOR PLAN



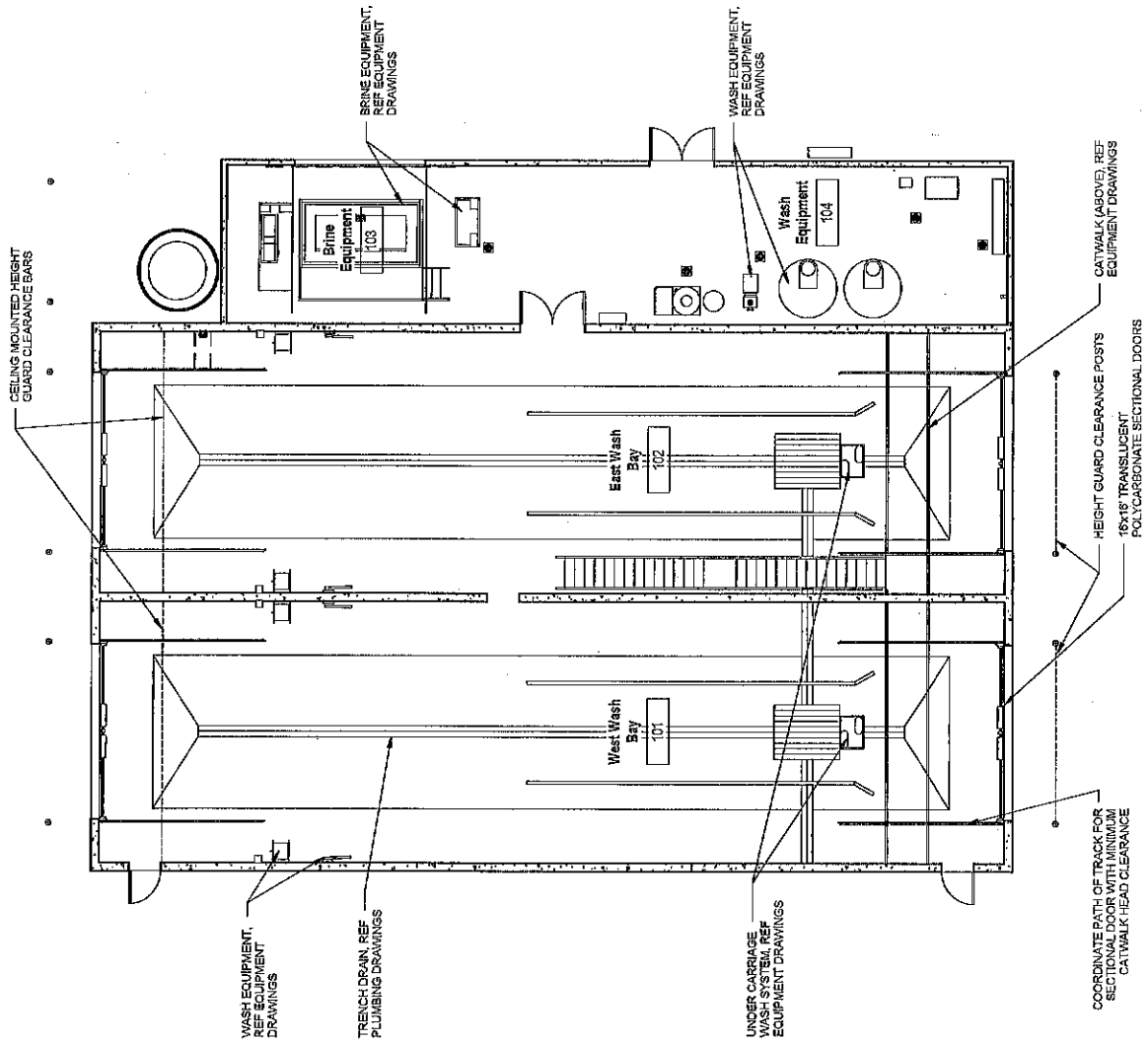
VEHICLE STORAGE FLOOR PLAN - AREA A



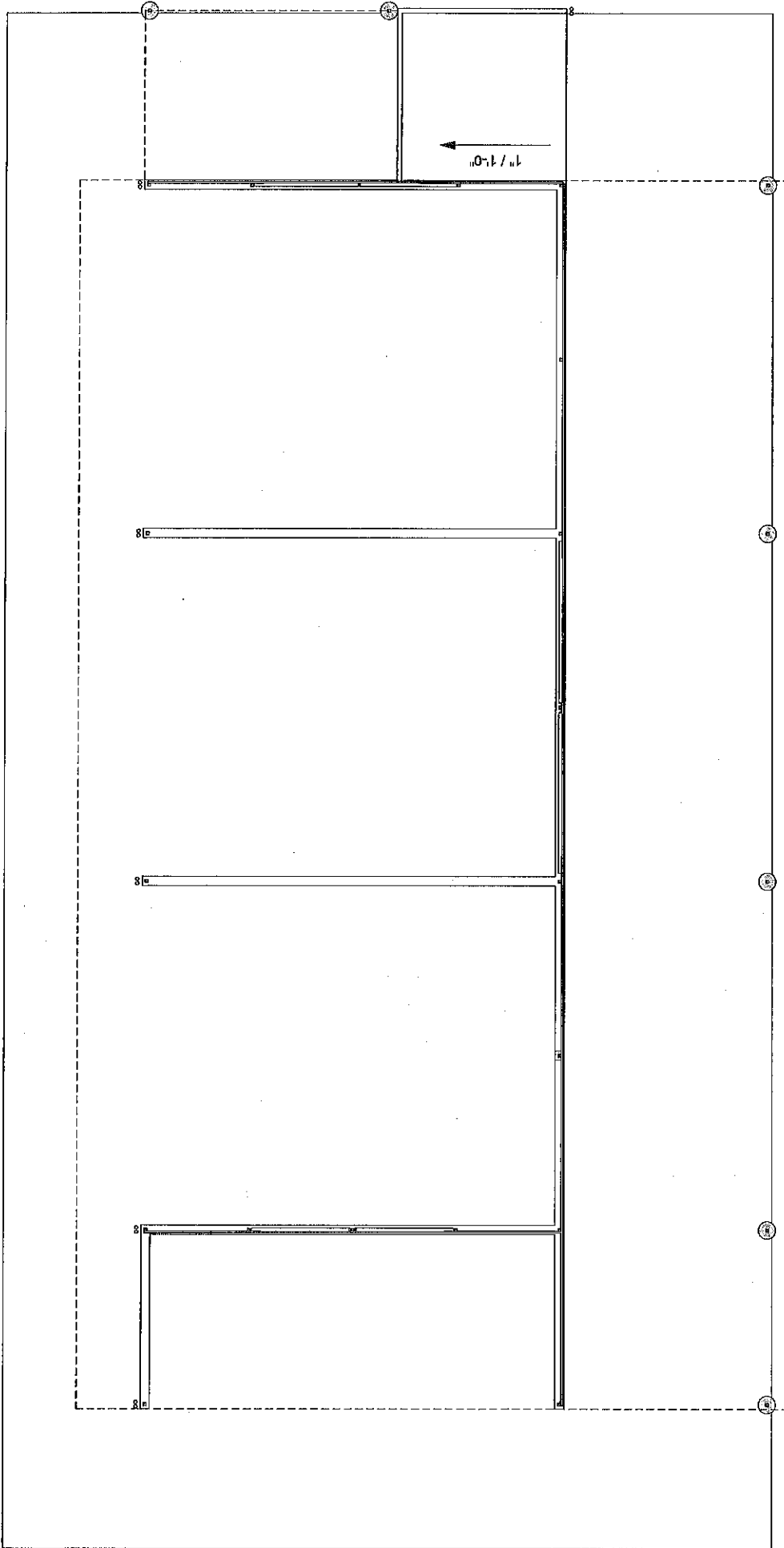
VEHICLE STORAGE FLOOR PLAN - AREA B



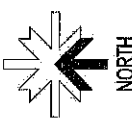
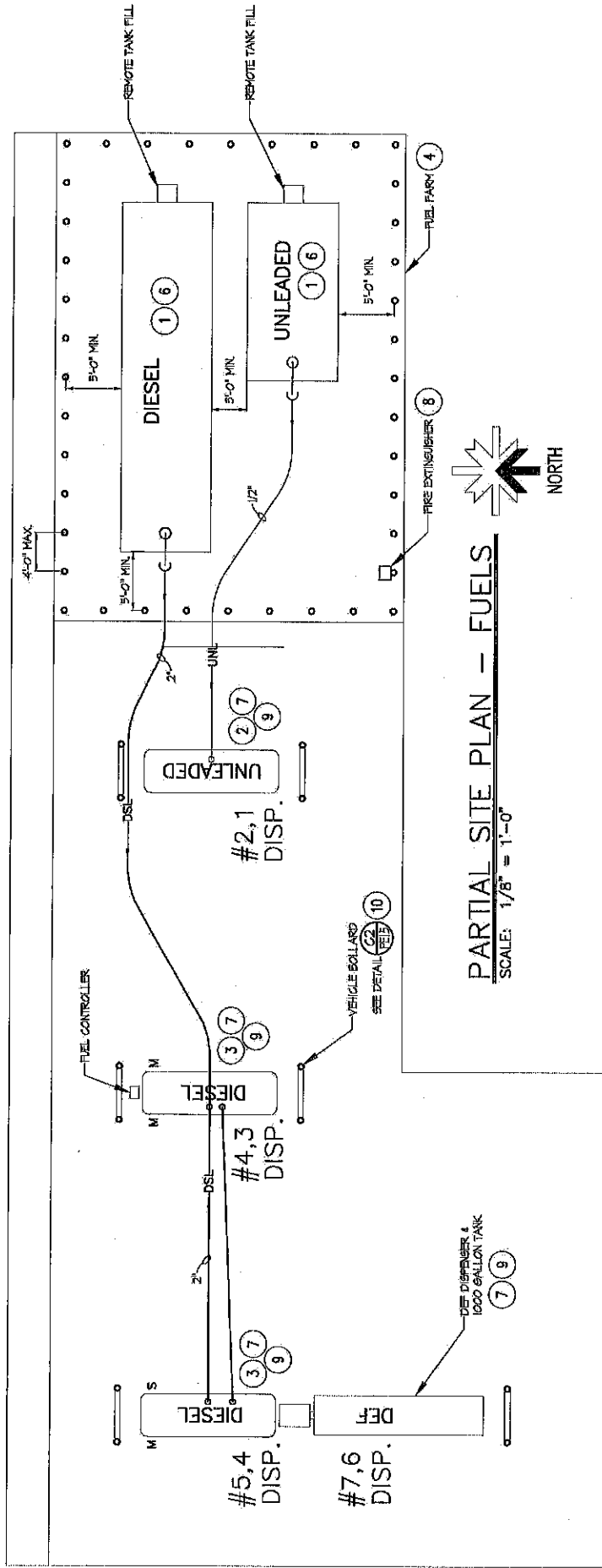
TRUCK WASH



SALT STORAGE



FUEL



PARTIAL SITE PLAN - FUELS

SCALE: 1/8" = 1'-0"

*Department of Workforce Services
Housing & Community Development Division*



PERMANENT COMMUNITY IMPACT FUND BOARD

PROGRAM DESCRIPTION

&

APPLICATION FORM

(Revised March 2019)

