



BIG PLAINS WATER SPECIAL SERVICE DISTRICT MEETING

BOARD OF DIRECTORS, REGULAR MEETING

1777 N Meadowlark Dr, Apple Valley

Wednesday, September 13, 2023 at 6:00 PM

AGENDA

Notice is given that a meeting of the Water District of the Town of Apple Valley will be held on **Wednesday, September 13, 2023**, commencing at **6:00 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

Chairman | Barratt Nielson

Board Members | Frank Lindhardt | Harold Merritt | Ross Gregerson | Andy McGinnis |

Pursuant to the Executive Order issued by Governor Gary Herbert on March 18, 2020 regarding Electronic Public Meetings, please be advised that the meeting will be held electronically and broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting:

<https://us02web.zoom.us/j/88667363731>

if the meeting requests a password use 1234

To call into meeting, dial (253) 215 8782 and use Meeting ID 886 6736 3731

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

DECLARATION OF CONFLICTS OF INTEREST

DISCUSSION AND POSSIBLE ACTION

1. Consider Approval of Trade of SSD F-250 and Town F-450 Trucks.
2. Consider Approval to Dispose of 2005 Bombardier Traxter Max 650 CVT by way of Bid Process.
3. Consider Approval of New Copier Lease, Lease Option to Purchase Existing Printer, or Lease Option to Return Existing Printer.

CONSENT AGENDA

The Consent Portion of the Agenda is approved by one (1) non-debatable motion. If any Board Member wishes to remove an item from the Consent Portion of the agenda, that item becomes the first order of business on the Regular Agenda.

- [4.](#) Disbursement Listing for July 2023 and August 2023.
- [5.](#) Budget Report for Fiscal Year 2023 through July 2023 and August 2023.
- [6.](#) July 2023 and August 2023 Water Usage Comparison Summary.

APPROVAL OF MINUTES

- [7.](#) Minutes: August 10, 2023.

REQUEST FOR A CLOSED SESSION: IF NECESSARY

ADJOURNMENT

CERTIFICATE OF POSTING: I, Jenna Vizcardo, as duly appointed Recorder for the Town of Apple Valley, hereby certify that this Agenda was posted at the Apple Valley Town Hall, the Utah Public Meeting Notice website <http://pmn.utah.gov>, and the Town Website www.applevalleyut.gov.

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS AND MEETINGS

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Town at 435-877-1190 at least three business days in advance.

**Big Plains Water Special Service District
Disbursement Listing**

Item 4.

Checking - SBSU Operating - 07/01/2023 to 07/31/2023

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Superior Technical Solutions, LLC	STS07032023	07/03/2023	\$98.21			Purchasing
Amazon	A07052023	07/05/2023	\$40.98			Purchasing
Ace Hardware	1400	07/06/2023	\$377.94			Purchasing
Blue Stakes of Utah 811	1401	07/06/2023	\$106.70			Purchasing
ChemTech-Ford Laboratories	1402	07/06/2023	\$41.00			Purchasing
Scholzen Products Company, Inc.	1403	07/06/2023	\$1,451.05			Purchasing
Turner, Michael Trevor	1404	07/06/2023	\$9.76			Purchasing
State Bank of Southern Utah	SBSU772023	07/07/2023	\$597.56			Purchasing
Sunrise Engineering Inc.	1405	07/12/2023		07/26/2023	\$10,419.75	Purchasing
Sunrise Engineering Inc.	1405	07/12/2023	\$10,419.75			Purchasing
Revco Leasing	1406	07/12/2023	\$151.20			Purchasing
South Central Communications	1407	07/12/2023	\$235.81			Purchasing
Department of Workforce Services	DWS071223	07/12/2023	\$12.46			Purchasing
Utah State Tax Commission	USTC071223	07/12/2023	\$201.45			Payroll
Southwest Utah Public Health Departme	1408	07/13/2023	\$250.00			Purchasing
Town of Apple Valley	1409	07/13/2023		07/13/2023	\$6,647.37	Purchasing
Town of Apple Valley	1410	07/13/2023	\$6,647.37			Purchasing
USDA Rural Development	USDA07172023	07/17/2023	\$1,269.00			Purchasing
USDA Rural Development	USDA07172023	07/17/2023	\$9,271.00			Purchasing
TXFR 2023 Qtr 2 Impact fees to PTIF		07/18/2023	\$12,000.00			JE: 350
Rocky Mountain Power Company	RMP07182023	07/18/2023	\$1,806.38			Purchasing
Ruesch & Reeve	1411	07/19/2023	\$4,585.00			Purchasing
Little Creek Station	1412	07/26/2023	\$343.00			Purchasing
			\$49,915.62		\$17,067.12	

**Big Plains Water Special Service District
Disbursement Listing**

Item 4.

