



UTSSD BOARD MEETING

August 12, 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 Stearmer (Kunz), Bryan Meier (Sunrise Engineering), Troy D. Ostler (CIVCO), Bart Jensen (Jones & DeMille), Craig Nebeker (Horrocks), Russell Grant (Patriot Engineering) and Julie Joy-Hundley

Minutes recorded and written by Administrative Assistant Julie Joy-Hundley

Shawn Labrum opened the meeting at 7:00pm

Agenda

Prayer - Bob Leake

Pledge of Allegiance - All

1 - Approve Meeting Minutes from Board Meeting 7-8-2025

Mark Raymond motioned to approve the minutes from 7-8-25 and Bob Leake seconded the motion - Motion passes unanimously

2 - Approve expenditures from July 2025 and account status

Ryan Cook provided an update on the expenditures for July 2025, totaling \$24,332.97 and the PTIF account balance is \$9,088,312.58

Bob Leake motioned to approve the expenditures for July 2025 and Sonja Norton seconded the motion. Roll call vote - Leake, aye, Norton aye, Labrum aye, Cook aye, Raymond aye - Motion passes unanimously.

3 - RFP & RFQ process (Jon)

Jon Stearmer offered updates regarding the questions on the RFP & RFQ

This was the first time the district used the RFQ process to select an engineering pool, some clarifications and edits were needed, such as the submission method and the term "criteria form". The board agreed to collect feedback from the engineering firms that reviewed the documents and make necessary edits. The target is to have the updated documents ready by the October Board meeting.

4 - Project updates Independence Rd (Bart)

Updates provided by Bart Jensen (Jones & DeMille)

Milestones accomplished this month:

- Our survey team has been out to the site and spent several days collecting topographic data, as well as setting aerial targets for the photogrammetry team to fly the project.
- We scheduled our Photogrammetry subconsultant and they flew the project getting the aerial survey data needed. This happened last week.
- We have looked at the curves and are working on minimizing impacts to the right-of-way on tribal and private lands.

Milestones to be accomplished:

- We will work with the photogrammetry consultant to get the survey data back for our design.
- We will continue to 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.
- 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. 5% Complete (\$18,000)
- 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 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.

5 - Project updates 7500 E (Bryan)

Bryan Meier (Sunrise Engineering) presented updates.

Final updates are due tomorrow and turned back into UDOT. No other updates until this step is complete.

6 - Project updates Redwash Rd (Bart)

Updates provided by Bart Jensen (Jones & DeMille)

Milestones accomplished this month:

- 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.
- Worked on US Army Corps of Engineers (USACE) Permit for the areas next to the road. This was determined to be needed, but was not initially anticipated for the project.

Milestones to be accomplished:

- 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, the BLM, and the USACE 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 August due to the USACE permit requirement.

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)

Schedule status:

- We are now working to finish up plans to have them ready to bid by late August.
We are working through the USACE permit.

Other issues/concerns

- The BLM biologist has brought up some concerns regarding the yellow-billed cuckoo habitat. This habitat and a 1/2 mile buffer zone around it could have no construction between June 1 and August 31. The buffer zone affects about 1/3 of the over project length and is in the middle of the reconstruction area. We are working with our environmental specialist and think we can get raptor surveys and other requirements done and work in these areas outside the nesting season if we can start work in the fall.
- We have been informed we need to get a USACE permit, which we are currently coordinating on.

7 - 500 North Project (Shawn)

A meeting is scheduled for 8/13/25 to review the RPLOC submittals. Updates will be shared at the next meeting.

8 - Engineering Pool Selection

The board proceeded to approve the four engineering firms (Horrocks Engineering, Sunrise Engineering, Jones and DeMille Engineering, and Civco Engineering) to be included in the engineering pool.

Mark Raymond motioned to approve and enter all four engineering firms into the Pool for UTSSD, Ryan Cook seconded the motion - Motion passes unanimously

9 - Fraud Risk Assessment / 2024 and 2025

The 2024 Assessment was completed in the work session, 2025 is being completed in the upcoming months. Due by the end of 2025.

As chairman Shawn is assigning Ryan Cook to the Internal Audit Committee and Formal Committee. Bob Leake volunteered to be the second member. Advising the auditor of this assignment.

10 - Chair Updates

Mark Raymond mentioned that Board Member training is a requirement for all members annually. Please review training requirements on an individual basis for the state

website and complete as needed. Julie will be sending out the current list of training certificates on file and requesting a copy of any training completed going forward.

11 - Master Plan

Sonja Norton requested a review of the Master Plan schedule which is posted on the UTSSD website - <https://utssd.utah.gov/projects>.

Review of the Utah State requirements reflects requirements of a review annually and a comprehensive review & revision every 10 years. Current plan is dated 2020

Shawn Labrum closed the meeting at 7:34pm

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.