UTSSD BOARD MEETING

July 14, 2026 - Starting at 7 p.m.

Uintah County Large Conference Room

152 E 100 N, Vernal, UT 84078

Attendance: Board Members: Shawn Labrum, Mark Raymond, Sonja Norton, Ryan Cook, Bob Leake
Additional Attendees: Willis LeFevre, Jenny Brailsford, Troy D. Ostler, Scott Hardman, Cheryl Meier, and Bart Jensen

Prayer - Mark Raymond
Pledge of Allegiance - Lead by Shawn Labrum

1 - Employee Benefits (Jenny Brailsford)
Jenny Brailsford reviewed the employee benefits package and explained that other Special Services Districts utilize PEHP health plans. She reviewed the available plans and how they compare to Vernal City's benefits. The Board discussed medical, dental, vision, and HSA options, with the goal of aligning benefits with comparable municipal programs. HSA and out-of-pocket examples were discussed. The Board agreed that the HSA contribution should cover the single-coverage deductible and follow Uintah County's contribution of $3,000 with an additional $1,100 match. Sonja brought up URS and 401(k) options. The Board agreed that benefits should mirror or be comparable to those offered by the City or County. The Board discussed PTO and time tracking, recommending a simple policy of 80 hours per pay period, consistent with a 40-hour work week. Employees would use accrued PTO for sick or personal time, with an increased accrual rate after five years of employment. Different accrual rates and salaried employee transition rules were also discussed, with the Board favoring consistency and ease of administration. Payroll classifications, including salaried versus hourly employees, overtime, and authorization procedures, were also discussed. The Board emphasized clear policies and time management to avoid unintended overtime. Time off must be approved by the Board Chair. Ryan made a motion to approve the employee benefits, including medical, dental, vision, an HSA that meets PEHP guidelines, and 401(k) that follows the County's guidelines. Mark seconded. Motion passed unanimously.

2 - Meeting Minutes.
The typed minutes are not yet complete. Nicole will have them completed at least one week before the next meeting. The recorded audio of the meeting is available on the public notice website for anyone who would like to listen.

3 - Approve expenditures from June-2026

Ryan went over the total expenditures for June were $263,781.75. PTIF account has $11,751,436.16. Mark made a motion to approve the expenditures, Ryan seconded. Motion passes unanimously.

4 - Independence Rd (Bart)

Independence East Area Road Project / Project No.: 2503-071

Progress This Month:

- 60% design is nearly complete.
- The project is expected to remain within existing fences along most of the alignment, except for the tight southeast corner near 4 Corners. The team is exploring options involving the south and west private parcels to make the roadway work.
- Subconsultant contracts are in place for cultural and biological surveys, and environmental review is ongoing.
- Hydrology and hydraulics design continued to determine culvert sizes.
- The team is evaluating whether the existing ditch/canal should be piped along the road and determining the required pipe size.

Next Steps:

- Complete the 60% design.
- Continue culvert and canal piping design.
- Begin environmental surveys.
- Meet with the county surveyor and Jon to determine the right-of-way needed at the tight corner.
- Finalize pavement thickness design.

5 - Redwash Rd (Bart)

Redwash Road Project / Project No.: 2207-055

Project Progress:

- Approximately 3.5 of the 4.5 miles have received the first 2-inch lift of pavement, with excellent testing results.
- Burdick is waiting for the JWID waterline installation to be completed before finishing the remaining road base, granular borrow, and paving.
- All culverts and headwalls are complete, with 1–2 culverts still needing riprap after the waterline work is finished.
- The retaining wall has been poured and backfilling has begun.

Next Steps:

- Finalize access easements with two landowners for culvert riprap.
- Complete the remaining first lift of pavement once the waterline is finished.
- Install the final 2-inch HMHMA top lift.
- Install guardrails and complete pavement striping.

Budget/Schedule:

- Engineering, environmental, cultural, and permitting phases are essentially complete.
- Construction engineering is approximately 90% complete.
- Construction is approximately 80% complete based on the original contract. The original bid was $11.37 million, with change orders bringing the current total to approximately $13.02 million.
- All subgrade dirt work, culverts, and headwalls are complete. Remaining road work will resume once the JWID waterline is finished.

Issues/Concerns:

- Easement agreements are still needed at two locations.
- The existing waterline conflicts with the proposed retaining wall footing. Jensen Water is working on a revised waterline route around the retaining wall and large culvert before reconnecting to the fire hydrant.

Bart presented a change order form that included:

1- Decrease in 5 strand fencing (Bid item 1-16) by 1,200 L.F.

Decrease of ($24,480.00)

Adding 1,200 L.F. of 3' field fence with 2 strand barbed wire.

