



UTSSD BOARD MEETING

September 9, 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, Mark Raymond

Excused - Sonja Norton

Additional Attendees: Jon Stearmer (Kunz), Bryan Meier (Sunrise Engineering), Bart Jensen (Jones & DeMille), Craig Nebeker (Horrocks), Greg Buxton (Patriot Engineering), Scott Hardman (County Roads) and Julie Joy-Hundley

Minutes recorded and written by Administrative Assistant Julie Joy-Hundley

Shawn Labrum opened the meeting at 7:03 pm

Prayer - Mark Raymond

Pledge of Allegiance - All

1 - Approve Meeting Minutes from Board Meeting 8-12-2025

Ryan Cook motioned to approve the August Meeting minutes - Bob Leake Seconded the motion. Passes unanimously.

2 - Approve expenditures from August 2025 and account status

Ryan reported expenditures for August - \$17,980.69 and the PTIF balance is \$9,736.764.46

Mark Raymond motioned to approve the expenditures as presented by Ryan, Bob Leake seconded the motion. Roll call vote Raymond aye, Labrum aye, Leake aye, Cook aye - passed unanimously

3 - RFP & RFQ process (Jon)

Jon Stearmer has updated the wording of the general engineering pool process for better understanding. The word 'form' will be replaced and the update will reflect 'criteria' throughout the documents.

4 - Project updates Independence Rd (Bart)

Update provided by Bart Jensen (Jones & DeMille)

1. 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 month. We are still awaiting data from them to get to work on the design. We should see it in the next week or two.
- We met with the County Attorney's office and County Surveyor to discuss Right-of-Way determination. Our survey field crew went back out to locate existing evidence of roadway improvements to help determine the right-of-way.

2. 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.

3. Budget Status

- Preconstruction Engineering Phase –\$ 355,500 Approx. 6% Complete (\$26,340)
- 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)

4. 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. Input needed from others?

- Not at this time.

6. Other issues/concerns

- None at this time.

7. Invoice Summary

All invoices are current. Thank you!

5 - Project updates Redwash Rd (Bart)

Update provided by Bart Jensen (Jones & DeMille)

1. Milestones accomplished this month:

- Compiled the summary list of the environmental requirements on this project (see attached)
- 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.
- We met with the BLM and discussed the requirements and restrictions due to the Yellow-billed Cuckoo (threatened species). After presenting our case that this road is currently used as an oil and gas, as well as agricultural access road, they determined the following restrictions were applicable as opposed to no construction activities during June – August: No blasting operations, jackhammers (severe percussion, high decibel activity outside of normal excavation, road construction and paving activities) will occur within 0.5 miles of suitable, yellow-billed cuckoo habitat during the breeding season; June 1 through August 31.

2. Milestones to be accomplished:

- Hope to have bid documents ready to advertise the project. Waiting on USACE permit.
- 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 once we know if there are any additions to the USACE requirements.
3. 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)
4. Schedule status:
- We are working to finish up plans to have them ready to bid by late this month as we anticipate the USACE permit.
5. Input needed from others?
- Not at this time.
6. Other issues/concerns
- We resolved some issues regarding the Yellow-billed Cuckoo as stated above. 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. Invoice Summary
- All invoices are current. Thank you!

6 - Project updates 7500 E (Bryan)

Bryan Meier (Sunrise) provided the project update

- Project details

2.1 miles of road mill and cement treated base

4.5 inches of HMA

- Scope of work

- Keeping within fence-lines and presumed right of way through the tribe, based on some documents and county attorney and surveyor reviewing the project area.
- Lane width 11ft and shoulder width 4 ft paved, clear zone for 35 mph road 7 ft
- Cement treated base about a 5% volume

- Replacement of culverts and removal of abandoned one Sign replacement
- Guardrail at necessary obstacles and replacement and extensions at bridge
- No Bridge work
- Culverts that don't have enough cover will be designed with a 6-inch concrete pad 8' wide over the top of them. These are located at irrigation ditches or canals that the elevation can't be lowered.

- Cost

- Project application to the JHC is \$2,776,000 in Dec 2017
- Grant from Federal Highway was \$1.5M, in 2018 UDOT and changed to \$2M after request by previous Director, which had left \$776,000. To be paid by USSD1
- Current estimate has not increased since letter UTSSD sent to Larry Montoya to give to take to Transportation Commission, project amount is \$4,530,119.00
 - Base bid 3,892,086

- UDOT is reviewing and preparing for Advertising. It has been sent to funding for approval, just a matter of time till it is advertised.

- Work to start as early as October 15, 2025, completed June 30, 2026

7 - Project Updates 500 North (Shawn)

Shawn confirmed through the selection process Horrocks Engineering has been selected as the design engineering firm. Craig Nebeker shared that they have not formally been advised of this award from UDOT but is reviewing the different aspects of the project. Craig believes the survey work is needed for a trail request alongside the road work and working with UDOT as well as the County.

8 - Review Audit Report (Doug Rasmussen via phone)

Doug Rasmussen presented the audit findings and final details including recommendations from Doug's firm.

Ryan Cook motioned to approve the audit and move forward with the recommendations, Mark Raymond seconded the motion. Roll call vote Raymond aye, Labrum aye, Leake aye, Cook aye. Passes unanimously

9 - Allocation for Debt Services 2024 Budget Amendment

Shawn Labrum is requesting the advice from Doug Rasmussen to confirm if an amendment is needed for the 2024 budget. Confirmation \$1.5M has been budgeted for 2025 and if funds are available then Doug is advising to increase if debt payments are coming due in 2025. The total debt isn't known with the lack of updates from USSD1 for

allocation of funds to be transferred or debt outstanding. Doug is advising to transfer funds to the Capital Projects to cover current projects and any future for 2025 but no updates are needed for 2024. The board will review actual funds due in the year 2025 but no action is needed at this time. Budget talks will take place in the next couple of months and any amendments needed for the current budget 2025.

10 - Discussion of 2026 Budget

Shawn Labrum is asking for updates or comments from the board.

Jon is suggesting the need for actuals to date for 2025, so the board can review and create the 2026 budget.

Bob Leake addresses amendments for 2025 that will be needed with the addition of projects which are not currently listed. The board agrees to a work session on 10/28/2025 to address details for 2026 and amendments for 2025.

Rayn Cook will work directly with Nick (Vernal City) for needs of a monthly report to aid in the budgeting process.

11 - Chair Updates

No Chair updates at this time.

Ryan Cook motioned to go into closed session to discuss personnel then adjourn immediately after closed session. Mark Raymond seconded the motion.

Meeting adjourned at 8:36pm

12 - Close session to discuss the character, professional competence, or physical or mental health of an individual. - Discuss personnel.

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.