**Cache County Roads/Weeds
Operation Center Relocation Project
May 31, 2019**

*Permanent Community Impact Fund Board
1385 South State ~ 4th Floor
Salt Lake City, Utah 84115
Office: 801-468-0043
Fax: 801-468-0211*

**PERMANENT COMMUNITY IMPACT FUND BOARD
APPLICATION FORM**

(Revised March 2019)

PART A. GENERAL INFORMATION

Project Title Cache County Road / Weed Operations Center Relocation Project

Project Location Logan *Population* 127,068

Applicant has attended a CIB Tutorial: *Applicant has provided application to *SHPO:* Y N N/A

1. Applicant Agency

Name: Cache County Corporation

Mailing Address: 179 North Main, Suite 305

City: Logan County: Cache Zip: 84321

Contact Person (Must be with the applicant agency and registered in WebGrants, see page 6)

Name: Josh Runhaar

Phone: 435-755-1645 Fax: 435-755-1987

Email: josh.runhaar@cachecounty.org

Federal Tax Identification Number: 87-6000302

2. Presiding Official (this person must sign the application; page 6)

Name and Title: Craig Buttars

Email: craig.buttars@cachecounty.org

3. Clerk/Recorder

Name and Title: Jill Zollinger, Clerk Auditor / Michael Gleed, Recorder

Email: jill.zollinger@cachecounty.org, mike.gleed@cachecounty.org

4. Engineer/Architect

Name: J-U-B Engineers, Inc./Zan Murray

Mailing Address: 1047 S 100 W, Suite 180

City: Logan Zip: 84321 Phone: 435-713-9514 Fax: _____

Email: zpm@jub.com

5. Bond Counsel

Name: Gilmore Bell

Mailing Address: 15 West South Temple, Suite 1450

City: Salt Lake City Zip: 84101 Phone: 801-364-5080 Fax: _____

Email: _____

6. Financial Consultant – (optional)

Name: Zions Bank, Alex Buxton

Mailing Address: 1 South Main Street 18th Floor

City: Salt Lake City Zip: 84133 Phone: 8018447380 Fax: _____

Email: alex.buxton@zionsbank.com

*State Historic Preservation Office (SHPO) <https://heritage.utah.gov/history/compliance-historic-structures>

PART B. PROPOSED FUNDING – Project Title: Cache County Road and Weed Departments Relocation

1. Cost Sharing

<u>Funding Source</u>	<u>Cost Share</u>
a. <u>Applicant Cash</u>	<u>\$39,400.00</u>
b. <u>Applicant In-kind (specify)**</u>	<u>\$0.00</u>
c. <u>Other Local Cash (specify)</u>	<u>\$0.00</u>
d. <u>Other Local In-kind (specify)**</u>	<u>\$0.00</u>
e. <u>Federal Grant (specify)</u>	<u>\$0.00</u>
f. <u>Federal Loan (specify)</u>	<u>\$0.00</u>
g. <u>State Grant (specify)</u>	<u>\$0.00</u>
h. <u>State Loan (specify)</u>	<u>\$0.00</u>
I. <u>Total CIB Funds (total of lines 2a & 2b below)</u>	<u>12,500,000.00</u>
Total Project Cost	<u>\$12,539,400.00</u>

Note: The CIB may limit its total participation in any given project to a maximum of \$5,000,000 regardless of grant/loan mix.

2. Type of CIB Funds Requested - (Loans should be rounded to the nearest \$1000)

a. **Loan Amount:** \$ 12,500,000 % Rate: 2.5 Years: 20 1st Payment Due: Jan 2021

Security for Loan: (circle one)

1. General Obligation Bond
2. Revenue Bond (specify revenue source): _____
3. Building Authority Lease Revenue Bond (specify lessee): _____
4. Class B & C Road Fund Revenue Bond: _____
5. Other (specify): County's newly adopted (2018) 0.25% Sales Tax (Utah State Code 59-12-2219)

b. **Grant Amount:** \$ 0.00

3. Cost Over-runs

All applicants must indicate how they propose to finance cost over-runs for the proposed project.

The County will cover all cost overruns from the 0.25% sales tax that is collected in 2020, and remaining fund balances within the Municipal Services Fund and the Road Department Class B Fund * See Cover Letter for Cache County pre-award expenditures information.

****In-kind funds cannot be included as part of the local contribution, unless the in-kind has a demonstrable value, such as real property. Donated labor or staff time cannot be counted as either cash or in-kind contribution.**

PART C. PROJECT BUDGET – Project Title: Cache County Road and Weed Department Relocation

DATE COST ESTIMATES FOR PROJECT WERE PREPARED May 29, 2019

INDIVIDUAL OR FIRM RESPONSIBLE FOR COST ESTIMATES Blalock & Partners Architectural Design Studio

1. Construction – (This refers to the prepared estimate included with application)

(specify quantity & unit price below or refer to an attached estimate)

1. <u>Site Work</u>	<u>\$2,650,000</u>	
2. <u>Buildings- Administrative, Shop Operations, Weeds Building, roads Building, Truck Wash, Fuel Islands</u>	<u>\$8,939,400</u>	
3. <u>North County Building and Site Work</u>	<u>\$950,000</u>	
Construction Sub-Total		\$12,539,400

2. Engineering Services

Pre-Construction Engineering:

(Preliminary studies, layouts, cost estimates, design drawings, specification & contract documents)***Payment before loan closing

\$ _____

Special Engineering Services:

(soil investigations , geotechnical studies, land surveys, environmental evaluations, permitting, water rights and other special investigations)

\$ _____

Construction Engineering Services:

(Representation during construction, special inspections, materials testing and construction phase services

\$ _____

Engineering Services Sub-total: \$ 0.00

ALTERNATE ENGINEERING OPINION _____

3. Planning and Studies (NEPA, EA, EIS, Feasibility)

Planning and Studies Sub-total \$ 0.00

4. Land/Easements/Water Rights

Land/Easements/Water Rights Sub-total \$ 0.00

5. Equipment & Facilities

Equipment & Facilities Sub-total \$ 0.00

6. Administration

Legal:

\$ _____

Financial Consultant:

\$ _____

Administration Sub-total \$ 0.00

TOTAL PROJECT COST \$ 12,539,400

PART D. APPLICANT AGENCY FINANCIAL INFORMATION

- 1. Current Year Total Budget:** \$ 65,291,800
- 2. Current Year General Fund Budget** \$ 30,936,100
- 3. Current and Prior Four Years Property Tax:** \$ _____

Year	Property Tax Rate	\$ Collected
<u>2019 Budgeted</u>	<u>.002122</u>	<u>16,222,000</u>
<u>2018</u>	<u>.002132</u>	<u>16,046,193</u>
<u>2017</u>	<u>.002343</u>	<u>15,328,529</u>
<u>2016</u>	<u>.002439</u>	<u>14,465,234</u>
<u>2015</u>	<u>.002349</u>	<u>13,565,055</u>

4. General Obligation (G.O.) Debt Structure

- a. Assessed Valuation: \$ 7,754,956,484
- b. G.O. Debt Capacity:* \$ 155,099,130
- c. Outstanding G.O. Debt: \$ 6,907,000
- d. Remaining G.O. Debt Capacity (b-c=d): \$ 148,192,130

*County G.O. debt limit is 2.0% of assessed value. City, town and school district G.O. debt limit is 4.0% of assessed value. Cities of the first and second class may incur an additional 4.0% in G.O. debt for water, artificial lights or sewers. Cities of the third class and towns may incur an additional 8.0% in G.O. debt for water, artificial lights or sewers.

5. Bonded Debt Summary

Bonded debt information must be submitted in the format shown on Page 5. The submission of bonded debt information in an alternative format will not be accepted, since it precludes easy reference to the actual debt structure of applicant agencies. Please attach additional pages in the same format if there are insufficient columns on Page 5 to list all bonded debt issues.

Bonded Debt Summary (attach additional sheets as necessary)

<u>BOND ISSUE</u>		<u>BOND ISSUE</u>		<u>BOND ISSUE</u>	
PURPOSE:	<u>County Building</u>	PURPOSE:	<u>Event Center</u>	PURPOSE:	_____
\$ Issued:	<u>5,779,000</u>	\$ Issued:	<u>3,200,000</u>	\$ Issued:	_____
Interest Rate:	<u>1.42%</u>	Interest Rate:	<u>2.51%</u>	Interest Rate:	_____
Date Issued:	<u>9/29/2016</u>	Date Issued:	<u>6/27/2017</u>	Date Issued:	_____
Due Date:	<u>12/15/2022</u>	Due Date:	<u>12/15/2032</u>	Due Date:	_____
Bond Holder:	<u>J.P. Morgan Chase Bank</u>	Bond Holder:	<u>Washington Federal</u>	Bond Holder:	_____

<u>Annual Debt Service (P+I)</u>		<u>Annual Debt Service (P+I)</u>		<u>Annual Debt Service (P+I)</u>	
<u>Year</u>	<u>\$ Amount</u>	<u>Year</u>	<u>\$ Amount</u>	<u>Year</u>	<u>\$ Amount</u>
current	<u>1,010,167</u>	current	<u>258,852</u>	current	_____
+1	<u>1,003,606</u>	+1	<u>258,259</u>	+1	_____
+2	<u>1,004,946</u>	+2	<u>258,565</u>	+2	_____
+3	<u>1,005,072</u>	+3	<u>258,746</u>	+3	_____
+4	_____	+4	<u>258,801</u>	+4	_____
+5	_____	+5	<u>258,731</u>	+5	_____
+6	_____	+6	<u>258,535</u>	+6	_____
+7	_____	+7	<u>259,214</u>	+7	_____
+8	_____	+8	<u>258,742</u>	+8	_____
+9	_____	+9	<u>259,145</u>	+9	_____
+10	_____	+10	<u>258,397</u>	+10	_____
+11	_____	+11	<u>258,254</u>	+11	_____
+12	_____	+12	<u>258,500</u>	+12	_____
+13	_____	+13	<u>258,325</u>	+13	_____
+14	_____	+14	_____	+14	_____
+15	_____	+15	_____	+15	_____
+16	_____	+16	_____	+16	_____
+17	_____	+17	_____	+17	_____
+18	_____	+18	_____	+18	_____
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PART E. PRE-SUBMISSION ATTACHMENT CHECKLIST

Note: Please refer to CIB PROGRAM SUMMARY <https://jobs.utah.gov/housing/cib/index.html>.

Applicants must meet ALL of the requirements listed below. Incomplete applications will be held pending completion of the PART E. requirements.

1. Registration (*one time registration only.)

To be eligible for funding, the applicant **must** be registered in WebGrants (<http://webgrants.community.utah.gov>) For new registration, the applicant will receive an email with their login ID and password. *Note: Please register one time only. If applicant has submitted an application previously they may already have a login and password. Do NOT register again.

2. Project Description – (Note: Is the project on the entity’s adopted general plan yes no X However this project and alternatives to it have been in the works since 2015 and discussion many times Public meeting for over four years)

Attach as Attachment #1. This description should cover the following areas:

WHO – A description of the applicant agency including the problem, situation, condition or need to be addressed by the proposed project. The description should cover the number of persons, land area, governmental facilities, services or operations impacted by the problem.

