

ASHLEY VALLEY WATER  
& SEWER IMPROVEMENT DISTRICT  
609 WEST MAIN  
VERNAL UTAH

Minutes of the Ashley Valley Water and Sewer Improvement District Board Meeting, held on Tuesday March 18, 2025, at 12:00 p.m. in the conference room of the District Office located at 609 West Main, Vernal Utah.

IN ATTENDANCE

|                   |                   |
|-------------------|-------------------|
| Boyd Workman      | Chairperson       |
| Brownie Tomlinson | Vice-Chairperson  |
| Max Haslem        | Trustee           |
| Dean Baker        | Trustee (excused) |
| David Hatch       | Trustee           |
| Ryan Goodrich     | District Manager  |
| Nora Garcia       | District Clerk    |
| Allen Hacking     | Assistant Manager |
| Ryan Wolfinjer    | Assistant Manager |

**Chairperson Workman opened meeting at 12:00.**

A public hearing is held today.

A PUBLIC HEARING AUTHORIZING NOT MORE THAN \$4,000,000 WATER REVENUE BONDS FOR AN ADMINISTRATION BUILDING AND RELATED IMPROVEMENTS, CALLING A PUBLIC HEARING, AND ESTABLISHING THE MAXIMUM PRINCIPAL AMOUNT, INTEREST RATE, MATURITY AND DISCOUNT OF THE BONDS; AND RELATED MATTERS.

A RESOLUTION AUTHORIZING \$2,935,000 WATER REVENUE BONDS, SERIES 2025 TO FINANCE IMPROVEMENTS TO BENEFIT ITS WATER SYSTEM, INCLUDING AN ADMINISTRATION BUILDING; AND RELATED MATTERS.

The meeting is open for public comment on this resolution.

Manager Ryan Goodrich reported that this is for the new office building, and remodel of the shop and building in Naples. The district received a grant in the amount of \$1,000,000, and a loan in the amount of \$2,935,000 for this project. The loan is at 1% interest for 30 years.

Brownie made the motion to approve resolution 03-18-2025, seconded by Dave. Those voting yes to this motion; Brownie, Dave, Max, and Boyd.

**No comments from the public,** return to regular agenda at 12:05 p.m.

Present for today's meeting; Bart Jensen with Jones and Demile, Craig Nebeker with Horrocks Engineering, Trudy Wheeler with Jensen Water, Sara John, Wayne Simper, Jason Blakenagle with BHI, Jeff McCarley with Sunrise Engineers, Travis Campbell and Mike Cook with Uintah County.

### **Minutes**

Brownie Made the motion to approve the February 12<sup>th</sup>, and February 18<sup>th</sup> minutes, seconded by Max. Those voting yes to this motion; Brownie, Max, Dave, and Boyd.

### **Sara John**

Sara was present today to ask the board if they would be willing to cost share on water and sewer lines to properties at 2678 S 2450 E. Sara explained that there would be seven lots total eventually. After a discussion on this, Brownie made the motion to table this for next month, seconded by Max. Those voting yes to this motion Brownie, Max, Dave, and Boyd. The board asked Ryan and Allen to have more information and cost estimate on this by next board meeting.

### **Project Updates**

#### **New Administrative Building**

Jason Blakenagle with BHI is present to report on the progress of the new administrative building project. Jason reported that he anticipates having the plans complete by the end of April, and hopefully go out to bid by May.

#### **Municipal Wastewater Planning Program**

Ryan explained that the Municipal Wastewater Planning Program is a requirement by the State of Utah to review your wastewater system yearly. Highlighting a few items on the survey, Ryan stated that replacement cost for the sewer system is approaching \$45,000,000.00, collecting approximately \$1,000,000.00, a year for sewer in depreciation, the district has approximately ninety-three miles of sewer line in the ground, and five sewer lift stations. Brownie made the motion to approve this wastewater assessment that was presented, seconded by Dave, those voting yes to the above motion, Brownie, Max, Boyd, and Dave.

### **Tarp**

Ryan Wolfinger reported on the TARP program. TARP is a program offered by the Utah Local Government Trust. TARP is trust, appreciation, and recognition program. The district is committed to providing a safe work environment to our employees, if an employee becomes injured, the district will do everything to help the employee heal and return to work as quickly as possible. The district provides an incentive to the employees to stay safe, \$10.00 a month in a gift card, for no accidents. The Trust also provides an incentive to the district by receiving refunds on insurance. Max made the motion to approve the district's participation in TARP, seconded by Brownie, passed unanimously.

### **Fraud Risk Assessment**

Yearly the district submits a Fraud Risk Assessment, (self-evaluation) report to the State Auditor. Ryan and Nora worked on the assessment. The total points that are available 395, our self-assessment score is

375. The higher the score the lower your risk level is. Question #6 is “does at least one member of the member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year.” The answer is no. Max, made motion to approve this assessment, seconded by Brownie, passed unanimously.

### **Storage Container and Temporary Office Purchases**

Ryan and Allen have been doing research on containers, and temporary offices while the new administrative buildings are under construction. There is office space at the shop in Naples for Nora, Meliska, Allen and Val. While price checking the prices vary \$2,700.00-\$10,000. Ryan is asking the board for authorization to purchase something not to exceed \$10,000.00. Brownie made the motion for Ryan to purchase 1 or 2 containers/office space not to exceed the \$10,000.00, seconded by Dave. Those voting yes to the above motion, Brownie, Dave, Max, and Boyd.

### **March 2025 expenditures**

Nora reported on the March 2025 expenditures: on March 7<sup>th</sup>, the total came to \$6,825.06, on March 13<sup>th</sup>, \$144,214.01 and today's \$3,003.41. This makes a monthly total of \$154,042.48. Boyd asked about the invoice to K Bar A Construction. Allen explained that it was for CDL driving training. Kone invoice is for yearly elevator inspection and testing in the amount of \$4,657.44. Mr. Manhole in the amount of \$30,150.00 is for the manhole cutter that was approved for capital outlay equipment. Max approved the expenditures in the amount of \$154,042.48, seconded by Brownie, those voting yes to the above motion, Brownie, Max, Boyd, and Dave.

**Max made the motion to enter closed session at 12:59 p.m.**

**Return to open session at 2:58 p.m.**

### **PR Firm**

Brownie made the motion to accept Horrocks Engineering as the district's PR Firm, with the following stipulations, not to exceed \$50,000, report monthly on progress, and monthly budget reports, Dave seconded this, those voting yes to the above motion, Dave, Boyd, Max, and Brownie.

### **Existing Building Purchase offer**

Max made the motion to accept the counteroffer from The Leavitt Group on the purchase of the building, \$1,750,000 sales price, and approximately to seller \$1,657,163. Brownie made the second on this motion, those voting yes to this motion, Boyd, Dave, Brownie, and Max.

**Meeting adjourned at 3:05 p.m.**