Increase of $38,280.00

Overall increase to the project $13,800.00

2- Elimination of 1 headwall from the project. Decrease of ($41,700.00)

3-Addition of 1-48' culvert end section. Increase of $2,700.00

Total budget change with the change order - Decrease of ($25,200.00)

Sonja made a motion to approve the change. Mark seconded the motion. Motion passes unanimously

Public Hearing- Eric / Shawn The issuance and sale of the Issuer's Mineral Lease Revenue Bonds, in one or more series (the "Bonds"), in an aggregated principal amount not to exceed $1,100,000; the Bonds to bear interest at the rate or rates not to exceed one-half of one percent (0.5%) per annum, to mature in not more than 15 years from their date or dates, and to be sold at a price not less than 99% percent of the total cost to the Issuer for the proposed Bonds, if the Bonds are held until the maximum maturity, based on the maximum interest rate above, is $1,144,470.

No Public Comment.

Public meeting closed.

Back in open meeting session.

The parameter resolution was sent to the board members. Eric Johnson will draft a final bond resolution for the next meeting on August 11th. Eric has left the meeting.

6 - 500 North (Ryan/Justin Beddoes)

Scott Hardman said Horrocks Engineering has been in contact with him. They have been working with the landowner regarding some culverts and corrals. Sonja said there needs to be further discussion with the landowners, as she has been contacted by several of them. She requested that a letter be sent to the landowners explaining the construction project and providing a contact person for questions.

AOG Report (Mark Raymond)

Mark Raymond gave the presentation at the AOG meeting in Manila. He said the presentation went well, but AOG is making some changes to its funding program. They will no longer be accepting applications for 100% grants, and 0.5% interest loans are no longer available. AOG recommended discussing with the Board a loan rate of at least 1%. The application was approved, and AOG highly recommended increasing the loan percentage. The board agreed that 1% is still a good rate. And they all agreed they would be willing to accept that rate.

Public Hearing-

Discuss the application to the Permanent Community Impact Board (CIB) for funding of the 500 North; 1500 East to Sunshine Bench Road. This project will consist of the full-depth roadway reconstruction of 500 North between 1500 East and Sunshine Bench Road in Uintah County, Utah. The CIB funding application will be in the amount of $3,000,000.

Public Comment from Cheryl Meier. A former executive director of the Uintah Transportation Special Service District, who helped prepare the original Joint Highway Committee application for the 500 North Project, spoke in support of the roadway improvements but raised concerns about changes to the project scope and increased costs. She noted that the original project was estimated at approximately $2.57 million, with a defined scope focused on roadway rehabilitation, widening, and shoulder improvements within the existing corridor and without additional right-of-way. The current project is estimated at approximately $4.6 million and includes approximately 15 affected parcels and an estimated $400,000 in right-of-way costs. She requested that the Board and Community Impact Board review the differences between the original and current project scopes, including the reasons for additional right-of-way, engineering, environmental, utility, and federal administrative costs. She questioned whether the additional improvements should instead be considered as a separate Community Impact Board project after completing the original federally funded project. She also raised concerns regarding the financial transition when transportation separated from Uintah Special Service District 1, stating that transportation did not receive any funds or cash reserves at the time of the separation while still retaining outstanding transportation debt obligations. She emphasized that she supports the 500 North improvements but encouraged the Board and Community Impact Board to ensure the additional $3 million in requested funding provides the greatest benefit to the community and is not unnecessarily used for additional federal project costs and administrative requirements.

7 - 7500 E (Troy/Greg)
The 7500 East project is nearing completion. Cement-treated base, full-depth reclamation, and paving are complete. Approximately 8,743 tons of HMA were placed, with excellent testing results and approximately $80,000 in contractor bonuses earned for quality. The completed roadway also passed profiling with no grinding required. Signs, delineators, and bridge guardrails have been installed, and the first coat of paint was completed July 10. The remaining work includes the second coat of paint and final seeding. A change order of approximately $4,000 is being processed to relocate large boulders that were placed within the clear zone near the roadway. A final walkthrough with UDOT identified only minor cleanup, filling survey monument holes, relocating the boulders, and completing seeding. The project is expected to remain within the original budget, using approximately half of the contingency. UDOT also approved eliminating approximately 185 feet of guardrail along the Indian Canal because the roadway's clear zone allowed it to be safely removed, avoiding a future maintenance issue.

8 - Ashley Creek Bridge (Bob)
No updates at this time.

9 - Chair Updates
No Chair updates at this time.

10- Discussion and potential approval of employee benefits and training as needed.
Already discussed at the beginning of the meeting but Mark Raymond brought up training for Nicole. Julie offered to return or provide training by phone as needed. Training will need to be pre-approved and remain within the budget. The Board will set aside a line item for training as needed.

11- Discussion and possible amendment of the Board's bylaws.
Sonja asked about updated the boards bylaws. Jon agreed they need to do a whole review of the bylaws.

12- Closed Session to discuss pending or imminent litigation.
Shawn made a motion to go into closed session, and after closed session meeding is adjourned. Sonja seconded the motion. Meeting went into closed session.

Meeting adjourned

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 Ashley Creek Bridge
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 Nicole Murray 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.