WHAT – A description of the proposed project including size, location, development timetable, etc. Include explanation of projected benefits and alternatives considered. Attach 8½ X 11 maps, floor plans, site plans and prepared estimate etc. as Attachment #2

WHY – Has the applicant investigated other sources of funding for this project and an explanation of why the applicant agency requires financial assistance from CIB.

3. Consolidated Local Capital Improvement List – Permanent Community Impact Fund Board

Attach the current consolidated capital improvement list as Attachment #3. Projects not identified on the CIB Capital Improvement List of the Housing & Community Development Division, will NOT be funded by the CIB, unless they address a bona fide public safety or health emergency, or for other compelling reasons.

4. Public Hearing – (Per CIB Program Summary: Discuss size, scope and nature of any funding request to be submitted to the CIB.) Attach a copy of the public notice and a copy of public hearing minutes as Attachment #4.

5. Association of Governments Notification

Provide a copy of the application to the AOG & attach required AOG review & comments as Attachment #5.

6. Affordable Housing Plan – (do not submit the entire housing plan)

Attach a brief summary of the applicant’s efforts to comply with the requirements of Section 10-9a-403 UCA (municipalities) and Section 17-27a-403 UCA (counties) as Attachment #6.

7. Water & Sewer Applications require a Department of Environmental Quality Review

Utah Department of Environmental Quality (DEQ) staff act as technical advisors to the CIB on drinking water and waste water projects. Applicants for proposed drinking water and waste water project funding **MUST COMPLETE AND SUBMIT** the Drinking Water & Waste Water Project Supplement to DEQ. (DEQ Supplemental form is located on CIB website: <http://jobs.utah.gov/housing/cib/cib.html>)

8. Planning Applications ~ Street & Road Applications –Addendum required. (Planning Addendum and Street & Road Addendum - located on CIB website: <http://jobs.utah.gov/housing/cib/cib.html>)

9. CONSTRUCTION & EXCAVATION APPLICATIONS & SHPO

(CHECK IF THIS REQUIREMENT HAS BEEN ACCOMMODATED)

Applications which include building, altering or disturbing properties fifty (50) years of age or older, or which may include new site excavation to include road realignments shall be submitted to SHPO and include photograph, address and map of the proposed project.

PART F. PRESIDING OFFICIAL SIGNATURE

I, Craig Butters, the County Executive
(typed name) (typed title)

Of Cache County

(typed name of applicant agency) do hereby certify the information presented in this application is accurate and correct to the best of my knowledge and this application has been authorized by the applicant agency

Signature Craig Butters Date 8/20/19

*Attachment #1
Project Description*

WHO – A description of the applicant agency, including the problem, situation, condition, or need to be addressed by the proposed project. The description should cover the number of persons, land area, governmental facilities, services, or operations impacted by the problem.

Cache County lies on the northern edge of Utah. Its north border adjoins the south border of the state of Idaho. On the western edge of the county are the Wellsville Mountains, and on the eastern edge are the Bear River Mountains. Logan City is the largest city and serves as the county seat. Cache County, like many other counties in Utah, is growing. As of the 2010 United States Census, the population was 112,656 in 2018 population projection for the County was 127,068. Cache County is projected to double by 2050, reaching a size of more than 230,000. Historically, Cache County has tended to grow more quickly than projected, largely due to higher than predicted births and lower than predicted death rates. The County has a land area of 1,164 square miles with 42,243 housing units and includes 19 incorporated cities: Amalga, Clarkston, , Cornish, Hyde Park, Hyrum, Lewiston, Logan, Mendon, Millville, Newton, Nibley, North Logan, Paradise, Providence, Richmond, River Heights, Smithfield, Trenton, and Wellsville.

After 30 years, Cache County has grown out of its road/weed operation facilities and needs to expand and upgrade those facilities. The current road shop facility is located at 555 North 1000 West. This property is only five acres and the access in and out of the property has become a safety issue as it is in a congested traffic area, which presents a challenge for large trucks that access the property to load and unload materials. As large vehicles access the property, they block traffic, causing safety issues and backing up traffic in intersections. The new location for the roads/weeds operations facility is on undeveloped land that the County has purchased and will require building new bays, offices, shops, and multiple outbuildings to cover and house salt, sand, and other needed materials. The purpose of the Cache County Road/Weeds Operations Center Relocation Project is twofold. The first is to increase the efficiency and safety of Road and Weed Department activities through updated facilities and equipment. The second is to allow for necessary expansions now and in the future. The project management team has developed a list of critical, significant, and important goals.



Photo 1 Cache County Trucks at existing Roads/Weeds Center

The following goals were developed to help guide the project forward through completion by aiding the decision-making process through project management, design, and construction.

Critical Project Goals:

- Construct a project with long term (50 Year) objectives in mind, including infrastructure quality, ease of operation and maintenance, and safety.
- Design the facilities to meet current and future (20 Year) needs of the Road and Weed Departments.
- Provide a quality design that results in insignificant change orders during construction.

Significant Project Goals:

- Construct a facility that addresses and improves the various Road and Weed Department activities.

- Utilize available space in an efficient manner to plan for future expansion.
- Implement construction practices that reduce life-cycle costs, including operational costs, alternative energy opportunities, and water reuse.

Important Project Goals:

- Create and maintain positive relationships with neighboring entities, including but not limited to Kilgore, Hyrum City, and Nibley City.
- Provide reliable connections to utilities.
- Incorporate features to increase site security, including fencing, surveillance, and lighting.
- Utilize efficient landscaping to assist in the maintenance and stormwater efforts (low impact development) while providing an aesthetically pleasing environment.
- Control and reduce, if possible, temporary and permanent impacts to private and public entities, including properties, roadways, and environmental.

COUNTY CONTRIBUTIONS TO THE PROJECT SO FAR:

Cache County has been planning this project since 2015 and has held many public meetings over the past four years to discuss the needs, alternatives, and priorities of the project. They most recently sent out a request for proposal to secure an architecture firm to prepare a programming study and conceptual designs for the project. The County has acquired the property for the main site (\$513,800) and in September will acquire property for a northern site (\$100,000) for a total of \$613,800. In addition, the County has spent over \$200,000 for the conceptual designs and program study. The County is also funding all of the architecture and engineering services in advance of securing the construction loan to allow this project to continue moving forward. They have an RFP out to secure a Construction Manager General Contractor (CMGC). The CMGS will work with the County and the architect to act as a consultant in the design process and will offer new innovations, best practices to reduced costs and schedule risks, and help make informed decisions regarding cost and schedule. The County has negotiated agreements with property owners to allow for shared access to the site and has coordinated permitting with UDOT and Hyrum City for access and connection for utilities and street access. Cache County has begun the annexation process with Hyrum City to annex the site into their community. Cache County is prepared and ready to move forward

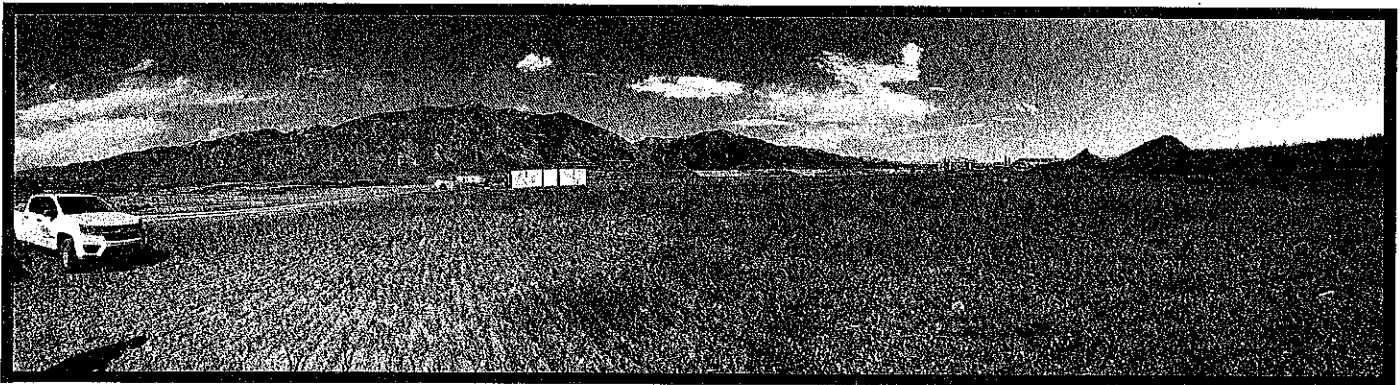


Photo 2 New Site for Roads/Weeds Operations Center
with this project.

WHAT – A description of the proposed project including size, location, development timetable, etc. Include explanation of projected benefits and alternatives considered.

PROJECT DESCRIPTION:

Cache County’s Road and Weed Departments have outgrown their existing 5-acre facility located on 10th West in Logan, Utah. The County has purchased a new site with approximately 38 acres to construct a new facility. This facility will include accommodations for the Road Departments, Weed Department and

associated administrative functions, and Emergency Management and Fire administrative offices. The completed site will consist of the following:

- Main Administrative Office Building with private and open offices, crew rooms, conference space, gear / locker area, restrooms, and support spaces
- Employee and Visitor Vehicle parking
- Three large buildings – Weeds building, Road Building, and Shop Operations Building
- Two bay truck wash
- Fuel island with four diesel pumps and two unleaded pumps, oil-water separator, and lift station
- Salt/Material Storage covered area, brine pond
- Fencing and automatic gates
- Equipment for all buildings and bays
- Associated paving, landscaping, and utilities

The new site will connect to existing facilities and infrastructure provided by Hyrum City (water, sewer, and power), Rocky Mountain Power (power), Dominion Energy (natural gas) and Kilgore Products (roadway and utility stubs). Access roads will be planned for heavy truck traffic.

An additional satellite facility will be developed for use by the Road/Weed Departments in the northern portion of the County to increase response time for snow removal and improve efficiency of operations.

This site will include the following:

- 4-5 bays for vehicle & equipment storage
- Salt & brine storage shed
- Fencing and automatic gates
- Areas for material storage
- Associated equipment, landscaping, paving and utilities

See Attachment 2 for Program Study and Concept Designs.

BENEFITS AND ALTERNATIVES:

Alternatives:

1. Do nothing.
2. Rebuild on the existing site. Conceptual designs and layouts for the current location to renovate the area were completed; however, the existing site contains only five acres and is located on 10th West in Logan, which is a congested area and challenging for the County to access the property with large trucks for loading and unloading. The large vehicles block traffic as they access the property, causing safety issues and backing up traffic in intersections. The idea that the County would expand the site to have even more trucks accessing the property is not sensible and renovating this site would only prolong its useful life before the County runs out of space again.
3. Rebuild on a larger, new location. The County purchased a parcel next to the County gravel pit near Hyrum City. This location is on SR-165, which is much less congested and has existing turning lanes and room to install acceleration lanes to help reduce the substantial truck traffic from impeding traffic. This location will reduce staging time and allow the County staff to be more productive and work collectively with other departments in the County.

Benefits:

- The project will be designed and constructed with long term objectives: infrastructure quality, ease of operation and maintenance, and safety.
- The facilities will be designed to meet current and future needs for the County Road/Weed Departments, as well as make space for other department's administrative offices.

- The new facility provides for accomplishing long term objectives, including infrastructure quality, ease of operation and maintenance, and new technology.

