



Ashley Valley Sewer Management Board

MINUTES OF THE ASHLEY VALLEY SEWER MANAGEMENT BOARD
MEETING HELD
February 10, 2026

Regular Monthly Meeting

This regularly scheduled meeting was held Tuesday February 10, 2026, at 5:00 p.m. at the Vernal City Offices. Board Members present were Chairman Max Haslem, Richard Jolley, Nolan Jackson, Dave Hatch, Corey Foley and Randel Mills. Employees in attendance were Dean Gibbs and Amiee Peterson.

Chairman, Max Haslem, called the meeting to order at 5:00 p.m.

Approval of January 13, 2026, Monthly Meeting Minutes:

Nolan Jackson makes the motion to approve the January 13, 2026 Corey Foley seconded, and the motion passed with affirmative vote by Richard Jolley, Randel Mills, Dave Hatch and Max Haslem.

Manager's Report:

Entity letters for 2026 Stipend Approval:

Dean Gibbs presented the 2026 Stipend Approval letter for each entity to review, sign and return to the Board for the annual stipend.

Discuss URS Recommendation for Employee Retirement Savings:

Dean Gibbs stated the Utah Retirement System is adding additional options for URS participating entity employees to use for retirement savings. The new options include Roth 401(k) and Roth 457 accounts. Dean Gibbs stated there are no costs for the Board to offer these options to the employees, and it would allow each employee more options in saving for retirement funds. Dean Gibbs stated he needs the Boards approval to offer the Roth 401(k) and Roth 457. Corey Foley makes the motion to adopt the Utah Retirement System Roth 401(k) and Roth 457 for each employee to contribute to, Richard Jolley seconded and the motion passed with affirmative vote by Nolan Jackson, Randel Mills, Dave Hatch and Max Haslem.

Discussion on the AVSMB Sponsored Employee 457 Account through Mission Square (Formerly ICMA):

Dean Gibbs stated the Board currently contributes 2% of the employee's gross salary to a Ashley Valley Sewer Management Board sponsored Mission Square 457 retirement fund, Dean Gibbs stated he has researched the option of transferring the Mission Square 457 plans to the Utah Retirement System, he stated the Mission Square fees paid by the employees for their investment

45 funds are higher when compared to the Utah Retirement System and the advantages of having all
46 retirement funds at the Utah Retirement System is also of great benefit when meeting with URS
47 retirement advisors & planners . Dean Gibbs stated he would like the Boards approval to pursue
48 transferring the funds from the Mission Square to the Utah Retirement System. Dean Gibbs stated
49 he would discuss all options with the employees and would only pursue the transfer option for the
50 employees who are interested. Dean Gibbs stated the Utah Retirement System can help with
51 transferring of funds and setting up future contributions, but due to URS system upgrades the
52 transfer cannot happen until fall of 2026. After discussion from the Board, the Board approves
53 management offering the employees the option to transfer their Mission Square 457 retirement
54 account to the Utah Retirement System upon employee approval.

55
56 *Sewer Master Plan Update:*

57 *Scope of Work:*

58 Dean Gibbs stated Bowen Collins & Associates sent a formal draft of the scope of work for the
59 Sewer Master Plan update, he reviewed and made some changes to the draft. Dean Gibbs stated
60 he emailed the formal draft of the scope of work for the Sewer Master Plan to each entity to review
61 and make changes.

62 *Funding:*

63 Dean Gibbs stated the quote from Bowen Collins & Associates for the Sewer Master Plan Update
64 Project in the amount of "not to exceed" \$125,000.00. Dean Gibbs stated each entity would be
65 responsible for the cost of the project as follows: Ashley Valley Sewer Management Board would
66 be responsible for \$75,000.00, Grant from the CIB Impact Board would be in the amount of
67 \$50,000.00 and each entity would be responsible for the surveying portion of the project, Bowen
68 Collins & Associates have contacted Tri-State surveying and negotiated a price on surveying each
69 manhole. Dean Gibbs stated he would recommend Tri-State surveying would Invoice the Board
70 and the Board would Invoice each entity for their portion. Dean Gibbs stated he would like the
71 Board to approve Bowen Collins & Associates for a "notice to proceed" on March 2, 2026 for the
72 Sewer Master Plan Update. Richard Jolley and Nolan Jackson would like to discuss with Maeser
73 Water Improvement District Board before approving Bowen Collins & Associates for the "notice to
74 proceed "on March 2, 2026.

75 Corey Foley makes the motion to approve Bowen Collins & Associates "notice to proceed" on
76 March 2, 2026, upon voice approval from Maeser Water Improvement District meeting, Randel
77 Mills seconded, and the motion passed with affirmative roll call vote by Richard Jolley, Nolan
78 Jackson, Dave Hatch and Max Haslem.

79
80 *Lift Station Rehabilitation Project Update:*

81
82 *Pay Request:*

83 Dean Gibbs stated he received Pay Request #2 in the amount of \$85,303.05. Dean stated he and
84 Steven Meyer representing Bowen Collins & Associates reviewed Pay Request #2 in the amount of
85 \$85,303.05 and recommend approving Pay Request #2. Nolan Jackson makes the motion to
86 approve Pay Request #2 in the amount of \$85,303.05 to Stubbs & Stubbs, Dave Hatch seconded,
87 and the motion passed with affirmative roll call vote by Richard Jolley, Randel Mills, Corey Foley
88 and Max Haslem.