Checking - SBSU Operating - 08/01/2023 to 08/31/2023

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
To adj for 1 cent difference in pmt vs amo		08/15/2023	\$0.01			JE: 366
ChemTech-Ford Laboratories	1413	08/09/2023	\$290.00			Purchasing
Galloway & Company, Inc.	1414	08/09/2023	\$1,127.50			Purchasing
Merritt, Harold	1415	08/09/2023	\$132.97			Purchasing
Scholzen Products Company, Inc.	1416	08/09/2023	\$5,296.93			Purchasing
Southwest Utah Public Health Departme	1417	08/09/2023	\$150.00			Purchasing
Steamroller Copies	1418	08/09/2023	\$63.00			Purchasing
Color Country Auto	1419	08/09/2023	\$123.45			Purchasing
ChemTech-Ford Laboratories	1420	08/09/2023	\$420.00			Purchasing
South Central Communications	1421	08/09/2023	\$384.35			Purchasing
Gregerson, Ross	1422	08/10/2023	\$7,077.78			Purchasing
Revco Leasing	1423	08/10/2023	\$151.20			Purchasing
Sunrise Engineering Inc.	1424	08/10/2023	\$9,137.75			Purchasing
ChemTech-Ford Laboratories	1425	08/29/2023	\$225.00			Purchasing
Ruesch & Reeve	1426	08/29/2023	\$4,030.00			Purchasing
Sunrise Engineering Inc.	1427	08/29/2023	\$2,262.75			Purchasing
Sunrise Engineering Inc.	1428	08/29/2023	\$26,440.00			Purchasing
Little Creek Station	1429	08/29/2023	\$120.00			Purchasing
Utah Local Governments Trust	1430	08/29/2023	\$92.23			Purchasing
Little Creek Station	1431	08/29/2023	\$140.20			Purchasing
Color Country Auto	1432	08/29/2023	\$817.45			Purchasing
Andrew Black Fencing	1433	08/31/2023	\$11,400.00			Purchasing
Southwest Sales, Service, & Pumps, Inc.	1434	08/31/2023	\$9,921.65			Purchasing
Southwest Sales, Service, & Pumps, Inc.	1435	08/31/2023	\$8,401.57			Purchasing
Rocky Mountain Power Company	RMP08232023	08/23/2023	\$2,931.61			Purchasing
State Bank of Southern Utah	SBSU08212023	08/21/2023	\$1,068.03			Purchasing
Superior Technical Solutions, LLC	STS08022023	08/02/2023	\$98.21			Purchasing
USDA Rural Development	USDA08152023	08/15/2023	\$1,268.99			Purchasing
USDA Rural Development	USDA8152023	08/15/2023	\$9,271.00			Purchasing
			\$102,843.63		\$0.00	

Big Plains Water Special Service District
Operational Budget Report
51 Big Plains Water & Sewer SSD - 07/01/2023 to 07/31/2023
8.33% of the fiscal year has expired

Item 5.

