

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

Date: August 12, 2026

Location: Conference Room, Uintah Recreation Center, 610 South Vernal Ave., Vernal, Utah

1. Call to Order: 6:30 p.m.

Participants/Staff:

Joe McKea, Shaun Murray, Ed Long, Bruce McKee, Commissioner Willis LeFevre
Mike Harrington (Legal Counsel), Executive Director Cheryl Meier, Shawna Weaver,
Amanda Wilson, Dustin Hinkle, Tara Alsip

Absent/Excused:

Joel Brown, Ross Morton

Public Attendees:

None

2. Prayer: Ed Long **Pledge of Allegiance:** Willis LeFevre

3. Approval of Minutes Ed Long made a motion to approve the June 10, 2026 Uintah Special Service District 1 Regular Meeting Minutes. Bruce McKee seconded the motion.

The motion passed unanimously.

4. Board Input, Follow-up on Minutes, Committee Reports

Executive Director Cheryl Meier provided the Board with updates on several upcoming events and District activities, including:

- The pool shutdown will begin August 16.
- A complete building shutdown is scheduled for August 23–30 for facility-wide cleaning and maintenance.
- USSD1 was awarded a grant from the Christopher & Dana Reeve Foundation to acquire six Extreme Motus all-terrain wheelchairs. An event will be held August 26 with Extreme Motus founders Sam and Ryan, providing community members an opportunity to learn about and test the chairs.
- Upcoming Dino SOAR Days events hosted by USSD1 include the Dino Dash, Chalk Art Festival, and an attempt to set a Guinness World Record.
- The URPA Directors Summit Retreat is scheduled for September 16–18 in Vernal and will bring recreation directors from throughout Utah to the area.

Board Member Ed Long asked for an update on the status of the scholarship program.

The Board discussed upcoming CIB funding opportunities and potential projects, including the golf course irrigation project.

5. Legal Professional Services Discussion

Executive Director Cheryl Meier thanked Legal Counsel Mike Harrington for his service to Uintah Special Service District 1 and wished him well in his new position.

The Board discussed how to proceed with legal services moving forward. Mike Harrington will continue to assist with minor legal matters during the transition and will provide recommendations for a firm to handle larger matters as needed. The Board will revisit legal professional services at a future meeting.

6. USSD1/USD Agreement

Executive Director Cheryl Meier provided an update on the proposed agreement between USSD1 and Uintah School District. Legal review has been completed, and the Uintah School District Board has reviewed the agreement with no requested changes. Discussion included property transfers, construction of artificial turf soccer fields, employee memberships, and remaining details to be finalized prior to execution of the agreement.

The Board expressed support for moving forward with the agreement while allowing the remaining details and documents to be finalized.

Shaun Murray made a motion to continue discussion of the USSD1/USD Agreement and proceed with finalizing the documents.

Bruce McKee seconded the motion.

The motion passed unanimously.

7. Policy 105 - Ethical Behavior

Shawna Weaver presented Policy 105 – Ethical Behavior to the Board. She explained that this is a new standalone policy developed to address a gap in the District's policy manual regarding ethical behavior. The policy was developed using a template provided by the Utah State Auditor's Office and has been reviewed by the Policy Committee, legal counsel, and Executive Director Cheryl Meier, with no revisions recommended.

Bruce McKee made a motion to approve Policy 105 - Ethical Behavior on the first and second reading.

Shaun Murray seconded the motion.

LeFevre Aye, Long Aye, McKee Aye, Murray Aye, McKea Aye.

8. Policy 300 - Working Hours

Shawna Weaver presented Policy 300 – Working Hours to the Board. She explained that this is an older County policy that was missed during previous policy reviews. Key updates include eliminating "premium pay," which previously provided time-and-a-half compensation to employees who did not receive an eight-hour break between shifts. The revised policy confirms compliance with FLSA standards, defines standard payroll rules, outlines work schedules, and establishes definitions for exempt and non-exempt employees.

The policy also clarifies that department heads are responsible for establishing employee workweeks and that overtime must be pre-approved. The policy has been reviewed by the Policy Committee, legal counsel, and Executive Director Cheryl Meier.

Shaun Murray made a motion to approve Policy 300 - Working Hours on the first and second reading.

Ed Long seconded the motion.

LeFevre Aye, Long Aye, McKee Aye, Murray Aye, McKea Aye.

9. Financials

The financial reports were made available for Board review.

10. Building Walkthrough

Board members were invited to participate in a walkthrough of the facility expansion to review the current progress of the project. The meeting was scheduled to adjourn immediately following the walkthrough.

11. Adjournment

Willis LeFevre made a motion to adjourn the meeting upon completion of the Building Walkthrough.

The meeting adjourned at 8:10 p.m.

Minutes recorded and written by Board Clerk Amanda Wilson