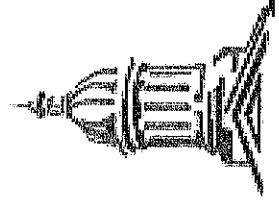
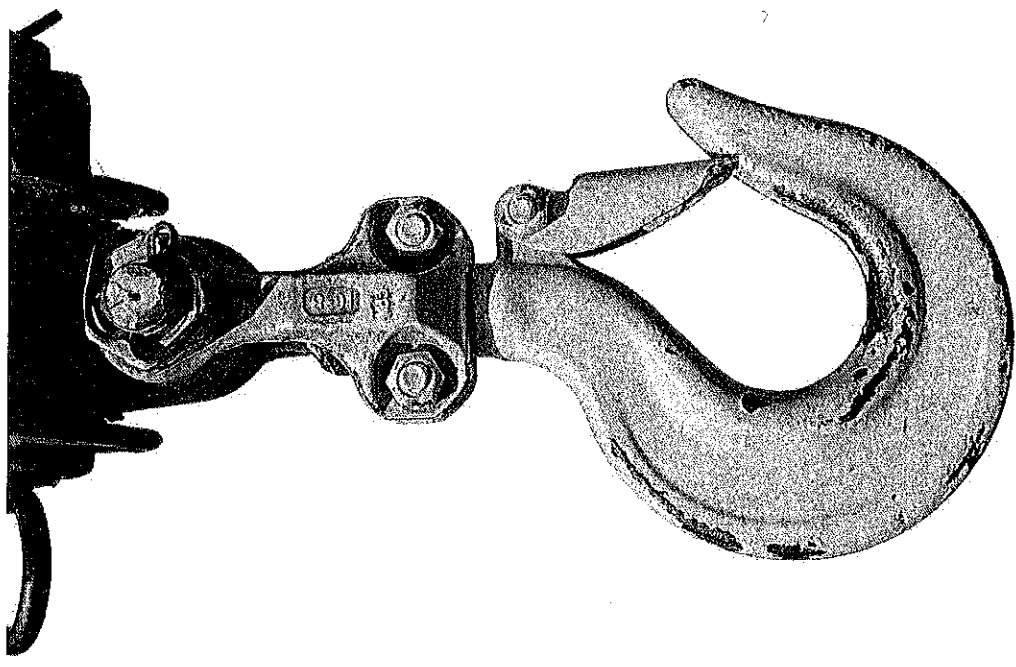
Timetable:

The project is in conceptual design and is anticipated to start as soon as funding can be secured. Project construction is expected to take place in Spring/Summer 2020.

WHY -- Has the applicant investigated other sources of funding for this project and an explanation of why the applicant agency requires financial assistance from CIB.

The County has investigated private funding that would have an interest rate of 3.75% for a limited 20 years; however, CIB offers a much more practical loan option with a 2.5% interest rate over 20 years. This opportunity will allow the County to use a new 0.25% sales tax revenue slated to be used for transportation facilities to repay the loan. They anticipate receiving at least \$1.6 million every year from this tax. There are no other viable funding sources available for the County to pursue.

Attachment #2
Maps, floor plans, site plans and prepared estimate etc.



**Cache
County**
1857

**Cache County Road & Weed
Departments Relocation Project**
Cache County Development Services Department

ACKNOWLEDGMENTS

COMMITTEE MEMBERS

The workshop process included a number of key individuals who were essential in guiding decisions, balancing concerns and reinforcing the project's vision.

CACHE COUNTY

Josh Runhaar Cache County Director of Development Services
Jonathan Bingham Cache County Engineer
Joel Merritt Cache County Road & Weeds Director
Jake Forsgren Cache County Weeds Crew Lead
Keven Bankhead Roads Crew Lead
Roy Hathaway Roads Crew Lead
Jeremy Hudson Roads Crew Lead
Tamara Bowles Cache County Office Manager

J-U-B ENGINEERS

Zan Murray Owner's Representative
Paul Willardson Owner's Representative

DESIGN TEAM

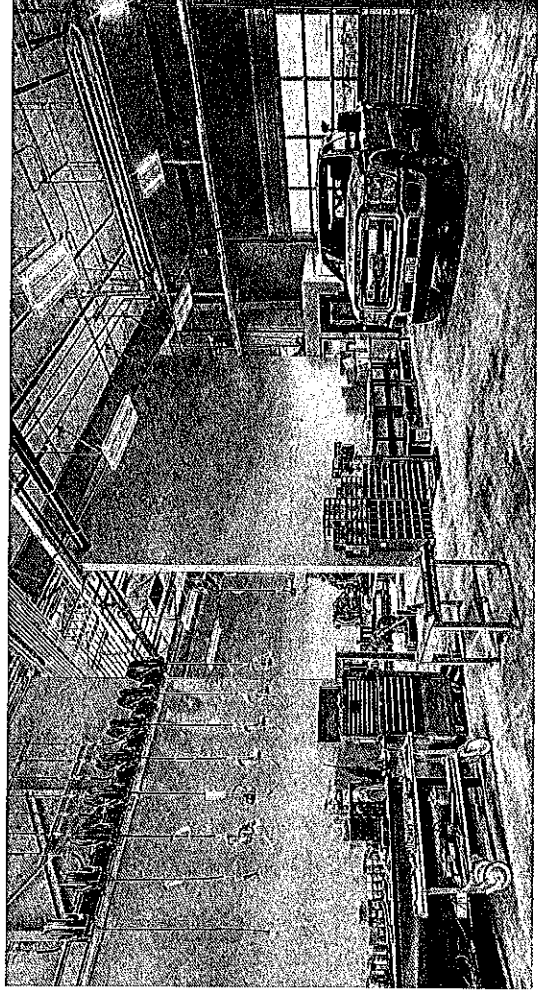
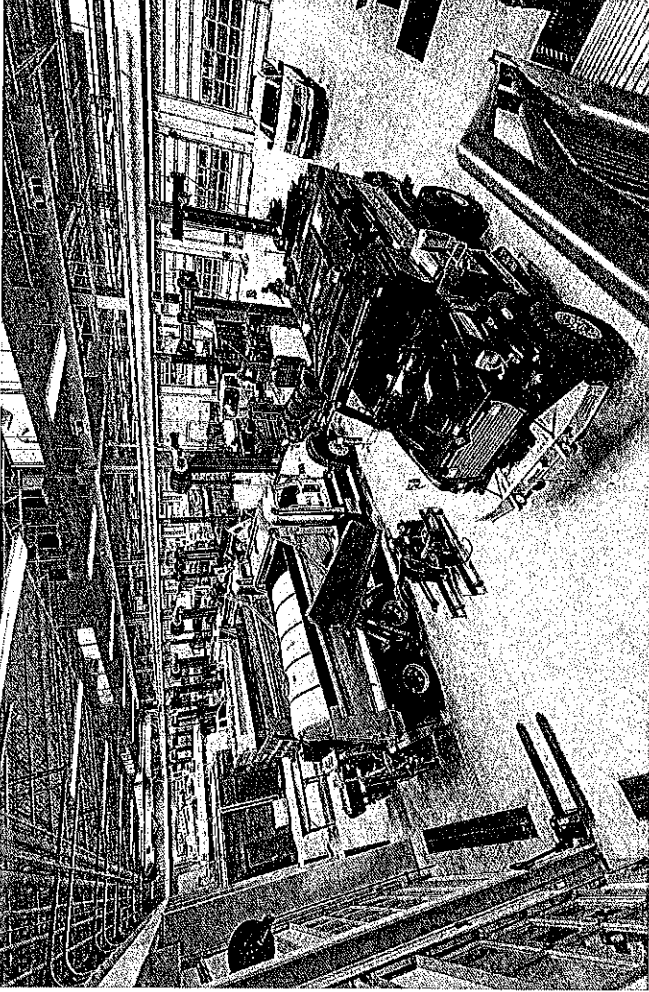
The workshop process was led by a number of team members from the design team to generate the information gathering process and provide options for the committee members to review.

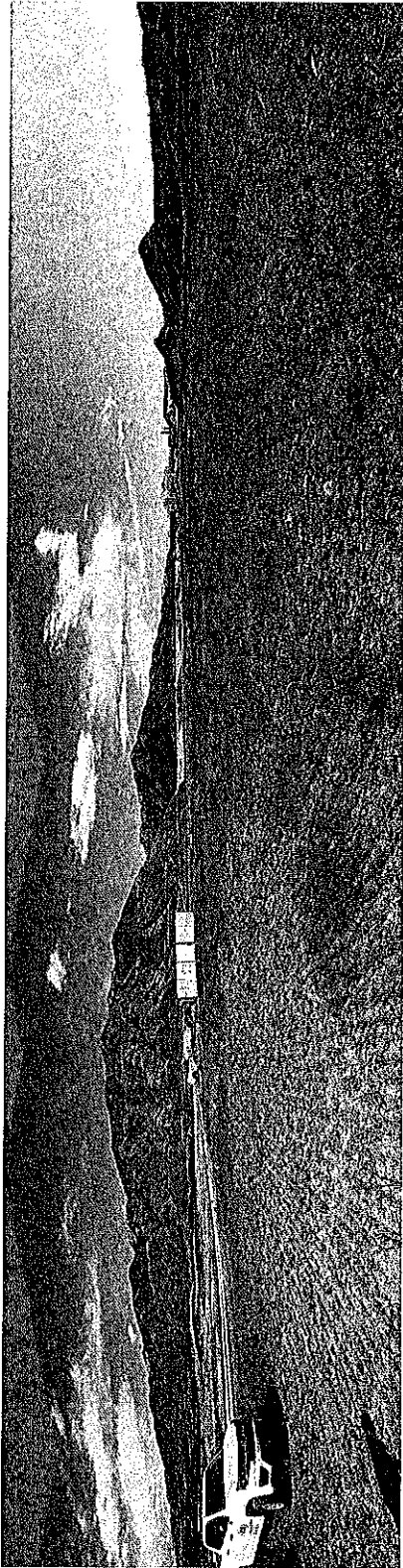
ARCHITECT

Kevin Blalock Principal; Blalock & Partners
Dugan Frehner Project Manager; Blalock & Partners
Chad Parker Project Architect; Blalock & Partners

MAINTENANCE FACILITY DESIGN

Sheena Zimmerman Senior Maintenance Facility Designer; HDR | MDG
Justin Kragel Maintenance Facility Designer; HDR | MDG





1	EXECUTIVE SUMMARY
3	WORKSHOP I
4	FACILITY TOURS
5	WORKSHOP II
6	SPACE NEEDS PROGRAM
9	SITE PLAN OPTIONS
11	COST OPINION

EXECUTIVE SUMMARY

PROJECT SUMMARY

The Cache County Development Services Department (CCDSD) is relocating the road shop facilities, currently located at 555 North 1000 West. The new location is on undeveloped land which will require new buildings including: administrative offices, shops, vehicle & equipment storage facilities and multiple outbuildings.

The purpose of the Cache County Road and Weed Departments Relocation Project is twofold. The first is to increase the efficiency and safety of Road and Weed Departments activities through updated facilities and equipment. The second is to accommodate the County's necessary current needs and allocate space and infrastructure for future expansion.

