



BIG PLAINS WATER SPECIAL SERVICE DISTRICT MEETING

BOARD OF DIRECTORS, REGULAR MEETING

1777 N Meadowlark Dr, Apple Valley

Wednesday, January 15, 2025 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, January 15, 2025**, commencing at **6:30 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

Chairman | Michael Farrar

Board Members | Kevin Sair | 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

CHAIR REPORT

DISCUSSION AND ACTION

- [1.](#) 2025 Annual Meeting Schedule.

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.

- [2.](#) Minutes: December 11, 2024.
- [3.](#) Disbursement Listing for December 2024.
- [4.](#) Budget Report for Fiscal Year 2025 through December 2024.
- [5.](#) December 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.



1777 North Meadowlark Drive, Apple Valley, Utah 84737
 Phone: 435-877-1190 Fax: 435-877-1192
www.applevalleyut.gov

Big Plains Water Special Service District 2025 Annual Meeting Schedule

Big Plains Water Special Service District
 2025 Annual Meeting Schedule

Notice Date & Time: 1/1/2025-12/31/2025 11:59 PM

Description/Agenda:

2025 ANNUAL MEETING SCHEDULE OF THE TOWN OF APPLE VALLEY

Public Notice is hereby given that the 2025 Annual Meeting Schedule of the Big Plains Water Special Service District of Apple Valley has been scheduled and shall be as follows:

Regular Meetings of the Big Plains Water Special Service District of Apple Valley will be held during the year 2025 at 6:30 p.m. on the third Wednesday of each month, unless otherwise specified, at the Town Office Building, 1777 N Meadowlark Drive, Apple Valley, UT 84737.

- January 15, 2025
- February 19, 2025
- March 19, 2025
- April 16, 2025
- May 21, 2025
- June 18, 2025
- July 16, 2025
- August 20, 2025
- September 17, 2025
- October 15, 2025
- November 19, 2025
- December 17, 2025

Other meetings scheduled, in addition to those specified herein, shall be held or canceled as circumstances require. An agenda of each meeting will be posted at:

Town Office Building, 1777 N Meadowlark Drive, Apple Valley, UT 84737

Town of Apple Valley Website: <https://www.applevalleyut.gov/>

State of Utah Public Notice Website: <https://www.utah.gov/pmn/index.html>

Notice of Special Accommodations:

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.

Notice of Electronic or telephone participation: In accordance with state statute, one or more council members may be connected via speakerphone.

Other information:

Location: 1777 N Meadowlark Dr., Apple Valley, 84737

Contact information:

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



BIG PLAINS WATER SPECIAL SERVICE DISTRICT HEARING AND MEETING

BOARD OF DIRECTORS, REGULAR MEETING
1777 N Meadowlark Dr, Apple Valley
Wednesday, December 11, 2024 at 6:30 PM

MINUTES

CALL TO ORDER - Chairman Farrar called the meeting to order at 6:21 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chairman Michael Farrar

Board Member Kevin Sair

Board Member Annie Spendlove

Board Member Scott Taylor

DECLARATION OF CONFLICTS OF INTEREST

None declared.

CHAIR REPORT

The Chairman reported on a water leak in Cedar Point that was resolved within a day with minimal impact, and efforts to avoid widespread shutoffs. Challenges with fire hydrants led to plans for quarterly maintenance and improved accessibility. The Chairman also announced a project with Sunrise Engineering to map the district's water system, potentially funded by a grant, to enhance infrastructure reliability and prepare for the future. The focus remains on progress and improving system consistency.

PUBLIC HEARING

1. Adoption of Water Conservation Plan.

Chairman Farrar introduced the first agenda item, the adoption of the water conservation plan. The Chairman commended the individual responsible for drafting the plan, noting their exceptional work and skill. Before proceeding with further discussion, the Chairman opened the floor for public comments, inviting input from attendees both in person and online.

Chairman Farrar opened the public hearing.

Resident Stewart Riding shared plans to test a new irrigation system designed to conserve water by using electronically controlled heads that move around specific areas. Riding mentioned plans to evaluate its effectiveness and provide updates on its performance.

Chairman Farrar acknowledged the importance of water conservation efforts, emphasizing the need to implement measures before new houses are built. The Chairman noted that existing residents would be grandfathered in, while new homes must adhere to water-saving standards. Discussions with developers have been positive, with agreement on ensuring water-conserving homes and minimizing lawns to support conservation efforts. The Chairman reiterated the need for proactive measures to address the growing number of homes and thanked Resident Riding for their input.