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	34,524.72	36,539.45	36,539.45	361,600.00	10.10%
5150 Water Standby Fees	3,248.23	2,842.00	2,842.00	36,300.00	7.83%
5310 Connection Fees	1,830.00	0.00	0.00	9,000.00	0.00%
5410 Late Penalties and Fees	0.00	226.18	226.18	5,000.00	4.52%
5490 Other Operating Income	75.00	98.24	98.24	2,250.00	4.37%
Total Operating income	39,677.95	39,705.87	39,705.87	414,150.00	9.59%
Operating expense					
6011 Town Interlocal Agreement Costs	0.00	0.00	0.00	44,350.00	0.00%
6013 Water Salaries and Wages	4,168.00	0.00	0.00	0.00	0.00%
6014 Water Benefits	1,892.89	0.00	0.00	0.00	0.00%
6021 Public Postings	0.00	0.00	0.00	100.00	0.00%
6023 Travel	0.00	0.00	0.00	800.00	0.00%
6024 Training	0.00	0.00	0.00	700.00	0.00%
6025 Books/Subscriptions/Memberships	0.00	0.00	0.00	2,800.00	0.00%
6030 Admin Supplies and Expenses	196.20	485.22	485.22	5,000.00	9.70%
6032 Postage	0.00	0.00	0.00	200.00	0.00%
6035 Bank Service Charges	0.00	0.00	0.00	100.00	0.00%
6040 Professional Service	62.50	0.00	0.00	7,500.00	0.00%
6043 Accounting & Audit Fees	0.00	0.00	0.00	13,200.00	0.00%
6044 Water Testing	296.97	250.00	250.00	8,000.00	3.13%
6045 Legal Fees	1,557.85	4,585.00	4,585.00	10,000.00	45.85%
6050 System Maintenance and Repairs	0.00	0.00	0.00	7,500.00	0.00%
6051 System Equipment	95.00	0.00	0.00	21,100.00	0.00%
6052 Well Maintenance and Repairs	18.78	0.00	0.00	7,500.00	0.00%
6053 Tank Maintenance and Repairs	0.00	9.76	9.76	14,000.00	0.07%
6060 Equipment Costs Other than Fuel	0.00	40.98	40.98	4,000.00	1.02%
6061 Equipment Fuel	371.54	0.00	0.00	5,000.00	0.00%
6067 Utilities	(877.31)	1,806.38	1,806.38	24,200.00	7.46%
6068 Telephone & Internet	0.00	0.00	0.00	1,200.00	0.00%
6070 Insurance	0.00	0.00	0.00	6,600.00	0.00%
6095 Depreciation Expense	11,255.35	12,575.04	12,575.04	145,000.00	8.67%
Total Operating expense	19,037.77	19,752.38	19,752.38	328,850.00	6.01%
Total Income From Operations:	20,640.18	19,953.49	19,953.49	85,300.00	23.39%
Non-Operating Items:					
Non-operating income					
5520 Impact Fees	10,894.09	0.00	0.00	120,000.00	0.00%
5610 Interest Income	343.92	948.61	948.61	7,800.00	12.16%
5690 Sundry Revenue	0.00	0.00	0.00	100.00	0.00%
Total Non-operating income	11,238.01	948.61	948.61	127,900.00	0.74%
Non-operating expense					
6080 Interest Expense	3,908.90	7,061.35	7,061.35	87,110.00	8.11%
Total Non-operating expense	3,908.90	7,061.35	7,061.35	87,110.00	8.11%
Total Non-Operating Items:	7,329.11	(6,112.74)	(6,112.74)	40,790.00	-14.99%
Total Income or Expense	27,969.29	13,840.75	13,840.75	126,090.00	10.98%

Big Plains Water Special Service District
Operational Budget Report
51 Big Plains Water & Sewer SSD - 07/01/2023 to 08/31/2023
16.67% of the fiscal year has expired

Item 5.

