



BOARD OF DIRECTOR MEETING

July 8, 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, Mark Raymond

Additional Attendees: Jon Steamer (Kunz), Bryan Meier (Sunrise Engineering), Troy D. Ostler (CIVCO), Scott Hardman (Uintah County Roads), 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 7:02pm by Shawn Labrum

Agenda

Prayer - Craig Nebeker

Pledge of Allegiance - All

1 - Approve Meeting Minutes from Special Meeting 6-2-2025 and Board Meeting 6-10-2025

Ryan Cook motioned to approve the meeting minutes for 6-2-25 and 6-10-25, Mark Raymond seconded the motion. Motion passes unanimously.

2 - Approve expenditures from June 2025 and account status

Ryan proved the update of expenditures for June totalling \$10,533.15

Ryan Cook also provided the account status with a balance of the PTIF account \$9,103,799.46
Bob Leake motioned to approve expenditures for June and Ryan Cook seconded the motion.

Roll Call Vote - Labrum aye, Leake aye, Cook aye, Norton aye, Raymond aye - Unanimous

3 - RFP & RFQ process (Jon)

Jon Stearmer followed up on the engineering pool process which was initiated in the last board meeting. He has completed the combining of two sections for the RFP & RFQ proposed process and provided a draft document via email to all board members.

Jon proposed using the UTSSD engineering pool requirements and the UTSSD general engineering pool proposal criteria documents for the Engineering Pool process.

The board discussed the process for advertising the engineering pool and setting a timeline for submissions. Post notices for the RFQ application process with a window of 7-15-2025 to 8-8-2025 for them to be submitted and review the applicants at the next board meeting on 8-12-2025. Notices will be posted 1) Public Notice Website 2) UTSSD website 3) Utah Bid Network

Bob Leake motioned to approve the RFP and RFQ as presented by Jon Stearmer. Ryan Cook seconded the motion. Motion passes unanimously.

4 - Amend purchasing policy (Jon)

The board discussed amending the purchasing policy to include selection of engineering services through the general engineering services pool.

Also to include the approval for the chairman to sign and execute the purchasing policy.

Bob Leake motioned to approve the amended purchasing policy and granting the chairman approval to sign and execute the policy, Sonja seconded. Motion passes unanimously.

5 - Project updates Independence Rd (Bart)

Bart Jensen updated -

- Working on the concept alignment with different typical cross sections according to AASHTO standards to try and minimize disturbance on private and tribal lands.
- We have our Photogrammetry subconsultant working on scheduling a flight and locating where ground targets are needed for an aerial survey.

Next Steps:

- We will work to get the field surveying and ground targets laid out in advance of the aerial survey.
- We will work with the county attorney and county surveyor on establishing where the county claimed right-of-way is.
- Update concept drawings based on the posted speed limit and the geometric design of the roadway, focusing on the 90 degree corners.

- Survey the culverts and drainages that will need new culverts.
- Take cores of the road to determine what roadway structure is currently there (anticipating little to no road base, and likely native asphalt over native dirt road).
- We will work on the environmental compliance review with our environmental specialist to determine what surveys may be needed during the summer.

Budget Status:

- Preconstruction Engineering Phase –\$ 355,500 Approx. 4% Complete (\$14,220)
- Environmental Phase - \$71,000 Approx. 0% Complete (\$0)
- Construction Engineering Phase - \$614,000 Approx. 0% Complete (\$0)
- Construction Budget - \$11,285,000 (\$10,353,000 + \$932,000 Contingency)

Approx. 0% Complete (\$0)

Schedule Status:

- We are just getting the survey and preliminary design started. We don't foresee any scheduling issues at this time. We anticipate being on track with our plans and specs being ready to bid in December of 2025 for the construction window to start in Spring of 2026.

