



UTSSD BOARD MEETING

January 13, 2026 - 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, Mark Raymond, Sonja Norton

Excused - Ryan Cook

Additional Attendees: Jon Stearmer (Kunz), Troy Ostler (CIVCO), Bart Jensen (Jones & DeMille),

Craig Neberker (Horrocks), Scott Hardman (Uintah County), Jent Sheffer, Pearl Sheffer, Russell Grant (Patriot Engineering), Greg Buxton (Patriot Engineering) and Julie Joy-Hundley

Minutes recorded and written by Administrative Assistant Julie Joy-Hundley

Shawn Labrum opened the meeting at 7:08 pm

Prayer - Mark Raymond

Pledge of Allegiance - All

1 - Approve Meeting Minutes from Board Meeting 12-09-2025

Mark Raymond motioned to approve the minutes from the December 9, 2026 board meeting. Sonja Norton seconded the motion. Motion passes unanimously.

2 - Approve expenditures from December 2025 and Account Status.

- Clarification of June (\$22,855.15) and November (\$5,269.52)

Julie Joy-Hundley provided the clarification for expenses reported in the 12-9-25 board meeting. The correct expenditure amount was \$5,269.52. The amount reported were the expenses for June - 2025. Julie also shared the total expenditures for December are \$11,015.61 and Mineral Lease funds for December \$239,422.07

Sonja Norton motioned to approve expenses for December, Mark Raymond seconded the motion. Motion passes unanimously.

3 - Project updates Independence Rd (Bart)

Update provided by Bart Jensen of Jones & DeMille

A. Milestones accomplished this month:

- 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.
- Currently at about a 25% design and are working toward a 30% design review set to meet with the district and discuss.
- Started the environmental reviews for the project and are compiling existing survey data to determine what more is needed.

B. Milestones to be accomplished:

- Continue the design process. Get a 30% design ready for review with the District.
- 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. 23% Complete (\$81,765)
- 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:

- With efforts to get Redwash pushed out to bid, our schedule has slid. Pushing to get plans ready to bid late 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.

4 - Redwash Rd (Bart)

Contract Amendment - The Amendment is not ready for presentation as of this meeting - Shawn Labrum directed to table this item until the next board meeting.

Redwash Rd Bid Award

- Bart presented the 6 contractors and the summary for the bids. Jones & DeMille is recommending Burdick Construction for the project based on the low bid and complete information.
- A decision is needed to be made if the project should substitute the asphalt with HMHMA. If agreeable with the board then a change order will be submitted with Burdick. Mark Raymond consulted with Scott Hardman regarding the recommendation

of upgrading to HMMMA and Scott would recommend this upgrade but also considering HMA is also a great product and the cost would be less than the \$600K predicted for the HMMMA. Shawn mentioned the funding would need to be reviewed given the current fund levels and all obligations of the UTTSD district. Troy Ostler offered a recommendation to upgrade to HMMMA and if funds are not available then HMA would be a solid product.

- Considering the cost updates expected with the coming contract amendment and funds needed to upgrade to a favorable and more durable product (HMMMA) Sonja Norton suggested resubmitting an application to CIB requesting additional funds.

Mark Raymond motioned to approve the base bid to Burdick Materials and the upgraded materials needed is subject to funding available. Bob Leake seconded the motion. Motion passes unanimously

Project Updates

A. Milestones accomplished this month:

- 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.
- Hold a pre-bid meeting on December 15 at 1pm at Jensen.
- Hold Bid Opening at the County Building on December 22 at 1pm.
- Open Bids. Evaluated bids and recommended a contractor for award at board meeting this month.

B. Milestones to be accomplished:

- 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. 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)

Bid came in at \$11,373,733.50.

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 29th 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 \$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 and the bid came in at \$11.4M, which 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 will submit that proposal to the board for approval.

G. Invoice Summary All invoices are current.

Public Updates: Jent Sheffer and Pearl Sheffer attended the meeting with questions on the project. - They would like to understand road closures and the length of time expected for the project.

Bart Jensen updated, the road should not be completely closed, unless unavoidable and the landowners would be notified in this case. There may be delays with single lane closures during the course of the project. The target date for project completion is Nov-2026. Jent and Pearl can contact Burdick communication officer for details as well.