Chairman Farrar closed the public hearing.

DISCUSSION AND ACTION

2. Adoption of Water Conservation Plan.

Chairman Farrar opened the discussion and action on adopting the water conservation plan. Noting that Michelle, who prepared the plan, could not attend, the Chairman referenced the materials she provided, which clearly explained the plan. The Chairman commended her work, highlighting her exceptional efforts in preparing the document.

MOTION: Board Member Taylor moved that we approve the Adoption of the Water Conservation Plan.

SECOND: The motion was seconded by Board Member Spendlove.

VOTE: Chairman Farrar called for a Roll Call vote:

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. Disbursement Listing for November 2024.
4. Budget Report for Fiscal Year 2025 through November 2024.
5. November 2024 Water Usage Comparison.
6. Minutes: November 13, 2024.

Chairman Farrar reviewed the consent agenda, which included disbursements for November 2024, the fiscal year 2025 budget report through November, a water usage comparison for November 2024, and the minutes from the November 13, 2024, meeting. The Chairman noted that expenditures were normal and would address any irregularities if found.

Chairman Farrar mentioned that the town used less water in November 2024 compared to the previous year, despite recent pipeline flushing requirements, including a mandatory 200,000-gallon flush just days prior. The Chairman clarified the necessity of such flushing to comply with legal regulations.

MOTION: Board Member Taylor moved we approve the Consent Agenda, 3. Disbursement Listing for November 2024, 4. Budget Report for Fiscal Year 2025 through November 2024, 5. November 2024 Water Usage Comparison, 6. Minutes: November 13, 2024.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a vote:

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

The vote was unanimous and the motion carried.

REQUEST FOR A CLOSED SESSION

No request.

ADJOURNMENT

MOTION: Board Member Sair motioned to adjourn.

SECOND: The motion was seconded by Board Member Taylor.

VOTE: Chairman Farrar called for a roll call vote:

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 6:30 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 - 12/01/2024 to 12/31/2024

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Scholzen Products Company, Inc.	1634	12/04/2024	\$40.30			Purchasing
Town of Apple Valley	1635	12/04/2024	\$762.03			Purchasing
Zions Custom Containers	1636	12/04/2024	\$350.00			Purchasing
State Bank of Southern Utah	SBSU12042024	12/04/2024	\$189.93			Purchasing
Town of Apple Valley	1637	12/09/2024	\$5,000.00			Purchasing
Buck's Ace	1638	12/10/2024	\$17.03			Purchasing
Jenkins Oil Company	1639	12/10/2024	\$1,060.00			Purchasing
Pelorus Methods	1640	12/10/2024	\$500.00			Purchasing
Scholzen Products Company, Inc.	1641	12/10/2024	\$1,071.77			Purchasing
Southwest Utah Public Health Departme	1642	12/10/2024	\$75.00			Purchasing
Town of Apple Valley	1643	12/10/2024	\$425.58			Purchasing
True up the actual payment amount of th		12/13/2024	(\$0.04)			JE: 418
Payroll	1213241200	12/13/2024	\$3,188.29			Paycheck
Internal Revenue Service	EFTPS1213202	12/13/2024	\$553.70			Payroll
USDA Rural Development	USDA12132024	12/13/2024	\$1,269.00			Purchasing
USDA Rural Development	USDA12132024	12/13/2024	\$9,271.04			Purchasing
Birch Systems Inc.	1644	12/16/2024	\$2,650.00			Purchasing
Utah State Division of Finance	1645	12/16/2024	\$85,000.00			Purchasing
Buck's Ace	1646	12/16/2024	\$45.98			Purchasing
Scholzen Products Company, Inc.	1647	12/16/2024	\$153.78			Purchasing
Amazon	A12272024	12/17/2024	\$57.49			Purchasing
Diggin Riggins	1648	12/18/2024	\$4,040.00			Purchasing
Home Depot	HD12182024	12/18/2024	\$331.27			Purchasing
Rocky Mountain Power Company	RMP12172024	12/18/2024	\$998.54			Purchasing
Utah Retirement Systems	URS12172024	12/18/2024	\$366.69			Payroll
Amazon	A12202024	12/20/2024	\$115.99			Purchasing
Master Meter, Inc.	1650	12/23/2024	\$2,022.00			Purchasing
Ruesch & Reeve	1651	12/23/2024	\$3,740.00			Purchasing
Scholzen Products Company, Inc.	1652	12/23/2024	\$1,944.76			Purchasing
Town of Apple Valley	1653	12/23/2024	\$85.33			Purchasing
American Water Works Association	AWWA1223202	12/23/2024	\$213.76			Purchasing
Stotz Equipment	SE12232024	12/23/2024	\$146.12			Purchasing
Payroll	1227241200	12/27/2024	\$1,809.39			Paycheck
Rocky Mountain Power Company	1649	12/30/2024	\$5,088.00			Purchasing
Internal Revenue Service	EFTPS1231202	12/30/2024	\$553.70			Payroll
Utah Retirement Systems	URS12302024	12/30/2024	\$366.69			Payroll
Health Equity	HE12312024	12/31/2024	\$2.10			Purchasing
			\$133,505.22		\$0.00	

