# Minutes of the Regular Meeting of the Uintah Special Service District 1 Board

**Date:** June 10, 2026
**Location:** Conference Room, Uintah Recreation Center, 610 South Vernal Ave., Vernal, Utah

**1. Call to Order:** 6:30 PM.

**Participants/Staff:**
Joel Brown, Joe McKea, Shaun Murray, Bruce McKee, Commissioner Willis LeFevre
Mike Harrington (Legal Counsel), Executive Director Cheryl Meier, Shawna Weaver, Amanda Wilson, Joe Barton, Dustin Hinkle, Tara Alsip

**Absent/Excused:**
Ross Morton, Ed Long

**Public Attendees:**
Marcus Arbuckle (Keddington and Christensen)

**2. Prayer:** Bruce McKee **Pledge of Allegiance:** Shaun Murray

**3. Approval of Minutes** Willis LeFevre made a motion to approve the May 13, 2026 Uintah Special Service District 1 Regular Meeting Minutes. Shaun Murray seconded the motion.

*The motion passed unanimously.*

**4. Board Input, Follow-up on Minutes, Committee Reports**
Executive Director Cheryl Meier referred the Board to the District newsletter. No questions were raised.

**5. Public Hearing - CIB Grant Application for Parks, Recreation, and Community Facilities Master Plan**

*Discussion and public input regarding Uintah Special Service District 1's proposed application to the Permanent Community Impact Fund Board (CIB) for grant funding in the amount of $50,000 for the development of a comprehensive Parks, Recreation, and Community Facilities Master Plan. The proposed planning project includes evaluations of existing parks, recreation facilities, utility infrastructure, maintenance needs, future capital improvement priorities, and long-term recreation development opportunities throughout Uintah County and participating communities.*

Joel Brown opened the public hearing.

Executive Director Cheryl Meier explained that the application is for a CIB planning grant to develop a comprehensive master plan for all District parks, recreation facilities, and community assets. She noted that a master plan was completed in 2012 and another effort was started in 2022 but was never completed beyond the conceptual stage. Cheryl Meier stated that the proposed master plan would include inventories of facilities and utilities, assessments of infrastructure, and extensive public involvement throughout the District. Cheryl Meier explained that the planning process would include community meetings at individual parks and facilities throughout the District, including Ballard, Serenity, Lapoint, Tridell, Jensen, Naples, Vernal, and the Recreation Center. She stated that the goal would be to gather input from residents regarding future park improvements, recreation needs, and capital projects.

Commissioner Willis LeFevre stated that he liked the idea of holding meetings at each individual park and felt it would encourage public involvement. He commented that communities such as Ballard and Lapoint would appreciate the opportunity to provide input directly in their own communities.

Joe McKea agreed with Commissioner LeFevre and commented that taking the meetings directly to the communities was an important part of the process.

Commissioner LeFevre stated that a less formal approach would likely encourage participation.

Cheryl Meier noted that some communities may feel their parks have been overlooked and that the planning process would provide an opportunity for all communities to share their priorities.

Shawn Murray stated that residents in Ballard and Serenity would likely welcome the opportunity to participate and encouraged providing adequate notice before the meetings.

Bruce McKee stated that residents in Tridell would likely appreciate the opportunity as well and felt the process could help bridge communication gaps between the District and local communities.

Shawn Murray asked how the District could assure residents that the master plan would be followed once completed.

Cheryl Meier responded that the 2012 plan is now outdated and the 2022 effort was structured differently and never completed. She stated that the master plan would serve as the District's primary planning document and would guide future capital improvement decisions. She added that master plans are typically updated every ten years and that she intends to use the completed plan as the basis for future project planning and prioritization.

Joe McKea commented that he liked the public participation methods used during the previous planning effort, including large display boards and community feedback opportunities.

Bruce McKee stated that he would like to see follow-up after the public meetings so residents can see how their feedback is being used.

Cheryl Meier agreed and stated that the completed master plan should be shared with municipalities and made available to the public. She also noted that infrastructure and maintenance needs, such as irrigation systems and utility improvements, should be prioritized alongside future recreation amenities.

Joe McKea suggested utilizing GIS resources to assist with inventorying park assets and infrastructure.

Joel Brown then closed the public hearing.

