



BOARD OF DIRECTOR MEETING

June 10, 2025 - Starting at 7 p.m.

Uintah County Commission Large Conference Room

152 E 100 N, Vernal, UT 84078

ATTENDING

Board Members: Shawn Labrum, Bob Leake, Ryan Cook, Sonja Norton

Excused - Mark Raymond

Additional Attendees: Jon Stearmer (Kunz), Bryan Meier (Sunrise Engineering), Troy D. Ostler (CIVCO), Scott Hardman, Bart Jensen (Jones & DeMille), Craig Nebeker (Horrocks) Julie Joy-Hundley,

Minutes recorded and written by Administrative Assistant Julie Joy-Hundley

Meeting was called to order at 7:07pm by Shawn Labrum

AGENDA

Prayer - Craig Nebeker

Pledge of Allegiance - All

1. Approve minutes from the previous Special Meeting 5/7/2025, Board meeting 05/13/2025 and Special Meeting 5/28/2025. Bob Leake motioned to approve, Sonja Norton seconded - Roll call vote - Labrum aye, Norton aye, Cook aye, Leake aye - Unanimous.

2. Approve expenditures for May 2025 and account status. Rayan Cook provided an update on the expenditures for May 2025 totalling \$5,288.93 and a PTIF account balance of \$7,697,102.96. Sonja Norton motioned to approve expenditures as presented and Ryan Cook seconded. Roll call vote - Cook aye, Norton aye, Labrum aye, Leake aye - Unanimous.

3. Follow up / Discuss Asset Transfer agreement.

Sonja asked the board if seeking mineral lease funds from the County Commission is the only option in light of not receiving any updates from USSD1.

Jon Stearmer commented that the decision to make the request to the County Commissioners was due to no response from the USSD1 board and no other funding options available.

Sonja would like to see the districts work through this issue between themselves and not involve the Commissioners.

Ryan Cook feels this is a continuous circle because USSD1 is waiting on the Commissioners and UTSSD is waiting on USSD1. Shawn Labrum agrees and feels the decision to go to the Commissioners was due to the lack of response from USSD1 and agreed on by the board to consult with the County Commissioners. Bob Leake is in agreement with Ryan and Shawn.

4. Follow up / Discuss RFP & RFQ process including a contract with an engineering firm.

Jon presented the proposed Pool Process for UTSSD, reading each section of the document. Suggesting the board to individually review the draft as well allowing for approval in July's Board meeting.

Questions to the engineers and board members for the process

- Should Engineering firms be able to list subcontractors / subconsultants in the initial pool review? Troy Olster commented that historically the pool review would be based on the engineering firm's qualifications but would also be using sub contractors for many of the processes.

Bryan Meier commented all the firms would be sub contracting specific parts of any given project and Bart from Jones & DeMille agrees then adds there is usually a percentage of the work a firm would be allowed to sub out.

Craig from Horricks stated that geotechnical work would always be subbed due to licensing and insurance requirements.



The board members agree to remove this wording in the process document which would restrict subcontractors or subconsultants as part of the Engineering firms overall proposal. They also agree the initial review would be focused on the engineering firm then subs would come more into view with the contract.

- A suggestion to review page maximum or institute a limitation for the proposals along with a font requirement.
- A question if there should be a limit of pool applicants? This was noted as a non-requirement as the pool would not need to limit the amount of applicants.
- Once the pool process is approved and in use there would be an annual update allowing new engineering firms to apply for the pool - January of each year.
- A firm can be debarred at any given point due the boards discretion and once the violations are cleared then the firm could apply again.
- Firm approval into the pool would be a 5 year stint before having to reapply.

Jon will review suggestions and make updates prior to the July board meeting.

5. Independence Rd Project - Bond

A PUBLIC HEARING AND GIVING NOTICE OF INTENT TO ISSUE NOT MORE THAN \$3,900,000 MINERAL LEASE REVENUE BONDS, IN ONE OR MORE SERIES, FOR ROAD AND STREET TRANSPORTATION IMPROVEMENTS IN UINTAH COUNTY, AND RELATED IMPROVEMENTS; PROVIDING FOR THE MAXIMUM INTEREST RATE, MATURITY AND DISCOUNT, AND RELATED MATTERS.

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF \$3,435,000 MINERAL LEASE REVENUE BONDS, SERIES 2025, FOR THE PURPOSE OF FINANCING, IN PART, ROAD AND STREET TRANSPORTATION IMPROVEMENTS IN UINTAH COUNTY, AND RELATED IMPROVEMENTS; AND RELATED MATTERS.

Shawn Labrum declares the public hearing for the bond open.

Eric Johnson, ETJ Law covered the details of the Bond stating the loan funding package is .5% and project is of high importance to complete. No questions or concerns from the board or public.

Ryan Cook motioned to resolution authorizing the issuance of and sale of \$3,435,000 mineral lease revenue. Bob Leake seconded the motion. Roll Call Vote- Leake aye, Labrum aye, Norton aye, Cook aye - unanimous - Resolution Passes

Shawn Labrum declares the public hearing to be closed.

6. Project Updates for 7500 E.

- Bryan Meier (Sunrise Engineering) provided updates on the project including a note of a PS&E (Plans, Specifications, and Estimates) meeting scheduled with UDOT on 6/12/2025 @ 11:00am.
- The cost estimate had increased from the previous \$4.5 million to \$4,530,118.39 (estimate) due to the addition of a 5K sf (180' long) asphalt turnout and concrete pads on top of culverts.
- Estimate includes \$175K contingency.

7. Discussion and consideration of project cost and scope for 7500 E

- Bryan updates the cost including a contingency amount and Jon is questioning if the contingency can be reduced by using these funds for any additional cost that may be added.
- Troy Ostler provides details of why the contingency should not be reduced. When the federal agreement was signed for this project this included obligations for the construction costs estimate of \$3,873,823.26. If the low bidder is 10% over the estimate, UDOT will still award the contract and UTSSD would be responsible for the additional cost. Usually the contingency is used to cover these additional costs.
- UDOT is requesting a letter from UTSSD stating UTSSD will be responsible for the funding of the project above the grant of \$2M.

8. Funding Validation for UDOT regarding 7500 E.

Bob Leake motions to approve the new estimate 4,530,118.29 and to approve the signing of the UDOT letter by the board chair, confirming UTSSD will fund the remaining balance of the project above the \$2M grant. Ryan Cook seconded the motion. Roll call vote - Labrum aye, Leake aye, Norton aye, Cook aye - Unanimous



9. Discussion regarding Assignment of a Board Member as Point of Contact (POC) for each Project.

- The board discussed the idea of assigning board members as points of contact for specific projects to serve as liaisons between the engineers and the board.
- The chair was given the authority to assign individual board members to the projects as needed.

Adjourned at 8:43