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	65,448.74	36,084.46	72,623.91	361,600.00	20.08%
5150 Water Standby Fees	6,434.81	2,911.55	5,753.55	36,300.00	15.85%
5310 Connection Fees	1,830.00	0.00	0.00	9,000.00	0.00%
5410 Late Penalties and Fees	0.00	167.48	393.66	5,000.00	7.87%
5490 Other Operating Income	225.00	11,861.51	11,924.75	2,250.00	529.99%
Total Operating income	73,938.55	51,025.00	90,695.87	414,150.00	21.90%
Operating expense					
6011 Town Interlocal Agreement Costs	0.00	0.00	0.00	44,350.00	0.00%
6013 Water Salaries and Wages	8,336.00	0.00	0.00	0.00	0.00%
6014 Water Benefits	3,777.25	0.00	0.00	0.00	0.00%
6021 Public Postings	0.00	0.00	0.00	100.00	0.00%
6023 Travel	0.00	132.97	148.14	800.00	18.52%
6024 Training	0.00	0.00	0.00	700.00	0.00%
6025 Books/Subscriptions/Memberships	0.00	0.00	0.00	2,800.00	0.00%
6030 Admin Supplies and Expenses	241.20	249.41	797.63	5,000.00	15.95%
6032 Postage	0.00	0.00	0.00	200.00	0.00%
6035 Bank Service Charges	0.00	0.00	0.00	100.00	0.00%
6040 Professional Service	3,059.25	830.50	9,968.25	7,500.00	132.91%
6043 Accounting & Audit Fees	0.00	0.00	0.00	13,200.00	0.00%
6044 Water Testing	1,066.97	1,085.00	1,335.00	8,000.00	16.69%
6045 Legal Fees	1,557.85	4,030.00	8,615.00	10,000.00	86.15%
6050 System Maintenance and Repairs	0.00	9,526.80	9,039.11	7,500.00	120.52%
6051 System Equipment	2,974.07	0.00	5,784.62	21,100.00	27.42%
6052 Well Maintenance and Repairs	18,259.44	18,323.22	18,323.22	7,500.00	244.31%
6053 Tank Maintenance and Repairs	85.16	0.00	9.76	14,000.00	0.07%
6060 Equipment Costs Other than Fuel	384.20	2,391.88	3,485.72	4,000.00	87.14%
6061 Equipment Fuel	721.54	260.20	260.20	5,000.00	5.20%
6067 Utilities	1,770.00	2,931.61	4,737.99	24,200.00	19.58%
6068 Telephone & Internet	0.00	384.35	384.35	1,200.00	32.03%
6070 Insurance	0.00	(281.49)	(281.49)	6,600.00	-4.27%
6095 Depreciation Expense	22,510.70	12,760.43	25,439.21	145,000.00	17.54%
Total Operating expense	64,743.63	52,624.88	88,046.71	328,850.00	26.77%
Total Income From Operations:	9,194.92	(1,599.88)	2,649.16	85,300.00	3.11%
Non-Operating Items:					
Non-operating income					
5520 Impact Fees	10,894.09	12,000.00	12,000.00	120,000.00	10.00%
5610 Interest Income	807.95	1,005.06	1,953.67	7,800.00	25.05%
5690 Sundry Revenue	0.00	0.00	0.00	100.00	0.00%
Total Non-operating income	11,702.04	13,005.06	13,953.67	127,900.00	10.91%
Non-operating expense					
6080 Interest Expense	11,081.54	7,051.05	10,121.31	87,110.00	11.62%
Total Non-operating expense	11,081.54	7,051.05	10,121.31	87,110.00	11.62%
Total Non-Operating Items:	620.50	5,954.01	3,832.36	40,790.00	9.40%
Total Income or Expense	9,815.42	4,354.13	6,481.52	126,090.00	5.14%

Big Plains Water Special Service District**WATER USAGE ANALYSIS**

	COMPARABLE ACCTS			TOTAL SYSTEM		
	2023/2022	2022/2021	Over/ (Under)	2023/2022	2022/2021	Over/ (Under)
JUL 2022	6,117,230	6,451,930	(334,700)	8,059,327	6,572,750	1,486,577
AUG	4,484,140	6,052,550	(1,568,410)	5,337,420	6,073,830	(736,410)
SEP	4,465,090	6,266,750	(1,801,660)	5,540,460	6,304,990	(764,530)
OCT	3,002,500	2,967,370	35,130	3,813,180	2,971,340	841,840
NOV	1,656,380	2,797,940	(1,141,560)	2,327,480	2,900,120	(572,640)
DEC	2,293,220	2,507,480	(214,260)	2,956,200	2,556,930	399,270
JAN 2023	1,543,380	1,671,920	(128,540)	2,406,879	1,675,760	731,119
FEB	1,418,710	1,534,640	(115,930)	1,715,637	1,549,020	166,617
MAR	1,394,930	2,553,470	(1,158,540)	1,599,322	2,590,750	(991,428)
APR	3,974,645	3,419,640	555,005	5,297,632	3,453,490	1,844,142
MAY	5,551,174	5,423,820	127,354	6,129,554	5,533,460	596,094
JUNE	6,252,024	7,173,918	(921,894)	6,566,554	7,778,244	(1,211,690)
JULY	5,123,809	5,898,027	(774,218)	5,842,633	6,331,327	(488,694)
TOTAL DECREASE/INCREASE			(6,428,470)			560,415

Comparable Accounts: Had usage in both years

Total System: All usage

Big Plains Water Special Service District**WATER USAGE ANALYSIS**

	COMPARABLE ACCTS			TOTAL SYSTEM		
	2023/2022	2022/2021	Over/ (Under)	2023/2022	2022/2021	Over/ (Under)
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FEB	1,418,710	1,534,640	(115,930)	1,715,637	1,549,020	166,617
MAR	1,394,930	2,553,470	(1,158,540)	1,599,322	2,590,750	(991,428)
APR	3,974,645	3,419,640	555,005	5,297,632	3,453,490	1,844,142
MAY	5,551,174	5,423,820	127,354	6,129,554	5,533,460	596,094
JUNE	6,252,024	7,173,918	(921,894)	6,566,554	7,778,244	(1,211,690)
JULY	5,123,809	5,898,027	(774,218)	5,842,633	6,331,327	(488,694)
AUG	6,141,865	5,063,370	1,078,495	6,441,915	5,211,090	1,230,825
TOTAL DECREASE/INCREASE			(6,428,470)			560,415