**6. Close Public Hearing and Consider Approval of CIB Grant Application Submission**

*Discussion and possible approval authorizing the submission of a grant application to the Permanent Community Impact Fund Board (CIB) in the amount of $50,000 Grant/$50,000 Match for the development of a Parks, Recreation, and Community Facilities Master Plan.*

*Joe McKea made a motion to approve the submission of the CIB Grant Application in the amount of $50,000 with a $50,000 match for the development of a Parks, Recreation, and Community Facilities Master Plan.*
*Bruce McKee seconded the motion.*
*LeFevre Aye, Murray Aye, McKee Aye, McKea Aye, Brown Aye.*

**7. Brad Horrocks**
Brad Horrocks was not present for this meeting.

**8. Presentation of Fraud Risk Assessment - Shawna Weaver**
Shawna Weaver presented the annual Fraud Risk Assessment and reported that the District again falls within the low-risk category. She explained that State guidance now clarifies that external auditors do not satisfy the internal audit requirement, resulting in one adjustment to the assessment. Despite the change, the District remained in the low-risk range. She also noted that a Fraud Risk Assessment binder is maintained in her office and is available for Board review.

**9. Public Entity Resolution**
Executive Director Cheryl Meier presented a Public Entity Resolution to update the authorized representatives on the District's PTIF accounts, removing Jamey Smuin and adding Joel Brown. She explained that the resolution is required by the Utah State Treasurer's Office.

*Bruce McKee made a motion to approve the Public Entity Resolution.*
*Shaun Murray seconded the motion.*
*LeFevre Aye, Murray Aye, McKee Aye, McKea Aye, Brown Aye.*

**10. Audit Presentation**
Marcus Arbuckle of Keddington & Christensen presented the District's 2025 audit report and reported that the District received an unmodified opinion with no findings related to internal controls. He noted one minor State compliance finding related to a missing prior-year column in the original budget document, which has since been corrected. He also reported no instances of fraud, waste, or abuse and thanked District staff for their cooperation during the audit.

**11. Policy 700 - Employee Travel Policy Revision**
Shawna Weaver presented revisions to District policies that had been reviewed by the Policy Committee and legal counsel. She explained that the changes primarily consisted of grammar corrections, legislative updates, and general cleanup.

Shawna Weaver presented proposed updates to Policy 700 – Employee Travel Policy. She explained that the previous policy was outdated and referenced federal per diem rates. The revised policy reflects the District's current practice of reimbursing approved travel expenses.

> *Shaun Murray made a motion to approve Policy 700 - Employee Travel Policy Revision for the first and second reading.*
> *Bruce McKee seconded the motion.*
> *LeFevre Aye, Murray Aye, McKee Aye, McKea Aye, Brown Aye.*

**12. Policy 400 - Workers' Compensation Policy Revision**
Shawna Weaver presented proposed updates to Policy 400 – Workers' Compensation Policy. She noted the removal of a provision allowing employees to supplement workers' compensation benefits with PTO. She also noted that outdated dependent stipend language was removed and updated to follow current Utah law and recommendations.

> *Willis LeFevre made a motion to approve Policy 400 - Workers' Compensation Policy Revision for the first and second reading.*
> *Joe McKea seconded the motion.*
> *LeFevre Aye, Murray Aye, McKee Aye, McKea Aye, Brown Aye.*

**13. Policy 720 - Cell Phone Stipend Revision**
Shawna Weaver reviewed updates to Policy 720 - Cell Phone Stipend. She explained that reimbursement rates remain unchanged at $10 and $20, depending on position and call-out expectations. The primary change requires eligible employees to sign an acknowledgment form agreeing to respond within a reasonable time in order to receive the stipend.

> *Joe McKea made a motion to approve Policy 720 - Cell Phone Stipend Revision as presented for the first and second reading.*
> *Shaun Murray seconded the motion.*
> *LeFevre Aye, Murray Aye, McKee Aye, McKea Aye, Brown Aye.*

**14. Financials**
The financial reports were made available for Board review.

**15. Adjournment**
> *Joe McKea made a motion to adjourn the meeting.*
> *The meeting adjourned at 7:13 PM.*

***Minutes recorded and written by Board Clerk Amanda Wilson***