

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 November 18, 2025, at 12:00 p.m. in the conference room of Naples City Office, located at 1420 E 2850 S, Vernal Utah.

IN ATTENDANCE

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

Chairperson Workman opened meeting at 12:00.

Present for today's meeting; Trudy Wheeler with Jensen Water, Brandon Roper, Hans Leis, Jason Blankenagel, Logan Palacios with BHI Inc, Jerry Slauch Sunrise Engineering, Bart Jensen with Jones & Demille, Willis LeFevre, and Jamie Thompson.

No Conflicts Stated

Minutes

Brownie Made the motion to approve October 21, 2025, minutes, seconded by Max, passed unanimously.

Project Updates

New Administrative Building Update and Pay Request #2

Ryan presented pictures of work that is being done on the new building. Ryan reported that a lot of work has been done; foundation, plumbing, electrical, wash-bay has been taken down and moved to the side, and work on the wash bay flooring. BHI reported that the concrete workers will be here today and

the slab will be poured in a week. Framing will start on December 1. BHI also reported that the rain over the weekend slowed them down. Dave asked if the fence had been torn down, BHI reported that yes it has and a temporary fence is up.

Dean made a motion to approve Pay Request # 2 in the amount of \$256,599.75 to BHI, the second was made by Brownie. Those voting yes to the above motion; Dave, Dean, Max, Brownie, and Boyd.

Desert Sage Engineering Change Order

Bart Jensen with Jones and Demille was present to discuss this project and the issue with tap saddles, (failing). Bart has been in continued contact with the manufacturer of these tap saddles. The information they are giving him is that there was no reason for them to fail. The manufacturer said that they contacted other purchasers and out of the same lot number and there have not been any issues, or complaints. Allen, Bart, and Ryan concluded that these tap saddles were not made for this application and will not to use in the future. Ryan asked Bart to create a change order for extra work that was done outside the contract. Max made the motion to approve the change order, (\$16,000), seconded by Brownie. Those voting yes to the above motion; Dave, Dean, Max, Brownie, and Boyd. Allen is working with the State to purchase new saddles with the remaining grant money.

2026 Tentative Budget

Ryan presented the 2026 budget. This budget will be available for inspection at the district office Monday-Friday; 7:00 a.m.-4:00 p.m. Highlights of this tentative budget. Balanced revenues and expenditures of \$10,130,000, this represents an approximate reduction of 8% in revenue and expenses. No proposed rate increases for 2026; conservation rates remain the same. If DDW approves the proposed fee schedule, (0.03/ per one thousand gallons), that rate would be passed on to the customer, without a required hearing. The district will keep an eye on HB280 proposed fees, currently hovering around 0.60 per one thousand gallons. Health insurance renewal at 5.8% increase. This budget accounts for 3% COLA and 2% merit possibility. Merit based on yearly evaluation. Significant staff changes expected in 2026. Two employees are retiring and adding two. This would accommodate four (4) new hires. This budget includes four (4) studies for the upcoming year. Brownie made a motion to approve the 2026 tentative budget, (as it was presented), seconded by Max. Those voting yes to the above motion; Dave, Dean, Max, Brownie, and Boyd.

2026 Health Insurance

Max made the motion to approve the health renewal rates through PEHP, (5.8 %) included in the 2026 budget. Dean made second on this motion; those voting yes on this motion, Dave, Dean, Max, Brownie, and Boyd.

New Plans and Planning Updates

Ryan included in today's packet a scope of work for the water and sewer system master plan update. The objective is to update the water and sewer systems master plan to incorporate current system data and future growth projections. It will also revise and enhance existing GIS mapping to reflect updated infrastructure and service areas, update hydraulic modeling, and coordinate with third-party consultants conducting the water rights study to ensure integration findings. Finally, it will develop a list of

recommended capital improvement projects that align with growth projections and system needs. No need for a motion today. After the first of the year 2026, Ryan will be asking the board to start funding packages for the CIB.

Assistant District Manager Job Description

Ryan explained to the board that he has a job description of the assistant district manager position in today's board packet. The board hires the manager of the district; the manager hires and manages the other district employees. Ryan and Boyd talked last month about a hiring committee. Boyd appointed himself and Max. Ryan would like input and suggestions from the board. The assistant district manager will be working closely with the board, but will still be under the District Manager's supervision.

Holiday Celebration and Employee Appreciation

In previous years, the board has approved a holiday dinner and an employee appreciation bonus (taxed). This year the dinner will be held at Swains on Monday December 15th, at 6:00 p.m. Historically the board has given an appreciation bonus ranging from \$700.00-750.00. Ryan would like to recommend that the board give it this year also. He explained that the staff has had a busy year with and performed the office move 100% with no outside help. Brownie made the motion for the employees to receive a \$700.00 board appreciation check, seconded by Dean. Those voting yes to this motion; Dave, Dean, Max, Brownie, and Boyd.

November 2025 expenditures

Nora reported on November's expenditures. On November 10, the total was \$24,038.65. Vernal Winnelson invoices came to a total of \$15,883.00. Today there is a total of \$459,206.62 that includes the pay request to BHI. an additional \$19,418.46 came in since Friday. This brings the total of November's expenditures to \$502,663.73. Max made the motion to approve this amount, seconded by Brownie. Those voting yes to the above motion; Dave, Dean, Max, Brownie, and Boyd.

Operation Discussion

Brownie reminded Ryan about the designs on the new logos. Ryan will send these designs out for the board to review and place them on the agenda next month.

Max made the motion to enter closed session at 1:41 p.m., recessing for a restroom break.

Returned to open session at 3:23 p.m.

Dave made the motion to adjourn at 3:24 p.m., seconded by Max.