



UTSSD BOARD MEETING

December 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, Sonja Norton

Additional Attendees: Jon Stearmer (Kunz), Bart Jensen (Jones & DeMille), Craig Neberker (Horrocks), 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 - Bart Jensen

Pledge of Allegiance - All

1 - Approve Meeting Minutes from Board Meeting 11-11-2025

Sonja noted a correction of Jerry Slaugh's name

Sonja motioned to approve with correction, Mark Raymond seconded the motion. Motion passes unanimously.

2 - Approve expenditures from November 2025 and Account Status

Ryan Cook provided expenditures for November in the amount of \$22,855.15 and PTIF Account balance \$10,983,091.04. Mineral Lease funds added for October 2025 \$1,069,320.08

Mark Raymond motioned to approve expenditures for November and Bob Leake seconded the motion. Motion passes unanimously.

Shawn Labrum opened the Budget Public Hearing at 7:10

3 - 2026 Budget Public Hearing

Nick provided a summary of the 2026 Budget - Total expenditures \$3.8M. This includes \$1.5M to the Capital Project fund, \$10K to Debt Service and \$391,880 in administrative expenses.

Shawn Labrum asked for any public comments. No comments from the public

Shawn Labrum closed the Public Hearing at 7:14

Board Member's updates regarding the 2026 Budget. Bob Leake asked for a total of expected expenditures for 2026 and assurance that UTSSD has the needed funds, with concerns of paying debt prior to being reimbursed (Grants) for some projects. Ryan has followed up with the engineering firms and assures Bob of the needed funds.

4 - Adoption of 2026 Budget

Ryan Cook motioned to adopt the 2026 budget and Sonja Norton seconded the motion. Roll Call vote Cook Aye, Norton Aye, Leake Aye, Labrum Aye, Raymond Aye. Motion passes unanimously.

5 - 2025 Budget Re-Opener

Per Ryan Cook's understanding of the review of the 2025 budget, there hasn't been any corrections needed. Discussed the topic and no adjustments were identified for the 2025 Budget.

6 - Project updates Independence Rd (Bart)

A. Milestones accomplished this month:

- Took cores of the road to determine what roadway structure is currently there. We logged the results in a GIS database and are doing some Dynamic Cone Penetrometer (DCP) tests for additional pavement design data.
- We have imported the existing surface data and are proofing it with the ground data.
- We are continuing to refine the alignment and design elements.

B. Milestones to be accomplished:

- Continue the design process. Get a 30% design ready for review with the District after the first of the year.
- We will continue to work with the county attorney and county surveyor on establishing where the county claimed right-of-way is.
- 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. 15% Complete (\$53,325)
- Environmental Phase - \$71,000 Approx. 3% Complete (\$2,130)
- 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:

- With efforts to get Redwash pushed out to bid, our schedule has slipped for the design.

However, we will get back on track to get it bid out in late winter 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!

7 - Project updates Redwash Rd (Bart)

A. Milestones accomplished this month:

- Finished project plans and specifications.
- Advertised for bids on December 2 on the Public Notice Website as well as the District website and Bonfire (State Procurement Website).
- Currently waiting for USACE clearance for several work areas, mainly near the large culvert crossings. We are still having struggles with the USACE permitting.
- Cost estimate was updated and is anticipated around \$11,500,000.

B. Milestones to be accomplished:

- Hold pre-bid meeting on December 15 at 1pm at Jensen.
- Hold Bid Opening at the County Building on December 22 at 1pm.
- 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 begins.

C. Budget Status

- Preconstruction Engineering Phase –\$ 300,000 Approx. 100% Complete (\$300,000)
- 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) As mentioned before, we need to see where bids come in but need to make a plan for where the additional funding would come from.

D. Schedule status:

- We advertised to bid on December 2nd, have a pre-bid meeting on December 15th, and will have the bid opening on the 22nd of December.
- Board will need to decide when to make a decision on the bids. May need to hold a special meeting on 29 th or 30th? Then issue Notice of Award.
- Notice to Proceed possibly the 2nd week of January. Start construction right after the new year.

