

UINTAH TRANSPORTATION SPECIAL SERVICE DISTRICT
Board Meeting Minutes
March 15, 2016
March's Board Meeting

Meeting location: UTSSD Offices (Utah State University Building) 320 North Aggie Boulevard, Suite 101R,
Vernal, Utah 5:30pm

Board members present: Exec Director Adam Massey, Mark Raymond, David Haslem, Duane Shepherd,
and Stan Gordon.

Others present: Michael Hawley, Jim Harper, Troy Ostler, John Clarkson, Kelly Harvey, Jeremy Gilb, John
Millecam, Bryan Meier, Clint Peatross, Jacob Woodland, Comm. Bill Stringer. Tammie Mecham

Meeting began at 5:33 with an invocation offered by Adam Massey. Duane Shepherd, Stan Gordon,
David Haslem, and Mark Raymond were present. John Clarkson has been the independent reviewer for
UTSSD for the past 10 years. John introduced himself and gave the board members information about
himself. He retired from UDOT after 26 years and has a lot of experience in the Transportation industry.
Adam pointed out that he hasn't raised his rates in 10 years and he always has a quick turnaround.
Having reviewed the contract Adam recommended renewing his contract. Dave moved to renew the
contract. Stan seconded (6:20) Dave wanted to amend the contract. It is currently one year, he moves to
approve the contract for 2 years. Stan seconded the amended motion. Commissioner Raymond asked if
it went out on an RFP. He clarified that the service John is providing is a professional review of the
Engineer's work at a rate of 80 an hour and an annual amount of 1800 for liability insurance and 500 for
general liability and 50 for workers compensation. Adam asked for an estimate of how many hours he
generally does and he estimated about 60 hours. His biggest year has been under 10,000. The question
was asked as to what the board's rule is for when an RFP is required. If it is under 20,000 then it doesn't
need to go to bid. Roll call: Shepherd Aye, Stan Aye, Dave Aye, Mark Aye.

GDA representatives were at the meeting so item 5 on the agenda was moved up to allow them to
report on the airport. Construction on the current project started back up on March 1 and they are
getting everything back going. Right now substantial completion is scheduled for October. They are
working on getting water lines ready so that irrigation water users won't be affected. GDA held a prebid
meeting today for the next phase of the airport. There are 5 bid schedules. Bids will be opened on
March 31. It is a wait and see mode while waiting for bids to come in so that they know what schedules
can be awarded. The FAA is working hard to find extra funding. There were about 30-35 people in
attendance at the pre bid. Dave asked if there were many complaints about the bid schedules and the
answer was no. Duane asked when the houses on 2500 South would be torn down. The asbestos is
being tested right now. Once the report is in then demolition can take place. Adam updated the board
on the increased liability. There had been a hang up because the insurance for the rented hangars was

at 50,000 and they got it increased to 200,000. The rate of 10,000 was confirmed and Adam was pleased with the terms. Dave asked if there was a need for a higher limit as all of the hangars are owned by private individuals. Adam clarified that they should all have their own insurance but this was more for something like if the hangar got damaged by a snow plow or something of the sort. They suggested asking Gayle if it was a necessary cost. Boutique's intent is to provide service in March but they still have not given a schedule yet for when they will show up. Dave asked about advertising that he'd heard about cattle grazing and Mark said that is something they had a gentlemen approach them about with a proposal so they put out an RFP but have not opened them yet. Dave next asked about the terminal building. The county decided to make improvements to the existing building with the hope that the FAA will approve a new building around 2021. Carpet, roofing, furniture and other areas will be addressed. The total cost will be around 50,000. There is a request in with Ashley Valley requesting a waiver to the sewer line. If they will grant the waiver the septic line will be repaired.

Leland Bench – Request for proposals went out for engineering services. Three came back 1 – Uintah Engineering & Land Surveying 2 – Epic Engineering 3 – Civco Engineering. Duane opened Epic Engineering First. Dave made a motion to accept the bids and set up a work session with the district and the attorneys to go over the proposals at a later time. Commissioner Raymond seconded. Commissioner Raymond asked to amend the motion to accept the bids as opened, and then send the proposals home with board members and a scoring sheet. A work session will then be attended, March 15 @ 4:00 P.M. where the final decision will be made. The award will then be done in a public meeting. Once the decision has been made the notice of award will be made. Duane asked to amend that to include that be done in one weeks time. Dave seconded. The vote was unanimous in the affirmative. A public meeting will be held immediately following the work session to announce the award.

2016 Asphalt Management Contract – In a previous meeting the board had decided that Jones and DeMille should get started on the Management project in order to not get behind. Dave made a comment that if the engineer goes to all the work to engineer a project then that engineer should also do the management portion. Commissioner Raymond asked if the engineers bid the services with expectation of engineering and management. Gayle asked if the 2015 contract was complete. If they are not complete then it was Gayle's opinion that the contract with Jones & DeMille could be extended. Duane asked how board members felt about that option. Commissioner Raymond's concern was awarding work without it having gone through a competitive process. His recommendation was to not change the procedure half way through. Duane agreed with Commissioner Raymond and felt that if they just extended the contract there would be grounds to sue. Jones & DeMille had started work for 2016 under the board's direction and he recommended if it is not legal to extend the contract then the district needs to get the RFP out as soon as possible. The question was asked what the earliest something could be awarded? Adam will advertise and get it out as soon as possible. They will discuss this more at the work meeting this Friday.

