



BIG PLAINS WATER SPECIAL SERVICE DISTRICT HEARING AND MEETING

BOARD OF DIRECTORS, REGULAR MEETING
1777 N Meadowlark Dr, Apple Valley
Wednesday, November 13, 2024 at 6:30 PM

AGENDA

Notice is given that a meeting of the Water District of the Town of Apple Valley will be held on **Wednesday, November 13, 2024**, commencing at **6:30 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

Chairman | Michael Farrar

Board Members | Kevin Sair | Janet Prentice | Annie Spendlove | Scott Taylor

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/82661513795>

if the meeting requests a password use 1234

To call into meeting, dial (253) 215 8782 and use Meeting ID 8266151 3795

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

DECLARATION OF CONFLICTS OF INTEREST

REPORTS

PUBLIC HEARING

1. Amend Policies & Procedures, Resolution-BPW-R-2024-18.

DISCUSSION AND ACTION

2. Resolution BPW-R-2024-18, Amend Policies & Procedures.

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.

3. Minutes: October 9, 2024.
4. Minutes: October 23, 2024.
5. Disbursement Listing for October 2024.
6. Budget Report for Fiscal Year 2025 through October 2024.
7. October 2024 Water Usage Comparison.

REQUEST FOR A CLOSED SESSION

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
RESOLUTION BPW-R-2024-18**

NOW THEREFORE, be it ordained by the Council of the Apple Valley, in the State of Utah, as follows:

SECTION 1: **ADOPTION** “On Call Policy” of the Big Plains Water Special Service District is hereby *added* as follows:

ADOPTION

On Call Policy(*Added*)

ON-CALL. The purpose of this policy is to establish guidelines for employees who are required to be available on an on-call basis to respond to emergencies, perform essential services, or address urgent issues outside of regular working hours. This policy applies to all employees designated as on-call, including public works, utilities, public safety, and administrative personnel, as determined by the Mayor or Designee.

1. Upon receiving a call, the on-call employee must gather details about the situation, determine the need to report to work, and take appropriate action. 2. If an employee is required to report to work, they will be paid a minimum of 2 hours at the employee's regular rate, including overtime if applicable. 3. Call outs made during the Town's scheduled holiday leave will be compensated at 1.5 times the employee's regular rate 4. If the employee's total work hours, including call-outs, exceed 40 hours in a week, overtime will be paid at 1.5 times the regular rate.

On-call employees must respond to calls within 30 minutes and must live within 30 miles of the Town Office.

SECTION 2: **AMENDMENT** “Holidays” of the Big Plains Water Special Service District is hereby *amended* as follows:

AMENDMENT

Holidays _____

Holidays ~~Each year the District provides thirteen~~ Full-time employees receive up to fourteen (13~~4~~) paid holidays ~~if the holiday falls on a regularly scheduled work day~~ as follows:

- One paid holiday per year is classified as a "floating holiday" and may be taken anytime during the year at the discretion of the employee with approval from the

mayor or designee

- January 1 – New Years’ Day
- January (3rd Monday) - Human Rights Day
- February (3rd Monday)– Presidents’ Day
- May (Last Monday) – Memorial Day
- July 4 – Independence Day
- July 24 – Pioneer Day
- September (1st Monday) – Labor Day
- October (2nd Monday) – Columbus Day
- November 11 – Veteran’s Day
- November 4th Week (Thursday/Friday) – Thanksgiving Day
- December 24 – Christmas Eve ~~½ Day~~
- December 25 – Christmas Day
- December 31 – New Year’s Eve ~~½ Day~~ If any of the above holidays fall on Friday or Saturday, then the preceding Thursday shall be the holiday. If any of the above holidays ~~it falls~~ on Sunday, then the following Monday is the ~~recognized~~ holiday.

SECTION 3: ADOPTION “Sick Leave” of the Big Plains Water Special Service District is hereby *added* as follows:

ADOPTION

Sick Leave(*Added*)

Full-time employees are eligible for 30 hours of paid sick leave annually. Sick leave is credited at the beginning of each calendar year and must be used by December 31 of that same year. Unused sick leave does not roll over to the following year and cannot be accrued.

1. Sick leave may be utilized exclusively for illness or preventive care appointments for the employee or minor children belonging to the employee. If sick leave is to be used for preventive care the employee shall notify the employer in advance by filling out a time-off request form. 2. Any sick leave beyond the 30 hours will come from the employee's accrued annual vacation leave. 3. Sick leave is not available for pay-out on termination or resignation. 4. The employee shall notify their supervisor as soon as possible when sick leave will be utilized. 5. Sick leave is not available to increase paid hours above 40 hours per week.