In an effort to accelerate the information gathering, programming and master planning process, the design team conducted (2) two-day workshops along with a half a day dedicated to touring other similar facilities. The workshops were held on May 14th & 15th and May 21st & 22nd with facility tours occurring on May 20th. The majority of this document is a summary of the information gathered and decisions made during the workshop process.

PROJECT BUDGET

The Workshop process was used to develop conceptual cost models for planning purposes and big-picture decision making. As the functional, workplace safety, immediate and long-term objectives were clarified, the cost model was refined to an achievable budget:

CONSTRUCTION COSTS:	\$13,147,400
CONSTRUCTION CONTINGENCY:	\$ 750,000
TOTAL ESTIMATE OF CONSTRUCTION COSTS:	\$13,897,400
ESTIMATED SOFT COSTS:	\$ 1,482,194
TOTAL ESTIMATED PROJECT COSTS:	\$15,379,594

These numbers represent the expected construction and project costs using the Construction Management / General Contractor (CM/GC) delivery method, and anticipating a construction start date in late October 2019.

Refer to page 11 of this document for a more complete budget breakdown.

PROJECT SITE

Cache County's Road and Weed Departments has outgrown their existing 5-acre facility located on 10th West in Logan, Utah. They have purchased a new site with approximately 38 acres to construct a new facility. The new site will connect to existing facilities and infrastructure provided by Hyrum City (water, sewer and power), Rocky Mountain Power (power), Dominion Energy (natural gas) and Kilgore Products (roadway and utility stubs). An existing spring for Nibley City is located east of the site; considerations for source protection for the spring and other drinking water sources in the area will need to be considered.

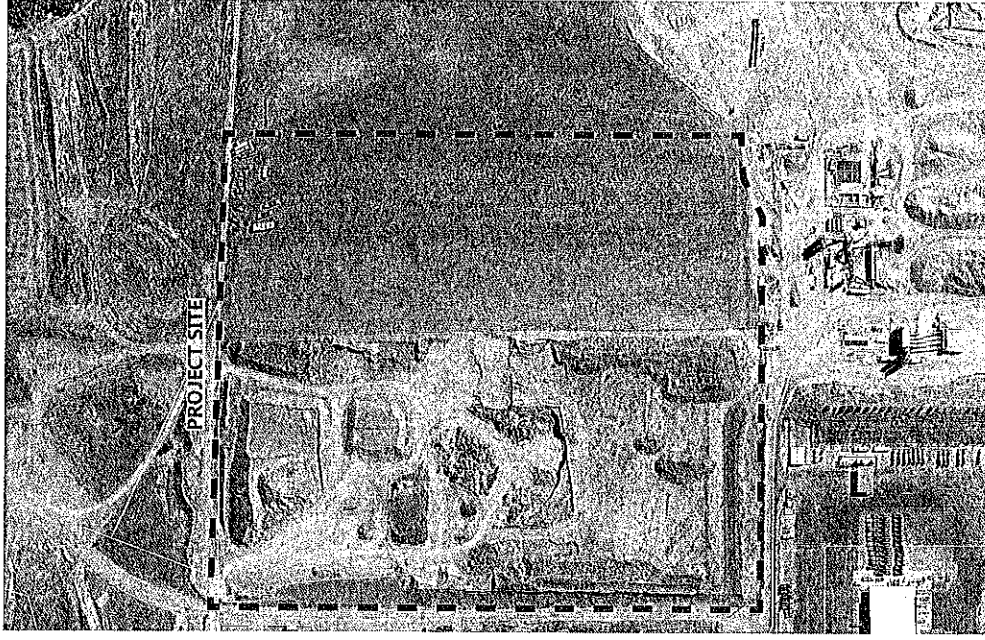
The new site is a reclaimed gravel pit, soils may be problematic and improperly compacted. Some exploratory pits have been excavated exposing a uniform sand layer to a depth of approximately nine feet beneath a topsoil and gravel layer of 18 inches. Water was not present in any of the excavated pits.

SMITHFIELD (NORTH) SITE

An additional site will be developed for use by the Road and Weed Departments in the northern portion of the County, in or nearby Smithfield City. The location of the site has not been finalized at this time.

This site will include the following: a storage building for 4-5 vehicles; a single restroom; a covered salt storage structure with brine storage equipment; secure site fencing with automatic vehicle gates; and, enough site area for miscellaneous material storage.

The Design Team will develop the building components for the to-be-determined site, and then configure them on the site when the County has the land procured.



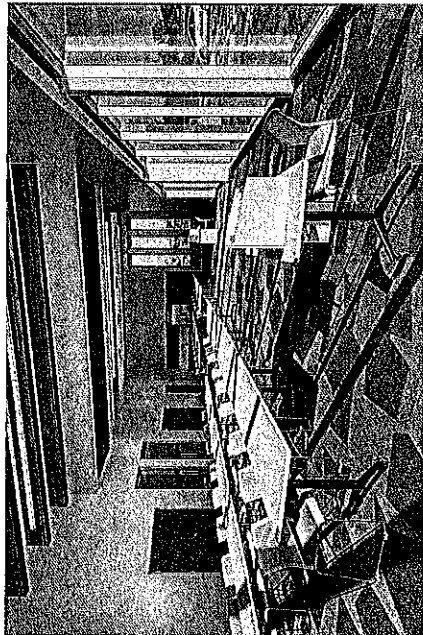
ADMINISTRATION BUILDING

The Administration Building will be approximately 10,200 gross square feet and will house the administrative staff for the Road & Weeds department. As a free-standing structure, the Administration Building serves as the "public face" for the Road & Weeds complex. Additional administrative space will be provided for the Cache County Fire District staff. Consideration for future growth has been anticipated in the planning of the Administration Building, and the facility will include a mix of private and open office areas.

The facility will also include a dividable multi-purpose Crew Room. The Crew Room, when not divided, will allow up to 60-70 people to meet in a single space. One side of the Crew Room will also include break room-type functions for the CCDS staff.

A mud room, gear lockers and small laundry room will be provided to allow staff to effectively remove any dirt/debris prior to entering back into the administration building or return home for the day.

Building support spaces; electrical, mechanical, IT rooms, etc. have been preliminarily sized based on the building's overall square footage. These spaces will be finalized as the design process continues. When appropriate, the Design Team will meet with CCDS facility groups to review County requirements for building support spaces.



FIRE DISTRICT SPACES

The Cache County Fire District has requested both administrative space and vehicle bay space be incorporated in the design of the new facility. The request includes two private offices, four open offices, an administrative assistant and a single pull-through vehicle bay to house their apparatus.

VEHICLE MAINTENANCE FACILITY

The vehicle maintenance facility will be a pre-engineered metal building, approximately 8,400 square feet, and can either be a free standing building or attached to either of the other Road & Weeds facilities. The portion of the facility dedicated to vehicle maintenance will have two light vehicle bays and two heavy duty vehicle bays. Additional spaces include a fabrication shop, parts storage, small equipment room, fluid containment room, and an office space for two mechanics along with enough space to house their necessary maintenance manuals.

The committee has requested that an emphasis on natural light in the maintenance facility along with white walls, ceilings and, if the budget allows integral white concrete slab. Similarly, the committee prefers a radiant heat concrete slab for the maintenance shop if the budget allows. The functional design of the vehicle maintenance facility will continue to develop through the next design phases.

WEEDS FACILITY

The Weeds Facility will be a pre-fabricated metal building approximately 10,080 sq ft and can either be a free standing building or attached to either the Vehicle Maintenance Facility or the Roads Facility. The Weeds Facility will be quantity (3) 28'-0" pull through bays with 24'-0" wide sectional doors at each bay. The Weeds Facility will provide vehicle storage along with bays dedicated to filling the Weeds departments vehicles with the chemicals and materials needed for their daily use.

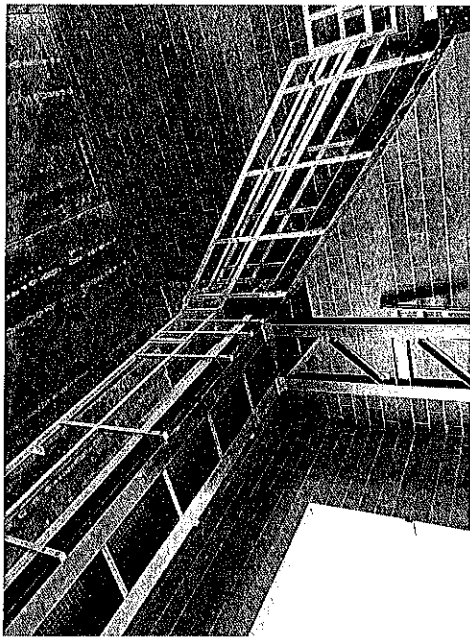
The chemicals will be distributed similar to the dispensing system used for vehicle fluids: hose reels connected to storage tanks. The facility will be minimally heated, maintain approximately 50-60 degrees, and will not be mechanically cooled. High-volume, low-velocity fans will provide air movement for low-cost cooling. Incorporation of natural light was emphasized and the budget reflects using glass in portions of each of the sectional doors. To improve the functionality, the facility will also include access to power, water and compressed air at strategic locations.

ROADS FACILITY

The Roads Facility will be a pre-fabricated metal building approximately 29,400 sq ft and can either be a free standing building or attached to either the Vehicle Maintenance Facility or the Weeds Facility. The Roads Facility will be quantity (10) 28'-0" pull through bays with 24'-0" wide sectional doors at each bay. The facility will allow the majority of the Roads vehicles to be stored in a minimally conditioned building. Natural light will also be included in the facility. Like the Roads Department, the facility will also include access to power, water and compressed air.

TRUCK WASH

The Truck Wash will be a concrete & CMU building approximately 5,500 sq ft and will be a free standing building. The Truck Wash will be quantity (2) 25'x 85' bays along with an equipment room to house the necessary wash and brining equipment. The Truck Wash will have a fiberglass stair and catwalk system with an overhead water cannon to allow the larger vehicles to be washed completely. An under-carriage wash system will be included in both truck wash bays.



FUEL ISLAND

The fuel island will accommodate up to six vehicles fueling simultaneously, four diesel fuel pumps and two unleaded fuel pumps. Two 8,000 gallon above ground fuel storage tanks, one for diesel and one for unleaded, will be adjacent to the fuel pumps. Diesel Exhaust Fluid (DEF) storage and distribution tanks will be provided at the diesel pumps. Each fuel island will include vacuums for general cleanup of vehicle interiors.

SALT STORAGE

The Salt Storage structure will be quantity (3) 50' x 60' storage bays along with an additional approximate 40' x 40' bay for miscellaneous road material storage. The Salt Storage structure will have a minimum of 16'-0" tall concrete walls with a steel framed canopy covering the bays, including a 4' - 6' extension of additional coverage at the load-in side. The exact structure will be further developed during the next design phases.

WORKSHOP I

WORKSHOP I: MAY 14-15

Workshop one took place at the current Cache County Road & Weeds Department Facility.

