



UTSSD BOARD MEETING

November 11, 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, Sonja Norton

Additional Attendees: Jon Stearmer (Kunz), Troy Osler (CIVCO Engineering), Jerry Slaugh (Sunrise Engineering), Bart Jensen (Jones & DeMille), Nick Rousseau (Vernal City) and Julie Joy-Hundley

Minutes recorded and written by Administrative Assistant Julie Joy-Hundley

Shawn Labrum opened the meeting at 7:00 pm

Prayer - Lead by Mark Raymond

Pledge of Allegiance - All

1 - Approve Meeting Minutes from Board Meeting 10-28-2025

Sonja Norton motioned to approve the meeting minutes for October, Bob Leake seconded the motion. Motion passes unanimously

2 - Approve expenditures from October 2025 and Account Status

Ryan Cook reports that nothing has changed since the last board meeting two weeks ago.

3 - Closed Session to discuss the professional competence of an individual

Ryan Cook motioned to move to closed session to discuss the professional competence of an individual then move back into open session once complete. Mark Raymond seconded the motion. Roll call vote - Leake Aye, Cook Aye, Norton Aye, Labrum Aye, Raymond Aye. Unanimous.

The board returned to open session at 7:30pm

4 - Administrative Assistant Compensation

Sonja Norton motioned to approve a 5% increase for the administrative assistant. Mark Raymond seconded the motion. Roll call vote - Leake Aye, Cook Aye, Norton Aye, Labrum Ney, Raymond Aye. Motion passes.

Mark Raymond motioned to additionally bring to discussion a bonus at the end of the year based on the performance, competence and advancement of the administrative Assistant.

Mark Raymond motioned to make the effective date for the wage increase retro to 9-11-2025 (6 months of employment) Ryan Cook seconded the motion. Motion passes unanimously.

Bob Leake needed to be excused from the meeting for personal reasons

5 - Project updates Independence Rd (Bart)

Update provided 10/29

A. Milestones accomplished this month:

- We received the aerial survey data from our subconsultant. We have imported the data and have plan sheets set up.
- We have imported the existing surface data and are proofing it with the ground data.
- We are working on the design parameters for the road and analyzing the alignment with AASHTO standards.

B. Milestones to be accomplished:

- Continue the design process. Get a 30% design ready for review with the District in the coming weeks.
- We will continue to work with the county attorney and county surveyor on establishing where the county claimed right-of-way is.
- 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.

C. Budget Status

- Preconstruction Engineering Phase –\$ 355,500 Approx. 13% Complete (\$46,215)
- 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)

D. 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. This is dependent on environmental clearances that may be needed.

E. Input needed from others?

- Not at this time.

F. Other issues/concerns

- None at this time.

G. Invoice Summary

All invoices are current. Thank you!

6 - Project updates Redwash Rd (Bart)

Update provided 10/29

- A. 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. Continued correspondence with USACE on this. The person at USACE that is reviewing is difficult to work with and may be delayed due to the government shutdown. However, we can do work outside the permit area until that comes through if needed.
- Performed a QC review of all project plans and specifications. We are working on revisions that arose from that QC review and should have them done in the next couple of days.

B. Milestones to be accomplished:

- Update final cost estimates with the latest revision of the plans. Need to meet with District members once we have the estimates updated to review the budget and make sure we are ready to advertise.
- We will work to get the project advertised by the 2nd week of November with a bid opening for the 2nd week of December.
- Continue working on temporary construction easements for private landowners. 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 begin.

C. 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)
- Additional USACE Permitting, Rate Increases, Delays (Not in current scope) – Approximately
- Construction Engineering Phase - \$450,000 Approx. 0% Complete (\$0)
- Construction Budget - \$7,552,000 (\$6,928,000 + \$624,000 Contingency) Approx. 0% Complete (\$0)

D. Schedule status:

- We are working to advertise by 2nd week of November, have bid opening 2nd week of December. Notice of Award in December's meeting and see about starting construction right after the new year.

E. Input needed from others?

- Not at this time.