Comparable Accounts: Had usage in both years

Total System: All usage



**BIG PLAINS WATER SPECIAL SERVICE DISTRICT PUBLIC
HEARING AND MEETING
BOARD OF DIRECTORS, REGULAR MEETING
1777 N Meadowlark Dr, Apple Valley
Thursday, August 10, 2023 at 6:00 PM**

MINUTES

Chairman | Barratt Nielson

Board Members | Frank Lindhardt | Harold Merritt | Ross Gregerson | Andy McGinnis |

CALL TO ORDER- Chairman Nielson called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

PRAYER- Prayer offered by Board Member McGinnis.

ROLL CALL

PRESENT

Chairman Barratt Nielson

Board Member Frank Lindhardt

Board Member Harold Merritt

Board Member Ross Gregerson

Board Member Andy McGinnis

Town Staff/Other Present

Town Clerk/ Recorder Jenna Vizcardo

Town Administrator Jauna McGinnis

District Attorney Ben Ruesch

DECLARATION OF CONFLICTS OF INTEREST

None declared.

PUBLIC HEARING

Nate Wallentine with Sunrise Engineering is present to do a presentation on the Culinary Water Master Plan. He commented that he is grateful to have worked with the Board and had the Board's input throughout the whole process. He explained the Apple Valley/Big Plains is over three individual water systems, most cities and towns have just the one system. The three systems, Apple Valley Proper, Canaan Springs and Cedar Point were analyzed individually. Each system uses a different amount based on water usage. Apple Valley Proper area is using 339 gallons per day on average which is below the state average. Canaan Springs is using 771 gallons per day on average and that is over the state average. Cedar Point is 677 gallons per day on average. The state code is 400 gallons per day and 800 gallons per day at peak. The basis of study is to look at what the usage is currently and based on state code, do we have areas that aren't meeting state code for pressure, storage, source, water rights, and is our current method of treatment acceptable. For the water rights for Apple Valley, what we have is like a water bank and so the bank can be used for any systems. The total water rights owned are 597.2-acre feet of water. Based off current usage and having that amount trend out for the next 20 years, we found that around 2038, Big Plains will need to have additional water rights to keep up with the projected demand that we are expected to have. The source capacity for each of the systems is the next thing looked at. Apple Valley Proper has 2 wells that produce enough source, that in the projected amount of time 20 years, you're going to be good on your source. Canaan Springs we are currently good with our source capacity but we're going to not have enough



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source capacity come 20 years. For the Cedar Point system, we are in a current deficit and that is something Big Plains is working on actively. We are going to need additional source capacity for Cedar Point and are currently working on that and a plan to get more source. The storage capacity in the Apple Valley Proper area is forecasting we are going to be short of our storage amount that we need come 20 years. The pressure up on the hill is not adequate to meet current fire flow for a specific area on the hill at the highest part next to the tank. One of the recommendations is to put the tank up higher so we can get pressure that's needed to meet fire flow and state code pressure for peak day demand up on the hill. For Canaan Springs in 20 years, we do show there will be a storage deficit, so there's a proposed tank for that area. Cedar Point currently has enough storage for the 20-year timeframe, so no recommendations were made for storage capacity. Also, no treatment recommendations. There are some issues in the Cedar Point area that we're currently fixing, working on that with the blending agreement so we are within State code for what they will allow for certain contaminants. The distribution system overall when you get a lot of water flowing through the pipelines has a lot of friction to it which decreases the amount of pressure that you'll have at certain areas throughout the system. What is tested is how the pressure is on the average day in different seasons and if the systems are going to meet State code during those different scenarios. Throughout there were areas that didn't meet the pressure requirements and recommendations to either upsize pipe or loop the pipes for each of the systems. Once those are put in based on future demands they will all meet State code. The plan outline is a roadmap for the next 20 years of what will need to happen to maintain being within the State code and what we need to do currently to get us there. The last recommendation is to have the three systems connected and by doing so you get flexibility with your source, storage, and other things. The reason we have impact fees is when new growth comes into the system, they put a burden on the existing system. What you don't want to do is have somebody that's already living in town have to pay for additional improvements to help the people that are moving into town. An impact fee is put into place to say okay since you're moving in, we must have more tanks or water rights, so you're going to need to pay for that amount. Based on all the improvements, an impact fee eligible calculation was done for different items. The impact fee is calculated to make improvements over the next 15 years. We are projecting, with all the new improvements, the connections would bring around 9 million dollars and predict that is going to be based off 640 new connections and that divided out is \$17,788 per connection for residential. The commercial user impact fee is outlined on page 52 of the Culinary Water Master Plan when a bigger meter size is needed.