DAY ONE- PROJECT KICK OFF

Workshop one took place at the current Cache County Road & Weeds Department Facility the morning of May 14th. The overall project schedule and current status of the CM/GC selection process was discussed as a group. The following dates were confirmed with the committee members:

- Tuesday, May 28: Workshop Summary Document completed
- Friday, May 31: CIB Funding Package submitted
- Friday, June 7: CM/GC SOQ Proposals are due
- Tuesday, June 11: Review CM/GC SOQs and Design Meeting
- Wednesday, June 19: Interview(s) for short listed CM/GCs
- Wednesday, June 26: Design Meeting with CM/GC

ADMINISTRATION BUILDING PROGRAM

The group began discussions regarding the current administrative portion of the CCSDS Road & Weeds Department Facility and how they would like the new dedicated Administration building to function for the group. The Administration building will see only a few public visitors each week, approximately 5-8, with approximately half of those visitors needing to meet with the Fire Department administrative staff.

The Administration building will include a mix of private and open offices and will be sized to accommodate the anticipated growth for the next 10-15 years. The Fire Department is anticipating occupying the building for 10-15 years allowing future growth beyond 15 years to take over the existing Fire Department offices.

Multipurpose/flexible spaces were discussed at great length. The decision to plan for a large 60-70 occupant dividable Crew Room along with a dedicated 12-14 occupant conference room proved to meet the groups needs, allow for great flexibility and still allow room for growth.

The approach of providing a multi-stall all gender restroom was discussed. This approach would allow the building square footage to be reduced, accommodate changes in male/female staff ratio and align with current trends. The group also discussed the need for a mud room & small laundry room adjacent to the locker room to allow staff to adequately remove any dirt/debris prior to entering the Administration building or returning home.

After the discussions on the Administration building wrapped up the

entire group took a tour of the existing facility, surrounding storage buildings and salt shed. During the tour the group discussed the current shortcomings of the facility and what they would like to see different in their future facility. The discussion included the type of vehicle lifts, current lube pit designs, bay sizes and adequate storage for the various equipment needed in the shop. Artificial lighting and the lack of natural light was mentioned several times by multiple committee members and other CCSDS Road & Weed staff members.

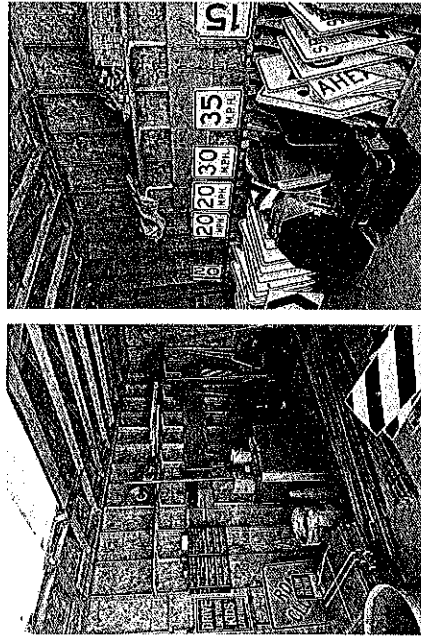
After the tour was completed the Design Team members along with a few of the committee members drove to the new site. The current condition of the North and South access roads were reviewed. Potential paths for under ground utilities were discussed. This concluded Day One of Workshop I.

DAY TWO

Day two of Workshop I took place at the current Cache County Road & Weeds Department Facility the morning of May 15th. The discussions immediately began with determining the correct size and number of maintenance bays to be provided in the new maintenance facility. Sectional door size of 16' wide by 16' tall was determined to be the minimum sectional door size unless directed by the committee to provide a smaller size at a certain bay. The group discussed the process the Weeds department goes through to fill their various vehicles/containers with the necessary chemicals on a daily basis. A solution very similar to that used for dispensing vehicle fluids was discussed as a viable and much safer solution to filling the vehicles/containers with chemicals.

Vehicle storage was discussed next. CCSDS has dozens of vehicles varying in size and storage needs. Some vehicles must be stored in a conditioned building, other vehicles can be stored in an unconditioned building and/or stored under covered parking. Sheena and Justin worked with CCSDS to review their current vehicle inventory along with anticipated future growth and determine the appropriate vehicle storage needs. The information provided is critical to adequately sizing the vehicle storage building(s).

Toward the end of day two, approximate building sizes had been determined and the Design Team began to assign a cost per sq ft for each building type. These costs were determined using the construction costs for the recently completed SLCo Parks & Public Works Operation Center that shares a number of similarities to the CCSDS project.



The photo above is a conceptual plan study for a combined Maintenance Shop and Weeds Department building. An initial cost study was also developed.

FACILITY TOURS

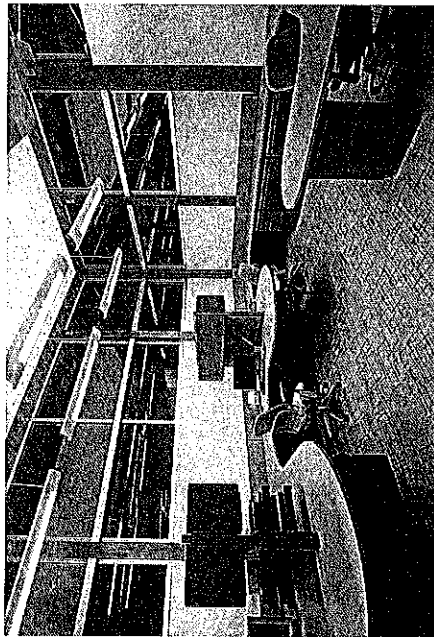
SALT LAKE COUNTY FACILITY TOURS

Committee members traveled to Salt Lake County to tour the SLCO Public Works Complex located in Midvale and the SLCO Parks & Rec Operations Center located in West Jordan. Additionally the group made a short stop at the recently completed SLC Fire Station No 14.

SLCO PUBLIC WORKS ADMINISTRATION BUILDING

The SLCO PW Administration Building is similar to the proposed CCDSO Administration Building in that it acts as the public face for the entire Public Works Complex. Other similarities include a mix of private and open offices, a public lobby, a dividable multipurpose room and separated public and staff parking.

The committee felt the lobby was nice, but had a greater appreciation for the amount of daylight the private, open offices and circulation spaces (hallways) allowed. The group also liked the open office clusters that created opportunities for shared, flexible workspace within each area.



SLCO PUBLIC WORKS TRUCK WASH

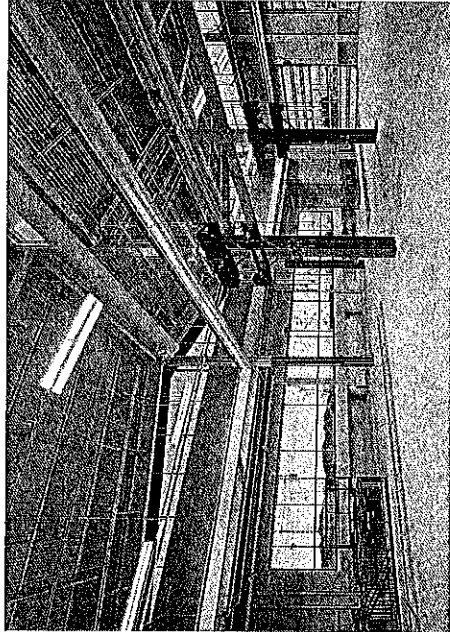
The group toured the existing SLCO PW Truck Wash as an example of what ~~can~~ do in a design for a truck wash. The truck wash is a steel framed open air unheated wash bay. The facility is only about seven years old and has required constant maintenance. The exposed piping has required replacing. The concrete inside the wash bay has required replacing due to severe cracking and piping below the slab needing to be replaced. The structural steel elements have required re-galvanizing to avoid severe rust issues.

SLCO PUBLIC WORKS FLEET MAINTENANCE FACILITY

The SLCO PW Fleet Maintenance Facility services vehicles that are similar in size to the vehicles the CCDSO Road & Weeds department uses on a regular basis. While the facility has far more maintenance bays than what CCDSO needs, the facility serves as a good example of how a well designed maintenance facility can dramatically improve the work environment for the staff.

At the main entry, the committee felt the lobby was too dark but commented on the durable materials that were used in the space. The committee liked how the Crew Room, also doubling as a Break Room, had nearby access to an exterior patio but all agreed it was a missed opportunity to not allow this space to open directly to the exterior. While the group was impressed by the parts storage and lube pit in the SLCO facility, it was decided that the CCDSO facility would not require a these functions and a sophisticated parts storage system.

The committee was impressed by the abundant amount of natural light present in the shop spaces. The natural light, white concrete floor, white walls and ceilings created a very desirable work environment, and the CCDSO is very interested in creating a similar experience with their facility.



SLCO PARKS & REC OPERATIONS CENTER

The SLCO Parks & Rec Operations Center shares a number of similarities to the CCDSO project. The similarities include an Administration Building, Operations & Maintenance Building, a dedicated vehicle storage building, truck wash, fuel island and material storage areas.

The committee liked the size and amount of natural light in the dividable multi-purpose room and the smaller conference room located in the Admin. Building. They noticed the circulation spaces (hallways) did not have natural light and lacked visual interest when compared to the SLCO PW Administration Building. They appreciated the computer touch-down area that is used primarily by seasonal employees for their online training and occasional need for internet access. The committee asked for a similar computer room or area be added to the crew room of their new administration building.

The dedicated vehicle storage building is very similar to what CCDSO imagined for their new facility, but would require more sectional doors and much greater amounts of natural light, if possible.

The Operations & Maintenance building toured is a pre-engineered metal building like the proposed maintenance building for the CCDSO project. The committee did not like the full height walls dividing the maintenance bays, lack of natural light and condemned the medium grey paint color for the walls. They preferred the open bays and white interior of the SLCO Fleet Maintenance Facility.

The committee spent time looking at the Truck Wash facility and liked every aspect of the Truck Wash. A quick look at the fuel island confirmed the facility had similar fuel needs as the CCDSO project.

SLC FIRE STATION NO 14

The group met briefly at the recently completed Salt Lake City Fire Station No 14, designed by Blalock & Partners. The intent was to show the group an apparatus bay that functions similarly to a maintenance bay, a ground and polished grey interior concrete slab, fast acting four fold doors and an exterior cladding system that offers increased durability and performance. The committee liked the amount of natural light in the app bays and the appearance of the cladding system. They liked the four-fold doors, but the extra cost is not justifiable.

WORKSHOP II

WORKSHOP II: MAY 21-22

Workshop two took place at the current Cache County Road & Weeds Department Facility.

DAY ONE: PROGRAM REVIEW

The group met together to review the facility tours. The committee explained the various pros and cons that they saw while on the facility tours. The pros and cons are summarized on the SLCo Facility Tours page.

The group reviewed the program document draft discussing the various square footage requirements for each space and the overall size of each of the buildings. This process along with reviewing the facility tours took the majority of the late morning, and a few of the committee members as well as Kevin Blalock, left to attend the pre-proposal meeting for the CM/GC solicitation process.

Dugan, Sheena and Justin remained to work on accurately sizing the vehicle storage building(s). After sizing the vehicle storage buildings based on a typical 20'-0" structural bay with a 16'-0" sectional door it became evident that the building was very inefficient due to the amount of wasted space between each vehicle. An approach to use 24'-0" sectional doors was briefly mentioned to the committee to help reduce the amount of building square footage. The committee also felt that amount of vehicles being stored inside the building(s) was too high and/or inaccurate. The committee agreed to meet with Sheena and Justin first thing the next morning to reconcile the vehicles that were to be stored inside.