SECTION 4: **AMENDMENT** “Paid Benefits” of the Big Plains Water Special Service District is hereby *amended* as follows:

AMENDMENT

Paid Benefits

PAID BENEFITS (This may be changed at any time at the discretion of the District.)

- A. Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)~~Medical Health/Dental/Vision Insurance~~: Health benefits are administered through the Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) Plan. Full-time Employees are eligible after their probationary period. Funding of this arrangement will include reimbursement for qualified medical expenses for the employee and their family, as elected at the beginning of the year. Family includes the employee, all dependent children and current spouse of the employee. The amount reimbursable is 75% of the statutory maximum for single arrangements or 75% of the statutory yearly maximum for family arrangements.
- B. State and Federal Unemployment: All employees are covered by the benefits of State and Federal Unemployment.
- C. RETIREMENT BENEFITS. The Town fully funds an employee pension plan through the Utah Retirement System (URS) for certain classes of employees as follows:
 1. ELIGIBLE:
 - a. Regular full-time employee. Eligibility begins after probationary period.
 - b. URS Tier 1 Employees: Based on the monthly pay established annually by the URS,
 - c. URS Tier 2 Appointed Officers are Part-Time Ineligible
 - d. URS Tier 2 Elected Officers are Part-Time Ineligible.
- D. Additional Volunteer Benefits.
 1. As a nominal fee reimbursement, all board members shall not be charged the base water fee during their time of service to the District.

PASSED AND ADOPTED BY THE BIG PLAINS WATER
SPECIAL SERVICE DISTRICT

	AYE	NAY	ABSENT	ABSTAIN
Chairman Michael Farrar	_____	_____	_____	_____
Board Member Kevin Sair	_____	_____	_____	_____
Board Member Janet Prentice	_____	_____	_____	_____
Board Member Annie Spendlove	_____	_____	_____	_____
Board Member Scott Taylor	_____	_____	_____	_____

Attest

Presiding Officer

Jenna Vizcardo, Clerk/Recorder,
Big Plains Water Special Service
District

Michael Farrar, Chairman,
Big Plains Water Special Service
District



SPECIAL BIG PLAINS WATER SPECIAL SERVICE DISTRICT HEARING AND MEETING-

1777 N Meadowlark Dr, Apple Valley
Wednesday, October 09, 2024 at 6:30 PM

MINUTES

CALL TO ORDER- Chairman Farrar called the meeting to order at 6:50 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chairman Michael Farrar

Board Member Kevin Sair

Board Member Janet Prentice

Board Member Annie Spendlove

Board Member Scott Taylor

DECLARATION OF CONFLICTS OF INTEREST

None declared.

PUBLIC HEARING

1. Public Notice - Finding of No Significant Impact (FONSI) for the Apple Valley-Cedar Point waterline connection project in Washington County.

Chairman Farrar opened the meeting by initiating a public hearing regarding a Finding of No Significant Impact (FONSI) for the Apple Valley Cedar Point waterline connection project in Washington County. The project is related to environmental considerations, and Chairman Farrar summarized the environmental report, noting that it had been developed to assess potential impacts.

The report and FONSI were made available at the Division of Drinking Water office. The environmental review found no significant impacts in accordance with the necessary guidelines. The project, identified as phase two, involves the construction of a 4.5-mile transmission line to connect the Apple Valley Water System to the Cedar Point Water System, addressing a source capacity issue in the Cedar Point system. The estimated cost of the project is \$3,370,000, with 100% principal forgiveness. Chairman Farrar also mentioned that this phase follows the previously completed phase one.

The transmission line will run parallel to Highway 59, beginning at the intersection of Highway 59 and 520 West and extending southeast to the intersection of 2000 South and Highway 59. Phase two will also include the construction of a building near a power substation just south of the intersection of 400 North and Highway 59.

Letters requesting comments from various federal, state, and local agencies were sent out, and any comments received will be included in the final report. The review identified temporary and long-term environmental impacts, along with measures to mitigate them, but concluded that there would be no significant environmental consequences. The public will have the opportunity to review the FONSI until October 31, 2024, and any comments received during this period will be considered and incorporated as needed.

Chairman Farrar opened the public hearing.

No public comments.

Chairman Farrar closed the public hearing.

DISCUSSION AND ACTION

2. Public Notice - Finding of No Significant Impact (FONSI) for the Apple Valley-Cedar Point waterline connection project in Washington County.