1. Public Hearing: Culinary Water Master Plan, Resolution-BPW-R-2023-09.

Chairman Nielson opened the public hearing.

Mike Farrar, 900 Mountain Dr. Couple questions and couple statements. Take this for what it's worth. I don't see any reason to have a water rate increase, suggestion raise impact fees to maximum based on debt and infrastructure. Looking at Canaan Springs, is this something we should be talking about another water tank and having developers help.



**BIG PLAINS WATER SPECIAL SERVICE DISTRICT PUBLIC
HEARING AND MEETING
BOARD OF DIRECTORS, REGULAR MEETING
1777 N Meadowlark Dr, Apple Valley
Thursday, August 10, 2023 at 6:00 PM**

MINUTES

Mike Barrett, 1749 E 2260 S. Clarification on page 16 table 1111.61 are you assuming every equivalent ERU is an acre foot in your study. You have a little bit of a math discrepancy; you're assuming that every ERU is an acre foot and this is probably directed at Sunrise for clarification.

Nate Wallentine with Sunrise Engineering commented on the way that we calculate if you need additional water rights is based off the system usage. It's not necessarily based on the one-acre foot per ERU. Water rights are based on the source that's used and it's not necessarily based off the number of connections, we assume a value per connection, but we don't assume it's one acre foot. It's not calculated off an acre foot, it's calculated from the gallons per minute on average that each home uses.

MOTION: Board Member McGinnis motioned to close the public hearing.

SECOND: The motion was seconded by Board Member Merritt.

VOTE: Chairman Nielson called for a vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

DISCUSSION AND POSSIBLE ACTION

2. **Discussion and Possible Action:** Consider Approval of Culinary Water Master Plan, Resolution-BPW-R-2023-09.

Board Member Merritt commented the District is going to be responsible for 11 million dollars of debt and important part to know is very little of this is urgent right now. But as developer comes on the scene, if the developers are going to create the need they need to create a solution. We should approach things with the underlying tone if you are going to do something you better be prepared to pay for it. Board member Gregerson asked about the mechanics of the Culinary Water Master Plan.

Town Administrator Jauna McGinnis asked the question where it shows what percentage we can use for our current debt. It was reviewed that 52% can be used for current debt service.

Board Member Lindhardt commented we don't have a need for more water rights and that we need cash in the bank account now. The Board discussed collecting 100% of impact fees.

MOTION: Board Member Lindhardt motioned that we approve Resolution-BPW-R-2023-09.



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SECOND: The motion was seconded by Board Member McGinnis.

VOTE: Chairman Nielson called for a Roll Call vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

- 3. Discussion and Possible Action:** Consider Approval of DWSP and PER's contract for funding. Inform the board we got the grant and approve this contract.

Chairman Nielson explained this is the agreement for the revised protection zone and preliminary evaluation report with Sunrise Engineering for the Jessop well, Well 59 and the New Cooke well. This is paid all by the grant of \$32,500. This agreement has been signed by Barratt Nielson. District Attorney Ben Ruesch clarifies any board member can vote no.

MOTION: Board Member Merritt motioned that we approve the approval of the Chairman approving the grant contract for funding.

SECOND: The motion was seconded by Board Member Lindhardt.

VOTE: Chairman Nielson called for a vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

- 4. Discussion and Possible Action:** Consider Approval of Amending the District Employee Handbook Manual, Resolution-BPW-R-2023-10.



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Town Administrator Jauna McGinnis commented amending the amount of money for travel per diem and removed sewer reference.

MOTION: Board Member Gregerson motioned that we approve BPW-R-2023-10.

SECOND: The motion was seconded by Board Member McGinnis.

VOTE: Chairman Nielson called for a Roll Call vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

5. **Discussion and Possible Action:** Consider Approval of Amending the Policy and Procedures Manual, Resolution-BPW-R-2023-11.

Town Administrator Jauna McGinnis asked question to District Lawyer Ben Ruesch, in our fee schedule we say the amount will be \$6,000 according to the district recently adopted culinary water master plan, is that needed to be in the amendment. District Lawyer commented the calculations were considered and he doesn't see a reason to include that acute.