The design team presented six "bubble diagrams" for the administration building. The intent of the bubble diagrams was to vary enough in their layouts, adjacencies, circulation and general shape to begin to generate enough feedback from the committee for the design team to refine the next round of bubble diagrams. The exercise was successful and the design team has enough feedback to begin to refine the bubble diagrams along with generating new layouts for the committee to review at the next design meeting. This exercise ended the day.

DAY TWO: VEHICLE STORAGE RECONCILIATION

Sheena, Justin and the committee met early to reconcile which vehicles would be stored in an enclosed conditioned building, an enclosed unconditioned building, and which vehicles would be kept in an open covered structure.

The group used a scaled vehicle storage building along with scaled vehicle blocks to begin the process. The group came to the realization

that a large amount of space was being wasted between vehicles and an alternate approach to the vehicle storage building would be more ideal. The group determined 28'-0" wide structural bays incorporating 24'-0" wide x 16' tall sectional doors would allow even two large vehicles to be parked side by side. Using this approach, the building square footage was reduced by nearly 10,000 square feet which, in turn, eliminated the need to build a separate covered, but open-air vehicle storage building.

The committee was hesitant that the approach would allow them to safely store vehicles in the vehicle storage building. A full scale mock-up was created using cones to outline a typical structural bay and a typical 24'-0" wide door opening - see image below.

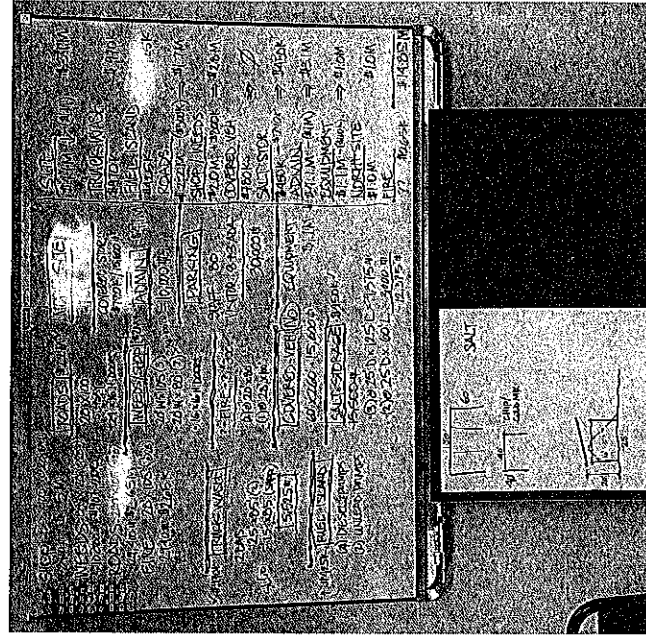


The group decided to use the worst case scenario to test the idea, backing in two of the County's largest vehicles: a water truck and a snow plow. Upon a successful execution of the scenario, the committee was comfortable with the approach and directed the design team to proceed with the change in bay and door sizes for the vehicle storage building.

The Design Team then excused the committee for the next few hours to allow the Design Team to generate overall site plan options. The group used a number of site determinates to help generate the site options, reference the separate site plan options page. The Design Team created five site studies to scale, pinning them up on the wall for discussion with the committee. The various options have pros and cons for functionality, expansion, wind protection / orientation and cost.

The committee involved other Road & Weeds staff members and provided a general overview of the project's current progress. The project overview was presented by Josh and was comprehensive in that it covered the first workshop, the SLCo facility tours, the second workshop and the current project costs.

The whiteboard with project costs was updated consistently throughout Workshop II. Updates included overall building square footage, cost per square foot, preliminary equipment costs and adjusted site costs. The image below was taken at the conclusion of Workshop II.



SPACE NEEDS PROGRAM

FACILITY PROGRAM

The following pages outline the site and building program that was developed during the project workshops. The program will continue to adjust as the project progresses through the next design phases. The facility program is meant to reflect the project at the end of this phase.

Programming Report

Overall

Space Needs Program Summary

23-May-19

	Office/Support		Shop/Storage		Covered Storage		Exterior Storage		Enclosed - Parking		Covered - Parking		Exterior - Parking		Employee Visitor Parking		Fuel		Wash Building		Existing	Proposed
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed		
Administrative	0	9,325	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39,565
Roads	0	0	0	1,125	0	10,600	0	149,280	19,260	25,320	0	0	13,840	14,800	0	0	0	0	0	0	33,100	201,125
Weeds	0	0	0	4,375	0	0	0	5,870	11,520	0	0	1,200	1,200	0	0	0	0	0	0	0	7,070	17,095
Maintenance/Shop	0	416	648	8,223	0	0	300	0	0	0	0	0	0	0	0	324	0	4,220	5,525	648	19,007	
Subtotal	0	9,741	648	13,723	0	10,600	149,580	25,130	36,840	0	0	15,040	16,000	0	30,564	0	4,220	5,525	40,818	276,792	40,818	276,792
TOTAL SQUARE FEET	0	9,741	648	13,723	0	10,600	149,580	25,130	36,840	0	0	15,040	16,000	0	30,564	0	4,220	5,525	40,818	276,792	40,818	276,792
	0.00%	3.52%	1.59%	4.96%	0.00%	3.53%	54.04%	81.57%	13.31%	0.00%	0.00%	36.35%	5.78%	0.00%	11.04%	0.00%	1.52%	2.00%	104.00%	100.00%	104.00%	100.00%

Site Circulation, Landscaping and Setbacks 100%

TOTAL SQUARE FEET
TOTAL ACRES

40,818
40,818
0.94

276,792
276,792
6.35

SPACE NEEDS PROGRAM

Area Description	Existing Space Area	Remarks	Proposed Space	Remarks
Shop and Storage Areas Vehicle Bay			4	2400 Will also be used as vehicle storage
Chemical Storage			300	Storage
Finished Storage			300	
Small Equipment Storage			500	Along side of building with finished storage
Shop and Storage Areas (Net Gross)			875	
Shop and Storage Areas (Estimate)	25%			
Workshop	3' x 10'	80	1	1100
Wood Cabinet	8' x 10'	80	1	210
Workshop	8' x 10'	80	3	210
Wipers	10' x 25'	250	10	250
Jobs	10' x 25'	250	7	1750
Trailer	10' x 25'	250	0	0
Liners	12' x 40'	480	1	480
Blank Truck	20' x 50'	1000	2	2000
Storage	18' x 70'	1260	1	1800
Total Workshop Storage (Net Gross)			3070	
Total Workshop Storage (Estimate)	25%			
Electrical Control Room			0	0
Control Room (Net Gross)			0	0
Total Electrical Control (Net Gross)			0	
Painting Shop			1	800
Painting Shop (Net Gross)			800	800
Total Painting Shop (Net Gross)			800	
Total Workshop Storage and Electrical Control (Net Gross)			3870	
Total Workshop Storage and Electrical Control (Estimate)	25%			
Wash Bay			80	
Wash Bay (Net Gross)			80	80
Wash Bay (Estimate)	20%			
Material Bins			1	1500
Sand			1	1500
Salt			0	0
Total Material Bins and Sand (Net Gross)			3000	
Total Material Bins and Sand (Estimate)	0%			
Crane (Net Gross)			0	0
Crane (Estimate)	100%			
Vehicle Parking Bay			2	3000 (3 trucks, 1 tractor, 1 loader)
Vehicle Parking Bay (Net Gross)	25' x 15'		3000	
Vehicle Parking Bay (Estimate)	75%			

SITE PLAN OPTIONS

SCHEMATIC SITE PLAN OPTIONS

The Design Team developed a few quick site options for the committee members to review. The site options used the building sizes determined as part of the Workshop's programming effort, which are approximately:

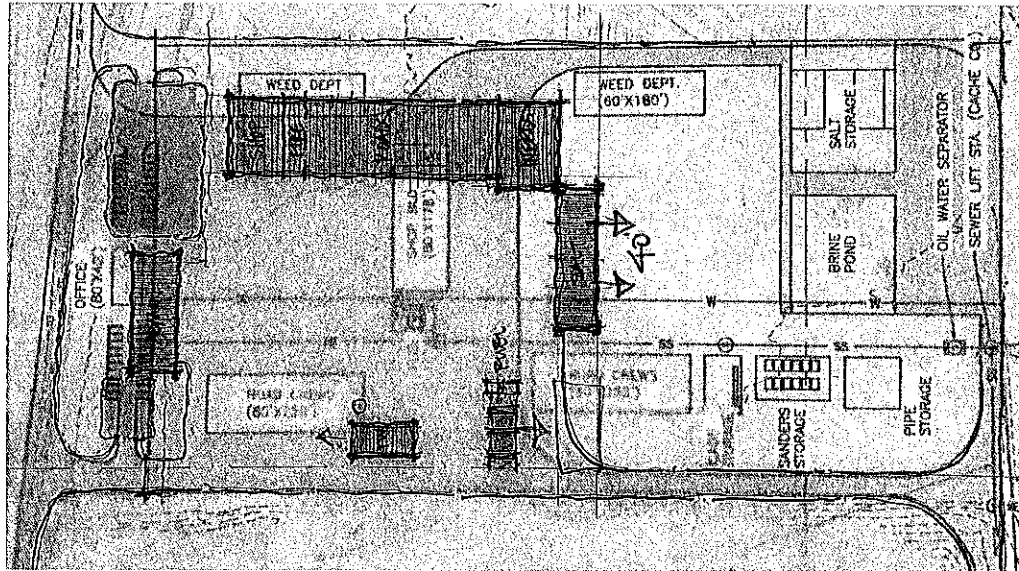
ADMINISTRATION BUILDING:	10,200 GSF
SHOP / MAINTENANCE BUILDING:	8,400 GSF [80' x 105']
ROADS / FIRE DEPT BUILDING:	32,340 GSF [308' x 105']
WEEDS DEPT BUILDING:	10,080 GSF [84' x 120']
SALT / MATERIAL STORAGE FACILITY:	10,600 GSF [150'x60' / 40'x40']
TRUCK WASH:	5,525 GSF [40' x 85']
FUEL ISLAND:	4 diesel / 2 unleaded

The Design Team used the following site determinates to develop conceptual, but to-scale, site options:

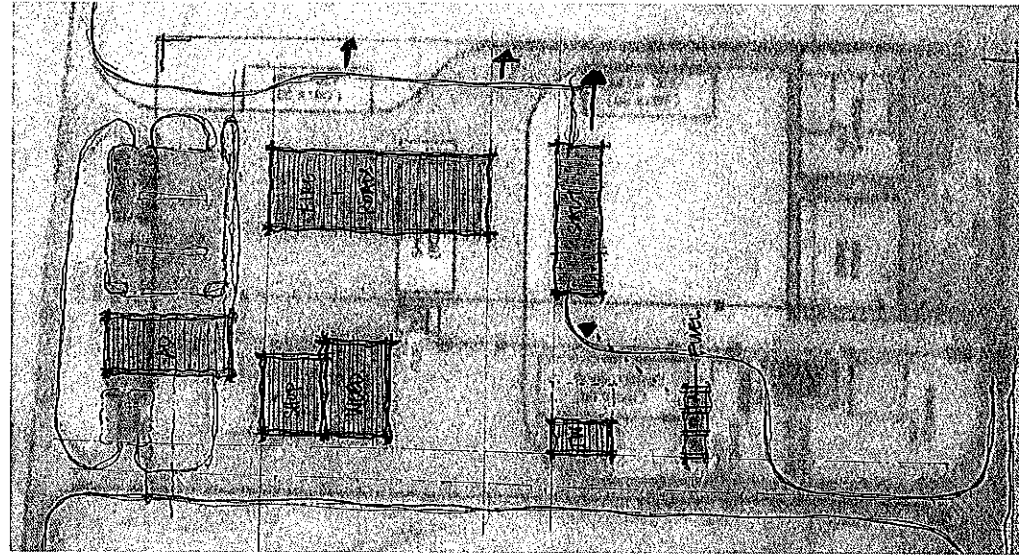
- The public and light vehicle traffic would enter the site from the north entry drive;
- Heavy vehicle traffic would enter from the south entry drive;
- The west edge of the site would serve as the primary vehicle circulation path in the north-south direction; this path was studied at 45'-0" wide;
- The Administration Building will be placed at the north end of the site, located to the north / outside of the secured yard, and would be used to separate the public parking and employee parking;
- The Truck Wash and Fuel Island would be best accessed directly off of the main north/south vehicle circulation path;
- The minimum distance in front of a vehicle bay and any building or other obstruction is 80'-0";
- In an effort to reduce site costs, the asphalt paving would be reduced to only include the areas necessary for vehicle circulation. The entire site will not be paved.