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90

91 Progress Report:
92 Dean Gibbs stated he and Steven Meyers representing Bowen Collins & Associates expressed
93 their concerns and the Board's concerns during the January 14th progress meeting to Stubbs &
94 Stubbs about the lack of progress and being behind schedule on the Lift Station Rehabilitation
95 Project along with the lack of attendance by the project superintendent at the progress meetings.
96 Dean Gibbs stated that he and Steven Myers sent an email that afternoon to the project
97 superintendent addressing these concerns. Dean Gibbs stated since that meeting and email,
98 Stubbs & Stubbs have been onsite more consistently and have been making some improved
99 progress. The Superintendent has also attended all weekly meetings since January 21st. Dean
100 Gibbs stated that Stubbs and Stubbs are preparing to install the piping for the odor control system,
101 prepping the interior for painting and is looking for a new sub-contractor to install the roofing
102 material on the Lift Station.

103

104 Pump Removal/Install Proposal (Peak Water Services):

105 Dean Gibbs stated he has been in contact with several different companies to install the Pumps at
106 the Lift Station, he did not receive quotes before the Board meeting and would continue discussion
107 at the March 10, 2026, Board Meeting.

108

109 *Truck(s) Purchase:*

110 Dean Gibbs stated the Board purchased two new 2025 Ford F150 from Heritage Ford in Vernal,
111 UT, the purchase price for the first Ford F150 was \$56,463.00 with trade in allowance of
112 \$25,000.00 for a balance of \$31,961.00, the purchase price for the second Ford F150 was
113 \$57,085.00 with trade in allowance of \$24,000.00 with a balance of \$34,085.00.

114

115 *QuickBooks Upgrade:*

116 Dean Gibbs stated the QuickBooks software version, QuickBooks Desktop 2021 for Mac, used for
117 accounting is no longer supported by Intuit and needs to be updated. Dean Gibbs stated
118 QuickBooks is no longer offering new desktop versions and would need to upgrade to a web-based
119 version. Dean Gibbs stated Richey May, the Board's Consulting CPA group, would be helping with
120 the conversion of the Software. Dean Gibbs stated that the in-person conversion support by Richey
121 May is outside our regular contracted support and there will be some additional charges for the
122 services.

123

124 *Electrical Work by CT Electric:*

125 Dean Gibbs stated he hired CT Electric for electrical work at the plant. CT Electric changed out 3
126 MCC Breakers, troubleshot and replaced wiring to the clarifier exhaust fan, and assisted Dean with
127 restoring sensors to proper operational status at the Headworks Building.

128

129 *Review of 2025 Final Budget Report & 2025 Connections Report:*

130 Dean Gibbs reviewed the 2025 Final Budget & Connections Report.

131

132 *2025 Power Usage Review:*

133 Dean Gibbs reviewed the annual 2025 power usage report, he stated we are consuming less
134 power but paying more for the usage due to Rocky Mountain Power raising the costs.

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137 *Operations, Maintenance, & Safety Report:*
138 Flow Metering for Vernal City:
139 Dean Gibbs stated he was contacted by Vernal City to install Flow Meters on 100 North for their
140 upcoming Sewer Replacement project. Dean Gibbs stated he shared the gathered data from the
141 flow monitoring with Vernal City and Jones & DeMille Engineering, and it would be used for bypass
142 pumping calculations.

143
144 *Annual Biosolids Report:*
145 Dean Gibbs reviewed the Annual Biosolids Report. Dean stated the plant processed 4,042 tons of
146 sludge in 2025. Dean Gibbs stated that 539 tractor/spreader loads were spread and disposed of in
147 the lagoon landfill by the operators in 2025.

148
149 *Upcoming Training:*
150 *Rural Water Conference/Training:*
151 Dean Gibbs stated the Rural Water Conference would be held February 23-27, 2026 in St.
152 George, Utah. Richard Wallis and himself would be attending.


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154 *URS Training:*
155 Dean Gibbs stated Amiee Peterson would be attending the Utah Retirement System training
156 February 19, 2026, in Salt Lake City, UT.

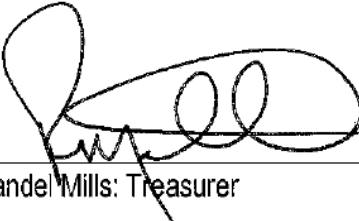
157
158 *WEAU Trainings & Conference:*
159 Dean Gibbs stated the WEAU Conference would be held April 13-17, 2026 in St. George, UT. Mike
160 Dofelmire and Morgan Dudley would be attending.

161
162 **Approval of New Vendors:**
163 Dean Gibbs stated one new Vendor for the month of February, the new Vendor for the month of
164 February is CT Electric. Richard Jolley makes the motion to approve the new vendor, CT Electric,
165 Dave Hatch seconded, and the motion passed with affirmative roll call vote by Nolan Jackson,
166 Corey Foley, Randel Mills and Max Haslem.

167
168 **Approval of Bills:**
169 Richard Jolley makes the motion to approve the monthly bills, Randel Mills seconded, and the
170 motion passed with affirmative roll call vote by Corey Foley, Nolan Jackson, Dave Hatch and Max
171 Haslem.

172
173 **Adjourn Meeting:**
174 Corey Foley makes the motion to adjourn, Randel Mills seconded, and the motion carried with an
175 affirmative vote by Nolan Jackson, Richard Jolley, Dave Hatch and Max Haslem, the meeting
176 adjourns at 6:00 pm.

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181 Max Haslem: Chairman

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Randel Mills: Treasurer

183 Date: February 24, 2026
184 Date Approved: March 10, 2026