It was discussed amongst the Board and Town Administrator to make changes on page 2 and 7 of the amendment in the agenda packet. On page 2, Section 3 and page 7 last paragraph, after bought-in, delete "according to the District's most recently adopted Culinary Water Master Plan" and "the established rate." After bought-in, add "6,000.00." That sentence will read "Depending on whether the District owns sufficient municipal water rights to supply the proposed development and existing customers, one (1) acre foot of municipal category water rights must be bought-in at \$6,000.00 per connection or deeded to the District in lieu of the buy-in."

Discussed on page 1, page 2, page 6, and page 7 before depending, add "At the District's discretion and." The final sentence will read "At the District's discretion and depending on whether the District owns sufficient municipal water rights to supply the proposed development and existing customers, one (1) acre foot of municipal category water rights must be bought-in at \$6,000.00 per connection or deeded to the District in lieu of the buy-in."



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MOTION: Chairman Nielson motioned that we approve Resolution-BPW-R-2023-11 with following changes on page 2, section three and at the beginning of that we add “At the District’s discretion” and then the words that are there depending on whether. And then we strike out after bought-in you strike out “according to the District’s most recently adopted Culinary Water Master Plan” at and then we strike out “the established rate” I crossed it out so I can’t read it and insert “\$6,000 per connection” right there. And then going down to page 6 the part where we added the word “At the District’s discretion” and then we strike out “according to the District’s most recently adopted Culinary Master Plan currently” strike out and then on page 7 right above the table there we’re going to strike out “according to the District’s most recently adopted Culinary Water Master Plan currently”. At the beginning of that paragraph, we’re going to add “At the District’s discretion.” On page 7 where we have the impact fee table there, we need to update that to the fees in Resolution-BPW-R-2023-09.

SECOND: The motion was seconded by Board Member Lindhardt.

VOTE: Chairman Nielson called for a Roll Call vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

6. Discussion and Possible Action: Consider Approval of Audit Engagement Letter.

Town Administrator Jauna McGinnis explained annually the district must have an audit completed. With an audit it does cost more, up to \$18,500 and does not exceed \$18,500. Board Member Lindhardt went out to see about the cost of an audit and is very close to what we were quoted and it’s right in the ballpark of what audits cost everywhere. It’s going to go lot smoother that in the past is what Town Administrator Jauna McGinnis is hoping. They are going to start the audit in November and complete it by the end of December.

MOTION: Board Member Lindhardt motioned to approve the Audit Engagement Letter with Hinton Burdick.

SECOND: The motion was seconded by Board Member McGinnis.

VOTE: Chairman Nielson called for a vote:



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Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

7. Discussion and Possible Action: Consider Approval of Fraud Risk Assessment for FY2023.

Town Administrator Juana McGinnis discussed the fraud risk assessment. What's hurting us with this fraud risk assessment is that we don't have that formal internal audit committee to do things. It was discussed that we will go to low category with CPA and getting 40 hours of formal training. The only part that would get us into the very low would be the internal audit function, internal audit committee and fraud hotline.

MOTION: Board Member McGinnis motioned we approve Fraud Risk Assessment for Fiscal Year 2023.

SECOND: The motion was seconded by Board Member Merritt.

VOTE: Chairman Nielson called for a vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

CONSENT AGENDA

8. Disbursement Listing for June 2023.
9. Budget Report for Fiscal Year 2023 through June 2023.
10. June 2023 Water Usage Comparison Summary.

The water usage was discussed amongst the Board and overall usage is being conserved. Chairman Nielson thanked the community for their help in conserving water recently so we could fix the pump.



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MOTION: Board Member Gregerson motioned that we approve the following three resolutions BPW June 2023 Disbursement Listing, the BPW June 2023 Budget Report, and the June 2023 water usage comparison.

SECOND: The motion was seconded by Board Member McGinnis.

VOTE: Chairman Nielson called for a vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

APPROVAL OF MINUTES

11. Minutes: June 14, 2023.

MOTION: Board Member Lindhardt motioned that we approve minutes from June 14, 2023.

SECOND: The motion was seconded by Board Member Gregerson.

VOTE: Chairman Nielson called for a vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Abstain
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was four aye and one abstain and the motion carried.

REQUEST FOR A CLOSED SESSION: IF NECESSARY

No request.

ADJOURNMENT



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MOTION: Board Member Merritt motioned to adjourn the meeting.

SECOND: The motion was seconded by Board Member Gregerson.

VOTE: Chairman Nielson called for a vote:

Board Member Merritt - Aye
Board Member Gregerson - Aye
Board Member McGinnis - Aye
Board Member Lindhardt- Aye
Chairman Nielson - Aye

The vote was unanimous and the motion carried.