The committee asked that the design team leave the site options with the CCSDS for the group to review during the next few days.

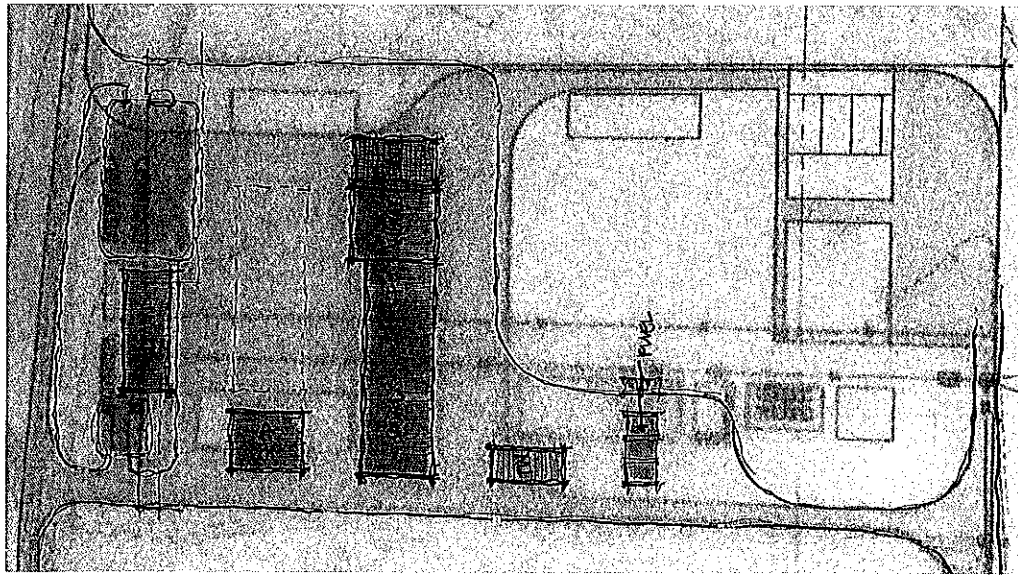
SITE OPTION A



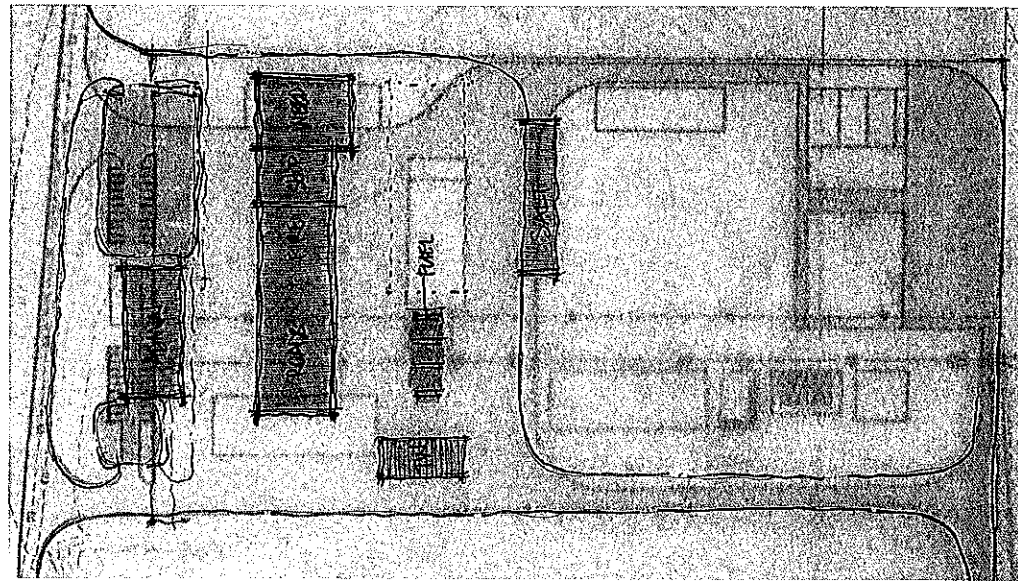
SITE OPTION B



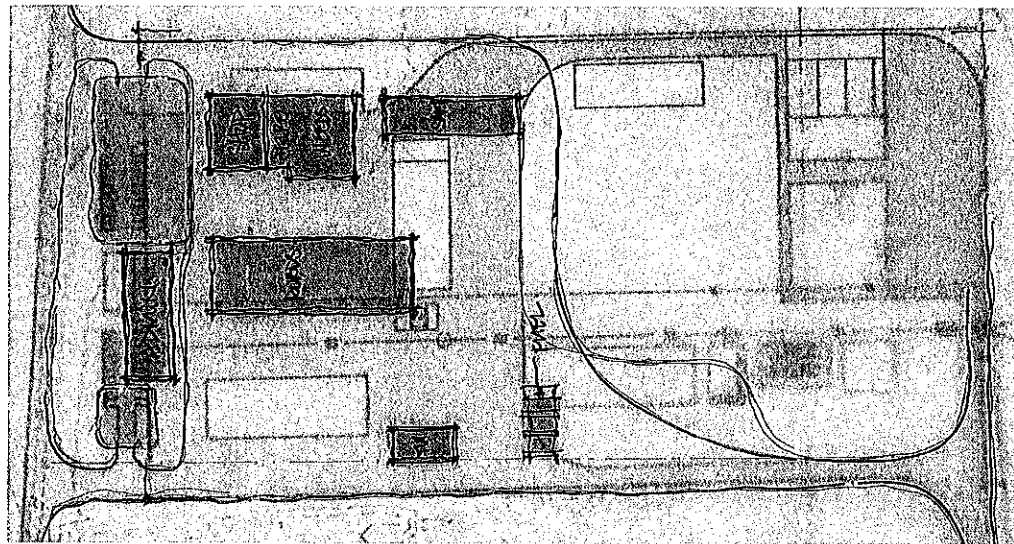
SITE OPTION C



SITE OPTION C.1



SITE OPTION D



Attachment #3
Consolidated Local Capital Improvement List

Brian Carver with Bear River Association of Government has submitted this information.

Attachment #4
Public Hearing

Public notice and a copy of public hearing minutes have been submitted previously.

Attachment #5
Association of Governments Notification

AOG review & comments: To be Sent by Brian Carver Bear River Association of Government. Please see the updated letter.

PERMANENT COMMUNITY IMPACT FUND BOARD (PCIFB) APPLICATION

REGIONAL CLEARINGHOUSE REVIEW

Applicant: Cache County

Project Title: Road Department Facilities

Date Received: October 1, 2018

Date AOG Reviewed: May 30, 2019

Grant: \$0

Loan: \$12,500,000

Total CIB Funds: \$12,500,000

Total Project Cost: \$17,400,000

Project Description:

Cache County will construct a new Roads Dept. facility.

Is the project on the County Capital improvements List? Yes No

Is the project consistent with local and regional plans? Local: Yes No

Regional: Yes No

Is the project a planning project? Yes No

How will the project benefit the applicant community?

This project will provide new facilities that will provide for the modernization of the activities and space for a Roads and Weeds department that has outgrown its existing buildings. It will meet 20 years' worth of project growth and provide for more efficient operations.


What are challenges the project faces/creates?

None

AOG Recommendation:

This project is necessary to provide safe, efficient and reliable services to Cache County roads. I recommend funding the application.

Signature: _____



*Attachment #6
Affordable Housing Plan*

Attach a brief summary of the applicant's efforts to comply with the requirements of Section 10-9a-403 UCA (municipalities) and Section 17-27a-403 UCA

Cache County is in the process of updating their Moderate Income Housing Plan, which is giving the County some insight into the needs and diversity of the County. While this plan addresses moderate-income housing needs for Cache County, its focus is on the unincorporated areas which they govern.

Cache County and the unincorporated area has a deficit of affordable and available rental and owner-occupied housing units for low and very low income earning households. In Cache County, a moderate-income household (80 to 50 percent of AMI) earns between \$25,967 and \$41,548 annually, a low-income households (50 to 30 percent of AMI) earns between \$15,580 and \$25,967 annually, and a very low-income household (30 percent or less of AMI) earns \$15,580 or less annually. In the entire county, there was a deficit of nearly 2,000 affordable and available rental units for households at the 30 and 50 AMI levels. In the unincorporated county, there was a deficit of affordable and available owning units for households at all AMI levels. For renting households, a small surplus existed for households at the 30 and 80 AMI levels.

An additional 1,100 to 2,600 moderate-income housing units will be needed by 2022 throughout Cache County. Accounting for population growth and vacancy rates, the unincorporated area will need to add approximately 13 to 30 moderate-income housing units per year to meet the needs of future residents (2017-2022). This figure does not include the current deficit of housing units. Between 2022 and 2027, an additional 90 to 100 moderate-income housing units will be needed in the unincorporated area.

Regulatory barriers are impeding moderate-income housing growth. Allowed uses, minimum lot size and other development regulations are contributing in part to the deficit of moderate-income housing in Cache County. In addition, the cost to developers and community perceptions are also hindering the development of moderate-income housing. To address the regulatory, resource, and perception barriers, Cache County has developed several strategies to increase moderate-income housing opportunities in the county.

Cache County is committed to the equal protection and equitable treatment of all members of its community and anyone seeking to rent, lease, or purchase real property within its boundaries. Cache County does not condone housing-related practices that intentionally or indirectly discriminate on the basis of color, disability, ethnicity, familial status, gender identity, national origin, race, religion, sex, sexual orientation, source of income, or other suspect classifications.

Addressing issues associated with fair and affordable housing requires regular reviews of plans, policies, and ordinances as well as ongoing monitoring and assessment of potential disparate impacts and adverse effects within the community. Cache County will do regular performance reviews of implemented housing plans, policies, and ordinances provide Cache County with continuing feedback for making improvements. Cache County has set forth a number of goals in accordance with its commitment to eliminate barriers to fair and affordable housing. These goals can be viewed within the full Plan.