5 - Project updates 7500 E (Bryan)

Troy Ostler provided a project update. Construction started today and they have experienced some challenges with equipment and discovering some unidentified piping. Research will be needed to identify the pipe.

The next status meeting will be Monday 1-19-26 and weekly status will be held every Monday with the contractor - Burdick . Late June is the expected timeline for the start of HHMA.

6 - Project Updates 500 North (Craig)

Craig provided an update for the project.

Scope of Work Progress:

- The environmental work is moving forward on the Categorical Exclusion (CATEX)
 - Aquatic Inventory Work is completed as far as can be this season. More field work is expected to be completed in late March.
 - Archaeology study is completed.
 - UTE Ladies Tress has not yet been de-listed from endangered plant species. Work to study the ULT may need to be added back into the mix of environmental

studies. If so, this would be completed in late summer, but prior to bidding the project.

- Road design is under way. By next week we should have a good idea of the right of way impacts the road widening will have.
 - We are currently planning on a 5” asphalt layer over an 8” base. Once we get the analysis from the Geotechnical Engineer, we will look at the pavement design again.

Schedule:

As of now we are still on schedule as we established at the kickoff meeting.

Fee Breakdown:

Original contracted amount: \$249,190

Amount Spent to Date: \$62,441 – This number is the same as last week. I don’t have an update for you today because my reporting software is undergoing a company wide update. I will provide you with an updated amount next week.

Percent of budget spent: 25%

Sonja questioned if a walking trail would be a consideration for this project. Carig advised to keep the project strictly to the roadway to avoid any interference with the federal funding in place for the project. Craig’s team has been in touch with Mike Cook of the County Trails system and Horricks is in agreement to write descriptions to include the trail request, in addition Horricks is already obtaining the right-of-way signatures for the roadway. So the trails request would need to be done separately to prevent any federal funding issues.

Jon Stearmer also updated that it may be best to obtain a right-of-way request to the landowners at the same time from the landowners perspective.

7 - Review Invoice Procedure

Julie Joy-Hundley offered a proposal to initiate a process for invoice approvals/signoff for projects. This would ensure the responsible board member assigned to the respective project is aware of activity. Also providing updates to the Chair - Shawn and Treasurer- Ryan (Treasurer). Jon will write up a process and present to the board at the next meeting. The board is suggesting signatures at the monthly meeting and approval can also be obtained through email during the month.

8 - Chair Updates

Julie Joy-Hundley provided updates:

- Expense Workbook - The expenses for UTSSD have been moved to a single workbook for each year which also includes a summary page. Board members have been granted view access to the expense workbook for both 2025 and 2026 to track expenses with live access.
- Office Lease - A new addendum to the lease is being created for the new office space 440 SqFt / \$536 per month.

9 - Personal Property Insurance (Ryan)

Julie Joy-Hundley presented the status of a policy for property for UTSSD. In reviewing the personal property for UTSSD the board agrees there isn't enough to warrant policy and will not purchase a policy.

Document backup discussion surfaced in reviewing the requirements for the district's property. As far as documents currently in the filing cabinets which were passed over to the new district of UTSSD. The files were not in order and each page of each file would need to be examined to determine category and archiving requirements. Jon will review the legal obligations of the district since being formed two years ago and assemble a process for UTSSD. The Board can determine if the documents warrants scanning and if the content would be worth scanning into the archive as they are not complete project updates.

10 - Closed Session to discuss the professional competence of an individual and to discuss pending or imminent litigation

Sonja Norton motioned to go into closed session to discuss the professional competence of an individual and pending or imminent litigation then return to open session. Mark Raymond seconded the motion. Roll call vote - Norton aye, Leake aye, Labrum aye, Raymond aye. Motion passes unanimously.

11 - Employee Compensation

After board review Sonja Norton motioned to grant a performance bonus to Julie Joy-Hunley in the amount of \$550. Mark Raymond seconded the motion. Roll call vote - Norton aye, Leake aye, Labrum nay, Raymond aye - motion passes with majority vote.

Meeting adjourned at 9:46pm

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.