Chairman Farrar introduced action item number two on the FONSI for the Apple Valley Cedar Point waterline project but determined no discussion was needed and officially closed the public notice.

3. Oculita Roca Water Agreement Addendum.

Chairman Farrar introduced item number three, explaining that the Oculita Roca Water Agreement Addendum matches the Development Agreement for the Town of Apple Valley, covering the design and installation of water tanks to ensure both agreements are aligned.

MOTION: Board Member Taylor moved that we approve the Oculita Roca Water Agreement Addendum.

SECOND: The motion was seconded by Board Member Spendlove.

VOTE: Chairman Farrar called for a vote:

Council Member Prentice - Aye

Council Member Sair - Aye

Mayor Farrar - Aye

Council Member Spendlove - Aye

Council Member Taylor - Aye

The vote was unanimous and the motion carried.

REQUEST FOR A CLOSED SESSION

No request.

ADJOURNMENT

MOTION: Board Member Prentice motioned to adjourn.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a vote:

Council Member Prentice - Aye

Council Member Sair - Aye

Mayor Farrar - Aye

Council Member Spendlove - Aye

Council Member Taylor - Aye

The vote was unanimous and the motion carried.

The meeting was adjourned at 6:55 p.m.

Date Approved: _____

Approved BY: _____

Chairman | Michael Farrar

Attest BY: _____

Clerk/Recorder | Jenna Vizcardo

DRAFT



BIG PLAINS WATER SPECIAL SERVICE DISTRICT MEETING

BOARD OF DIRECTORS, REGULAR MEETING

1777 N Meadowlark Dr, Apple Valley

Wednesday, October 23, 2024 at 6:30 PM

MINUTES

CALL TO ORDER- Chairman Farrar called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chairman Michael Farrar

Board Member Kevin Sair

Board Member Janet Prentice

Board Member Annie Spendlove

Board Member Scott Taylor

DECLARATION OF CONFLICTS OF INTEREST

None declared.

DISCUSSION AND ACTION

1. Resolution BPW R-2024-17, Authorizing the Provision of Water at No Charge To The Grassroots Garden Committee for the Community Garden.

MOTION: Board Member Prentice motioned to pass Resolution BPW R-2024-17, Authorizing the Provision of Water at No Charge To The Apple Valley Garden Committee for the Community Garden.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a roll call vote:

Board Member Prentice - Aye

Board Member Sair - Aye

Chairman Farrar - Aye

Board Member Spendlove - Aye

Board Member Taylor - Aye

The vote was unanimous and the motion carried.

2. Approval for the Big Plains Water Special Service District to deed parcel AV-1366-A-8-C back to the Town of Apple Valley for the establishment of a Cedar Point Fire Station.

MOTION: Board Member Spendlove motioned that we approve Big Plains Water Special Service District to deed parcel AV-1366-A-8-C back to the Town of Apple Valley for the establishment of a Cedar Point Fire Station.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a vote:

Board Member Prentice - Aye
Board Member Sair - Aye
Chairman Farrar - Aye
Board Member Spendlove - Aye
Board Member Taylor - Aye

The vote was unanimous and the motion carried.

CONSENT AGENDA

3. September 2024 Water Usage Comparison.
4. Disbursement Listing for September 2024.
5. Budget Report for Fiscal Year 2025 through September 2024.

APPROVAL OF MINUTES

6. Minutes: September 25, 2024.

MOTION: Board Member Sair motioned to approve number 3. September 2024 Water Usage Comparison, number 4. Disbursement Listing for September 2024, number 5. Budget Report for Fiscal Year 2025 through September 2024, and approval of the minutes number 6. from September 25, 2024.

SECOND: The motion was seconded by Board Member Prentice.

VOTE: Chairman Farrar called for a vote:

Board Member Prentice - Aye
Board Member Sair - Aye
Chairman Farrar - Aye
Board Member Spendlove - Aye
Board Member Taylor - Aye

The vote was unanimous and the motion carried.

CHAIR REPORT

REQUEST FOR A CLOSED SESSION

No chair report or closed session was required.

ADJOURNMENT

MOTION: Board Member Prentice motioned to adjourn.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a vote:

Board Member Prentice - Aye

Board Member Sair - Aye
Chairman Farrar - Aye
Board Member Spendlove - Aye
Board Member Taylor - Aye

The vote was unanimous and the motion carried.

The meeting was adjourned at 7:08 p.m.