The meeting was adjourned at 7:36 p.m.

Date Approved: _____

Approved BY: _____
Chairman | Barratt Nielson

Attest BY: _____
Recorder | Jenna Vizcardo

Please review the below quote and use buttons Deny or Accept.

Use   to accept or deny the line Items. Then use **Recalculate Total** to see the final Price.
Then scroll to the button to finalize the Quote.



Sales Order # 644927

Customer # 08-BIGPL

Sales Rep: Aaron Brown

Order Date: Sep 13, 2023

S.O. Expiration Date: Sep 30, 2023

Sold To

Big Plains Water SSD
1777 N. Meadow Lark Drive
Apple Valley, UT 84737

Attn: Jenna Vizcardo
clerk@applevalleyut.gov
(435) 877-1190

Equipment Group 1

688 N Paradise Ln Apple Valley, UT 84737

Description

Qty

1.	BP-70C31 - Sharp Color Copier # 31 pages-per-minute Color Sharp Multi-function System	1	 
2.	BP-DE12 - Stand/1 X 550 Paper Deck (50C26-70M65)# Stand/1 X 500 Paper Feed Desk Unit	1	
3.	BP-TU10 - Center Exit Tray (50C26-70M65) Center Exit Tray Unit (BP50C26-BP70C45)	1	
4.	15 Amp Surge Suppressor	1	
5.	IT Open Market IT Open Market on-Site Network Installation (2 Hours)	2	
	<u>Service</u> Platinum B/W Service (NASPO) Term: 60 Contract Included Pages: 30,000 Excess Pages Begin At: 30,001 Excess Page Charge: 0.00891 Platinum Color Service (NASPO) Term: 60 Contract Included Pages: 18,000 Excess Pages Begin At: 18,001 Excess Page Charge: 0.05764		

ADDITIONAL NOTES

NASPO ValuePoint State of Utah Contract #AR455

Term	Purchase Type	Purchase Option	Monthly Lease Payment
60 months	Lease	FMV	Includes Maintenance \$ 140.65 (plus applicable taxes)

TOTAL COST \$8,439

Recalculate Total

☐ I accept the Terms & Conditions (click [HERE](#) to view)

Accepted By: First Name, Last Name...

Date: Sep 13, 2023

PO: _____

Sign:

Title: Your title...

Clear

Accept Quote

OPTION TO RETURN :
\$ 200-400 for pick-up

OPTION TO PURCHASE:
\$ 1500-1800
may opt for a maintenance contract $\approx$ \$100/mo

My suggestion:
Return + purchase a smaller printer/scanner
since use is minimal

Big Plains Water Special Service District

WATER USAGE ANALYSIS

	COMPARABLE ACCTS			TOTAL SYSTEM		
	2023/2022	2022/2021	Over/ (Under)	2023/2022	2022/2021	Over/ (Under)
JUL 2022	6,117,230	6,451,930	(334,700)	8,059,327	6,572,750	1,486,577
AUG	4,484,140	6,052,550	(1,568,410)	5,337,420	6,073,830	(736,410)
SEP	4,465,090	6,266,750	(1,801,660)	5,540,460	6,304,990	(764,530)
OCT	3,002,500	2,967,370	35,130	3,813,180	2,971,340	841,840
NOV	1,656,380	2,797,940	(1,141,560)	2,327,480	2,900,120	(572,640)
DEC	2,293,220	2,507,480	(214,260)	2,956,200	2,556,930	399,270
JAN 2023	1,543,380	1,671,920	(128,540)	2,406,879	1,675,760	731,119
FEB	1,418,710	1,534,640	(115,930)	1,715,637	1,549,020	166,617
MAR	1,394,930	2,553,470	(1,158,540)	1,599,322	2,590,750	(991,428)
APR	3,974,645	3,419,640	555,005	5,297,632	3,453,490	1,844,142
MAY	5,551,174	5,423,820	127,354	6,129,554	5,533,460	596,094
JUNE	6,252,024	7,173,918	(921,894)	6,566,554	7,778,244	(1,211,690)
JULY	5,123,809	5,898,027	(774,218)	5,842,633	6,331,327	(488,694)
AUG	6,141,865	5,063,370	1,078,495	6,441,915	5,211,090	1,230,825
TOTAL DECREASE/INCREASE			(6,363,728)			2,531,092

Comparable Accounts: Had usage in both years

Total System: All usage