E. Input needed from others?

Not at this time.

F. Other issues/concerns

- The anticipated costs for this project have inflated due to delays related to environmental permitting. The estimated cost is around \$11,500,000. The project budget was a \$3,532,000 grant from CIB, \$3,000,000 from UTSSD Mineral Lease

Funds, and \$2,000,000 from Uintah County B Roads Funding for a total of \$8,532,000. With the construction portion being budgeted at \$7,552,000 and the cost estimate of \$11.5M, that leaves a funding gap of about \$4M. Need to discuss how to address this gap.

- We are currently working through the USACE permit, despite the difficult person there that is reviewing it. 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!

Mark Raymond added, some of the additional costs are due to new permitting requirements from the USACE that were not a requirement when this project was initiated 4 years ago. It was agreed that Jones & DeMille will prepare an amendment to the contract to account for these additional unforeseen costs.

The board agreed to hold a special meeting on Dec 30th at 5:00pm to cover the contract amendment, the bid award and any updates to the 2025 Budget that may be affected.

8 - Project updates 7500 E (Bryan)

Troy Ostler provided an update via email

I have been in contact with Tony Hickman (Project Manager) and Glen Ivie (Project Superintendent) with Burdick Materials. They are the low bidder on the project. Burdick Materials are in the process of getting the contract with UDOT finalized. As soon as the contract is finalized, we will schedule a preconstruction conference and kick the project off.

As of right now, Burdick Materials is planning on starting the installation of the pipe culverts on January 5, 2026. This will take approximately 3 weeks to complete then they will shut the project down for the remainder of the winter and begin again in the spring.

Burdick Materials will begin submitting information on the materials including pipe culvert for approval. They will also be submitting the Traffic Control Plan for acceptance later this week.

Bob Leake confirmed the contract with UDOT is now finalized and the preconstruction conference will be held next week.

9 - Project Updates 500 North (Craig)

Craig Nebeker updated the geotechnical and soil testing to be completed next week. A traffic control plan has been submitted for lane closures for both East and West bound traffic. Working with Scott Hardman regarding the encroachment permit. The insurance is part of that permit. If all paperwork is completed the geotech can start as soon as next week. Scott is also going to provide current traffic counts for proper planning.

10 - Fraud Risk Assessment 2025 (Jon)

Jon presented new policies

- Cash Receipting and Deposits Policy
- Information Technology and Computer Security Policy
- Employee Travel and Credit Card Policy
- Code of Personal Conduct Policy

A blanket statement for all policies, the Board Chairman is the primary contact and in the case an issue involves the chairman, then the treasurer is the responsible party.

New policies will be signed by the chairman and then uploaded to the UTSSD Website for public viewing.

Sonja Norton has concerns of the policies being rushed as they were received recently and she feels sufficient time is needed to review. Bob Leake suggested approval with review prior to the next meeting (12-30-25) and if any changes are required they can be made then. Sonja agrees this is acceptable.

This concludes the needed actions for the 2025 Fraud Risk Assessment which will be signed and uploaded to the State Auditor's website.

Ryan Cook motioned to approve the new policies with the trust of legal councils preparation. Bob Leake amended his initial motion to match Ryan's then Ryan Cook seconded the motion.

**** Mark Raymond was excused from the meeting at 8:11 PM due to personal commitments ****

11 - Chair Updates

- Website Discussion

Julie provided a presentation of the new website updates which include Project details for UTSSD. Also updates were made to the meeting schedule for 2026.

Sonja Norton motioned to move into closed session and when complete to close the session as well as the meeting. Bob Leake seconded the motion. Roll call vote - Norton Aye, Leake Aye, Cook Aye, Labrum Aye. Motion passes unanimously.

12 - Closed Session to discuss pending or imminent litigation

Meeting adjourned at 9:22 PM

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.