Date Approved: _____

Approved BY: _____

Chairman | Michael Farrar

Attest BY: _____

Clerk/Recorder | Jenna Vizcardo

Big Plains Water Special Service District
Disbursement Listing
Checking - SBSU Operating - 10/01/2024 to 10/31/2024

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Sunrise Engineering Inc.	1506	02/06/2024		10/31/2024	\$28,480.00	Purchasing
Sunrise Engineering Inc.	1507	02/06/2024		10/31/2024	\$6,720.00	Purchasing
Utah Retirement Systems	1601	10/02/2024	\$32.30			Payroll
Payroll	1004241200	10/04/2024	\$2,437.32			Paycheck
Internal Revenue Service	EFTPS1004202	10/04/2024	\$553.70			Payroll
Utah Retirement Systems	URS10042024	10/04/2024	\$366.69			Payroll
Buck's Ace	1602	10/08/2024	\$15.43			Purchasing
Jenkins Oil Company	1603	10/08/2024	\$1,721.32			Purchasing
Scholzen Products Company, Inc.	1604	10/08/2024	\$214.48			Purchasing
Southwest Utah Public Health Departme	1605	10/08/2024	\$475.00			Purchasing
Sunrise Engineering Inc.	1606	10/08/2024	\$40.50			Purchasing
Town of Apple Valley	1607	10/08/2024	\$83.80			Purchasing
Utah Local Governments Trust	1608	10/08/2024	\$2,489.79			Purchasing
Rural Water Association of Utah	1609	10/08/2024	\$125.00			Purchasing
Utah State Tax Commission	USTC100823	10/08/2024	\$632.31			Payroll
Town of Apple Valley	1616	10/09/2024	\$4.99			Purchasing
State Bank of Southern Utah	SBSU10092024	10/09/2024		10/09/2024	\$508.29	Purchasing
State Bank of Southern Utah	SBSU10092024	10/09/2024	\$508.59			Purchasing
USDA Rural Development	USDA10152024	10/15/2024	\$0.01			Purchasing
Ruesch & Reeve	1610	10/16/2024	\$3,400.00			Purchasing
Southwest Sales, Service, & Pumps, Inc.	1611	10/16/2024	\$739.50			Purchasing
Town of Apple Valley	1612	10/16/2024	\$5,000.00			Purchasing
Town of Apple Valley	1613	10/16/2024	\$409.70			Purchasing
Sunrise Engineering Inc.	1617	10/16/2024	\$324.00			Purchasing
Total Ready Mix, LLC	1618	10/16/2024	\$985.00			Purchasing
Rocky Mountain Power Company	RMP10162024	10/16/2024	\$2,815.52			Purchasing
USDA Rural Development	USDA10162024	10/16/2024	\$1,268.99			Purchasing
USDA Rural Development	USDA10162024	10/16/2024	\$9,271.00			Purchasing
Payroll	1018241200	10/18/2024	\$2,437.32			Paycheck
Internal Revenue Service	EFTPS1018202	10/18/2024	\$553.70			Payroll
Utah Retirement Systems	URS10182024	10/18/2024	\$366.69			Payroll
Town of Apple Valley	1614	10/22/2024	\$19.88			Purchasing
Town of Apple Valley	1615	10/22/2024	\$846.52			Purchasing
Sunrise Engineering Inc.	1619	10/31/2024	\$35,200.00			Purchasing
			\$73,339.05		\$35,708.29	

Big Plains Water Special Service District
Operational Budget Report
51 Big Plains Water & Sewer SSD - 07/01/2024 to 10/31/2024
33.33% of the fiscal year has expired

Item 6.