6 - Project updates 7500 E (Bryan)

Bryan Meier (Sunrise Engineering) provided an update of the project including the PS&E (Plans, Specifications, and Estimates) meeting of 6/12. This meeting was a 90% review from UDOT, members of UTSSD, Sunrise and Civco. One final document is due from UDOT which is the civil rights memo. Once this is provided then final comments will be made then out to bid if no other issues.

Construction is scheduled to begin after October 1st and will happen in two segments, a winter segment which will be culvert replacements, and a spring/Summer segment which will be asphalt. The final date for the project is June 2026.

7 - Project updates Redwash Rd (Bart)

Bart Jensen updated:

- Project plans are almost complete. Specifications are almost all compiled. We are assembling a specification to do this as a “tied project” with the Jensen Waterline Replacement project along a portion of Redwash Road so that the same contractor can be selected for both projects but be paid separately from UTSSD and Jensen Water.
- Finalized the alignment and culvert details.

Next Steps:

- Still working on temporary construction easements for private landowners. We have already met with almost all landowners in 2023, but will need permission to

transition the driveways onto the private property. We still need to review the easement form with the District and County Attorney and then work to get them signed by each landowner. This can happen before, during, or after bidding, but just needs to be done before construction on the driveways begins.

- Finalize project plans, specifications and probable costs once final details with landowners and the BLM are worked out.
- Do Quality Control Review on the plans and specifications.
- Review final cost estimates with the District to ensure funding availability.
- Still pushing to have bid documents ready to advertise the project in late July.

Budget Status:

- Preconstruction Engineering Phase –\$ 300,000 Approx. 99% Complete (\$297,000)
 - Environmental Phase - \$12,000 Approx. 100% Complete (\$12,000)
 - NEPA Cultural Surveys - \$23,000 Approx. 100% Complete (\$23,000)
 - NEPA ULT, YUHAS & Paleo Surveys - \$27,000 Approx. 100% Complete (\$27,000)
- Construction Engineering Phase - \$450,000 Approx. 0% Complete (\$0)
- Construction Budget - \$7,552,000 (\$6,928,000 + \$624,000 Contingency) Approx. 0% Complete (\$0)

8 - 500 North Project updates (Shawn)

This Project is a joint highway agreement and was approved for Fiscal Year 2027. With the board's approval Chris Potter can advance the amount of \$200K (10% of total project) into FY 2026 and have it ready for design this year.

Federal Aid Agreement (FAA) holds UTSSD liable for 7% (\$14K)

The board decided to pursue the RPLOC (Request for Pool Letter of Qualifications) process to select an engineering firm for design, rather than a direct selection from UDOT's list. The board will advise Larry Montoya (UDOT) they would like CIVCO, Horrocks, Sunrise and Jones & DeMille as the selected firms.

Ryan Cook motioned to advise UDOT to request RPLOC from Jones & DeMille, CIVCO, Horrocks, and Sunrise Engineering and move forward with the advance. Bob Leake seconded the motion. Motion passes unanimously.

9 - Fraud Risk Assessment / 2024 and 2025

Jon shared the update for the Fraud Risk Assessment advising the board this review is taking place by the board chair, admin and legal.

Mark Raymond motioned to close the meeting and open closed session thereafter closing the closed session and concluding the meeting.

Shawn Labrum closed the regular meeting

10 - Closed session for the purpose of discussing pending or reasonably imminent litigation.

Board Members	Contact Information	Project Assignment
Shawn Labrum - Chairman	shawnlabrum@utssd.utah.gov	Independence Rd
Bob Leake - Co-Chairman	bobleake@utssd.utah.gov	7500 East
Ryan Cook - Treasurer	ryancook@utssd.utah.gov	500 North
Sonja Norton	snorton@uintah.utah.gov	
Mark Raymond	markraymond@utssd.utah.gov	Redwash Road
Website - https://utssd.utah.gov/		

Special Accommodations

In accordance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Julie Joy-Hundley 24 hours in advance at (435)828-8407

I certify that a copy of this notice was posted at least 24 hours prior to meeting time and notification given to the Utah Public Notice Website pursuant to UCA 52-4-202.