Next on the agenda was Todd Christensen and a hangar lease. Kelly gave background on ground lease agreements and commercial space lease agreements. These are the two different leases that they do. Todd Christensen is in the process of constructing a hangar and Gayle has drawn up a lease agreement for 20 years. The FAA requires leases to start at 20, then 10, then 5, and after that it can be whatever

terms the parties agree on. \$577.50 will be billed annually due each year on January 15. If the lease was cancelled they would be required to come in and remove the hangar and restore the land to its previous condition. The lessee does have the option to sell the lease but the board would have first right of refusal. Kelly presented the lease to the board for approval. Stan moved to accept the agreement and Dave seconded. Roll call vote was as follows: Shepherd Aye, Stan Aye, Dave Aye, Mark Aye.

Next up was the website logo for UTSSD. Parsons Brinkerhoff is under contract to update the website. They would like board members to get on the old website to see what things they like that is on the old website to transfer over to the new website. Parsons Brinkerhoff will come to the next meeting to present on some logos and a little direction. Duane suggested that there should be a district facebook page that will allow for updates to the general public.

Basin Transportation participation – There are no updates. The question was asked if the board will be looking at lowering the amount for next year. Duane stated that when they come before the board he is going to want to see the amounts coming in from Duchesne. Since Duchesne passed the tax last fall they should have more to contribute.

Redwash – The project has advertised. A pre bid is set for the 24th at 11:00. The bid opening will be the 31st at 3:00. At present there are 7 contractors holding plans. This Friday at the Utah Transportation Commission Meeting they will be exchanging the federal dollars for the state dollars.

Book Cliffs potential Corridor Study – Diego presented to the Duchesne County Special Service district and it went very well. Duchesne was very receptive. Senator VanTassell was unable to get the 1.5 million funding that he was looking for on the EAS study but it did get a lot of support. It is now in the hands of UDOT. If UDOT decides to fund it then it can go forward.

500 South Drainage project – The project is underway. They expect to be done with that project by the end of next week.

2000 North 1500 West to Vernal Ave – Troy reported that they submitted on funds on five different projects. Woods Road through the Non Urban Technical Sub Committee because they didn't understand the difference between the district and the county. They did get funding for the Redfleet road. This will be for maintenance on the road. The application is to get the road brought up to where it needs to be. The 2021 budget is when they would receive the funding. Duane asked if next year another application could be put in. The answer is yes. 2000 North 1500 west to Vernal Ave was awarded 1,000,000 from the small urban committee. This again is for the 2021 fiscal year. The Uintah County Trails master plan was put in together with Vernal City. The city portion was 100,000 and the county portion was 250,000. The committee awarded 350,000 with the county match being 23,000. This will happen in fiscal year 2017, which will be this October. The district will be fully liable for the 23,000 and the city will not be responsible for any of the match as it is presently set. It was discussed whether or not Vernal and Naples should be responsible for some match. Final approval goes before the Joint Highway Committee on April 22.

Water Leak – At approximately 1800 South, In the north bound traffic lane on the shoulder there is a depression showing. They met on site yesterday. Ashley Valley said on the first test they found chlorine and the second test they did not find chlorine. They are watching it right now as it is not a safety concern to try and determine if it is ground water or if it is Ashley Valley's.

Uintah County Storm Drain Master Plan – The application has been submitted to CIB on this project. Commissioner Raymond says there has been significant discussion about whether or not this project will move forward. This is not a set in stone project.

Dave asked Bill for an update on the Trail Plan. – They have had a couple of meetings. At the last meeting they decided that the next step will be to identify the hubs in the city. Also they need to identify the trails and where to tie into the hubs. There is a bike path on 1500 W, McCoy Flat Trails, and some of the BLM trails. Then the question is where to go from there. In some areas if the roads are wide enough it is as simple as paint. There is more funding out there to help get things done.

Mineral Lease – December was really low. They think that there was an error in the calculation as our number was lower than Iron county. They have submitted a request to check on the calculation.

Dave made a motion to pay payables Stan seconded: . Shepherd Aye, Stan Aye, Dave Aye, Mark Aye.

Commissioner Raymond brought up APEX Aviation. They submitted a grant for a de-icing machine. If approved they will pay half and the Utah division will approve half. After discussing with Adam it seemed better to go through the district for the grant to pay for half of a de-icing machine. It makes more sense for the district to own it and allow all agencies to have access to it, so it is a more balanced fair administration of the equipment. The cost to UTSSD would be approximately 7,000. Life light is needing this machine enough that they are willing to donate 25% to help get the machine here. There would be agreement requirements drawn up for users so everything is equitable. Duane asked if they would have to open up the budget since it wasn't budgeted. Adam felt this was a really good option to get a piece of equipment that the airport needs at a good price. Adam mentioned there is some discretionary funding in the airport budget that might be available for the machine. Dave moved to have Adam proceed into looking at procuring a de-icing machine. Stan seconded. Motion unanimously approved. Dave moved to adjourn Stan seconded. Meeting adjourned.

Commission made a motion to adjourn the meeting. Board members seconded the motion and all voted in favor. The motion was passed.

These minutes are to be approved at the next monthly meeting of the Board of directors of the UTSSD.

The above minutes were approved as read/ corrected on the ____ day of _____, 2015.

Adam Massey, Director