F. Other issues/concerns

- We are currently working through the USACE permit, despite the difficult person that is reviewing it. Federal Government shutdown is slowing things down as well. However, there is work we can do outside of the permit areas.
- Jones & DeMille has incurred additional costs with the added scope of work for the USACE permit, the YBCU coordination, and delays from agency reviews, as well as the rate increases for hourly rates over the last couple of years when we were waiting on wildlife and BLM concurrence. We are hoping to submit a contract amendment to cover those additional costs. We can submit that proposal to the board for approval.

G. Invoice Summary

All invoices are current. Thank you!

Jon Stearmer requested to be a part of the projects prior to anything going out to bid in order to be aware of the project details. Shawn commented he can be a part of the updates on large projects and engage with the engineers.

7 - Project updates 7500 E (Bryan)

Jerry Sloth (Sunrise Engineering) - Bids have been received and opened. Troy Osler is the Construction Engineering Firm for the project.

8 - Review/Approve bid 7500 E

Troy Osler (CIVCO) is the construction manager reporting there was only one bidder for the project and the bid came in \$1,122,504 under the engineers estimate. The original match for UTSSD was \$2,530,000, the new match for UTSSD will be \$1,336,350. The bidder is unknown until the bid is approved. A letter to award the project to the low bidder in the amount of \$2,769,582 will be sent to Larry Montoya at UDOT from UTSSD. Sonja Norton had questions regarding the contractor, and if there is a possibility of the bidder being on the debarred list of contractors. Troy assured the board that even though the bidder is not known, they would be on UDOT's approved Contractor list. It is expected to have the new contractor approved and on board by Dec-2025 for this project. The next step will be for the contractor to hold a pre-construction meeting to identify the project schedule. It may be February or March before the contractor is on site and has the needed bonds, permits and testing done. Mark Raymond motioned to initiate the letter to UDOT awarding the contractor for this project. Sonja Norton seconded the motion. Motion passes unanimously.

9 - Project Updates 500 North (Craig)

Craig is not present for the meeting so Ryan Cook reported there was a kick off meeting that took place last week with Horrocks, UDOT and Ryan. Survey work should begin within two weeks.

Sonja Norton reported that the county would like to contribute from B Road Funds for the section from 5th E and join at 1500 for this project. Coordination with the County, Horrocks and UDOT will be scheduled. Also keeping in mind the walking trail to be considered for this area.

10 - Approval of Tentative 2026 Budget

Nick Rousseau (Vernal City) went over the budget worksheet with details of some GL account changes. Consolidation and clean up was completed for the GL list which was restricted to active areas for UTSSD only. More details of current or future projects were added. Shawn noted there are several unknown areas for UTSSD under debt and capital projects as well as mineral lease funds that will be available.

Sonja suggested an update for the investment income and Nick will update prior to releasing the tentative budget.

The budget can be reopened if there is a need to accommodate changes. A budget hearing will be held at the next board meeting 12-9-2025.

Considerations for future funds were discussed and ways to cover the existing debt for UTSSD.

Sonja Norton motioned to post the budget as tentative budget with changes noted in this meeting, Mark Raymond seconded the motion. Motion passes unanimously.

11 **Fraud Risk Assessment for 2025**

Jon Stearmer covered the needed policies and observed those that will be covered by statute. Mark Raymond would like to see the board gather as many points for the assessment as possible by taking the necessary steps and policy creation.

Reviewed the following newly added policies

- Employee Travel Policy
- Credit Card Policy

A Formal Audit Committee has been established. No formal IT department exists for UTSSD, Utah Department of Tech Services is handling email security and the internet is behind Uintah County's firewall.

Mark Raymond motioned to approve the Employee Travel and Credit Card Policy with outlined updates the board has suggested. Sonja Norton seconded the motion. Motion passes unanimously.

A new policy will be created for UTSSD regarding assets and presented at the next board meeting.

12 - **2026 Meeting Schedule**

The board discussed the meetings for the calendar year of 2026 and all board members agreed to keep the second Tuesday of each month and the time of 7:00pm.

13 - **Chair Updates**

- There were three project reports for CIB which were completed by Jones & DeMille (Bart Jensen)

Meeting adjourned at 8:48pm

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/	
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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.