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	134,111.41	44,397.95	208,762.02	442,400.00	47.19%
5150 Water Standby Fees	11,612.26	3,849.00	16,014.08	33,000.00	48.53%
5310 Connection Fees	0.00	6,400.00	6,400.00	6,700.00	95.52%
5410 Late Penalties and Fees	868.26	418.59	1,559.79	3,000.00	51.99%
5490 Other Operating Income	19,262.60	40,119.77	38,759.85	2,250.00	1,722.66%
Total Operating income	165,854.53	95,185.31	271,495.74	487,350.00	55.71%
Operating expense					
6010 Clerical Contractor Labor	0.00	0.00	0.00	300.00	0.00%
6011 Town Interlocal Agreement Costs	5,497.16	5,000.00	15,000.00	60,000.00	25.00%
6013 Water Salaries and Wages	0.00	4,615.40	20,769.30	75,000.00	27.69%
6014 Water Benefits	0.00	1,682.09	5,670.51	25,000.00	22.68%
6023 Travel	148.14	0.00	0.00	500.00	0.00%
6024 Training	1,102.37	250.00	250.00	1,200.00	20.83%
6025 Books/Subscriptions/Memberships	435.00	0.00	530.20	2,800.00	18.94%
6030 Admin Supplies and Expenses	2,240.89	(5.83)	909.12	5,000.00	18.18%
6032 Postage	0.00	0.00	0.00	200.00	0.00%
6035 Bank Service Charges	0.00	0.00	(8.00)	100.00	-8.00%
6040 Professional Service	12,875.00	324.00	1,637.10	15,000.00	10.91%
6043 Accounting & Audit Fees	350.00	0.00	0.00	20,000.00	0.00%
6044 Water Testing	2,929.22	475.00	1,952.54	10,000.00	19.53%
6045 Legal Fees	17,455.00	3,400.00	4,850.00	16,000.00	30.31%
6050 System Maintenance and Repairs	5,448.89	177.25	1,303.57	10,000.00	13.04%
6051 System Equipment	5,958.18	0.00	369.99	12,000.00	3.08%
6052 Well Maintenance and Repairs	16,106.49	1,213.06	1,328.26	20,000.00	6.64%
6053 Tank Maintenance and Repairs	665.62	1.28	350.13	11,000.00	3.18%
6060 Equipment Costs Other than Fuel	6,991.02	187.84	4,014.34	10,000.00	40.14%
6061 Equipment Fuel	818.06	1,182.92	2,499.38	6,000.00	41.66%
6067 Utilities	8,505.47	2,815.52	11,305.81	18,000.00	62.81%
6068 Telephone & Internet	441.39	0.00	0.00	1,500.00	0.00%
6070 Insurance	(281.49)	2,489.79	9,154.86	7,000.00	130.78%
6095 Depreciation Expense	51,234.81	13,628.30	54,240.69	145,000.00	37.41%
Total Operating expense	138,921.22	37,436.62	136,127.80	471,600.00	28.87%
Total Income From Operations:	26,933.31	57,748.69	135,367.94	15,750.00	859.48%
Non-Operating Items:					
Non-operating income					
5510 Grants	26,740.00	35,200.00	35,200.00	0.00	0.00%
5520 Impact Fees	27,000.00	71,152.00	71,152.00	60,000.00	118.59%
5610 Interest Income	3,996.84	1,095.40	4,466.53	9,000.00	49.63%
5690 Sundry Revenue	444.75	0.00	0.00	100.00	0.00%
Total Non-operating income	58,181.59	107,447.40	110,818.53	69,100.00	160.37%
Non-operating expense					
6080 Interest Expense	24,192.39	6,903.61	27,678.73	83,110.00	33.30%
Total Non-operating expense	24,192.39	6,903.61	27,678.73	83,110.00	33.30%
Total Non-Operating Items:	33,989.20	100,543.79	83,139.80	(14,010.00)	-593.43%
Total Income or Expense	60,922.51	158,292.48	218,507.74	1,740.00	12,557.92%

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

	COMPARABLE ACCTS			TOTAL SYSTEM		
	2024/2025	2023/2024	Over/ (Under)	2024/2025	2023/2024	Over/ (Under)
JUL 2024	5,636,140	4,175,649	1,460,491	8,878,424	5,479,963	3,398,461
AUG	5,668,974	5,186,555	482,419	6,948,130	6,109,615	838,515
SEP	5,312,309	3,383,692	1,928,617	6,979,299	3,797,812	3,181,487
OCT	4,579,587	4,317,647	261,940	5,271,210	4,543,937	727,273
NOV			0			0
DEC			0			0
JAN 2025			0			0
FEB			0			0
MAR			0			0
APR			0			0
MAY			0			0
JUNE			0			0
FY2025 SUBTOTALS	21,197,010	17,063,543	4,133,467	28,077,063	19,931,327	8,145,736
	2025/2026	2024/2025	Over/ (Under)	2025/2026	2024/2025	Over/ (Under)
JUL 2025			0			0
AUG			0			0
SEP			0			0
OCT			0			0
NOV			0			0
DEC			0			0
JAN 2026			0			0
FEB			0			0
MAR			0			0
APR			0			0
May			0			0
JUNE			0			0
FY2026 SUBTOTALS	0	0	0	0	0	0

Comparable Accounts: Had usage in both years

Total System: All usage