Big Plains Water Special Service District
Operational Budget Report
51 Big Plains Water & Sewer SSD - 07/01/2024 to 12/31/2024
50.00% of the fiscal year has expired

Item 4.

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	189,058.50	40,216.75	385,973.02	442,400.00	87.25%
5150 Water Standby Fees	17,452.74	3,900.00	23,829.08	33,000.00	72.21%
5310 Connection Fees	0.00	0.00	6,400.00	6,700.00	95.52%
5410 Late Penalties and Fees	1,580.25	712.01	2,288.14	3,000.00	76.27%
5490 Other Operating Income	19,990.76	1,638.71	2,503.56	2,250.00	111.27%
Total Operating income	228,082.25	46,467.47	420,993.80	487,350.00	86.38%
Operating expense					
6010 Clerical Contractor Labor	0.00	0.00	258.28	300.00	86.09%
6011 Town Interlocal Agreement Costs	9,388.10	5,000.00	25,000.00	60,000.00	41.67%
6013 Water Salaries and Wages	460.00	4,615.40	30,000.10	75,000.00	40.00%
6014 Water Benefits	38.82	2,435.16	9,787.76	25,000.00	39.15%
6023 Travel	269.73	0.00	0.00	500.00	0.00%
6024 Training	1,102.37	213.76	463.76	1,200.00	38.65%
6025 Books/Subscriptions/Memberships	2,360.00	2,022.00	2,552.20	2,800.00	91.15%
6030 Admin Supplies and Expenses	3,687.84	500.00	1,409.12	5,000.00	28.18%
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	15,247.90	0.00	1,758.60	15,000.00	11.72%
6043 Accounting & Audit Fees	11,600.00	0.00	1,750.00	20,000.00	8.75%
6044 Water Testing	4,886.22	75.00	2,327.54	10,000.00	23.28%
6045 Legal Fees	30,475.00	3,740.00	8,800.00	16,000.00	55.00%
6050 System Maintenance and Repairs	5,515.61	5,169.69	6,920.17	10,000.00	69.20%
6051 System Equipment	7,826.03	2,680.91	3,166.99	12,000.00	26.39%
6052 Well Maintenance and Repairs	20,606.39	45.98	1,834.12	20,000.00	9.17%
6053 Tank Maintenance and Repairs	951.86	0.00	350.13	11,000.00	3.18%
6054 Hydrant Testing & Maintenance	0.00	29.18	29.18	0.00	0.00%
6060 Equipment Costs Other than Fuel	7,262.32	350.00	5,983.00	10,000.00	59.83%
6061 Equipment Fuel	1,056.48	1,485.58	3,984.96	6,000.00	66.42%
6067 Utilities	10,689.32	998.54	14,114.60	18,000.00	78.41%
6068 Telephone & Internet	732.94	0.00	0.00	1,500.00	0.00%
6070 Insurance	1,101.01	0.00	9,154.86	7,000.00	130.78%
6095 Depreciation Expense	78,041.01	13,628.30	81,497.29	145,000.00	56.21%
Total Operating expense	213,298.95	42,989.50	211,134.66	471,600.00	44.77%
Total Income From Operations:	14,783.30	3,477.97	209,859.14	15,750.00	1,332.44%
Non-Operating Items:					
Non-operating income					
5510 Grants	26,740.00	0.00	35,200.00	0.00	0.00%
5520 Impact Fees	50,788.00	0.00	71,152.00	60,000.00	118.59%
5610 Interest Income	6,178.44	1,327.88	6,910.32	9,000.00	76.78%
5690 Sundry Revenue	(6.00)	0.00	0.00	100.00	0.00%
Total Non-operating income	83,700.44	1,327.88	113,262.32	69,100.00	163.91%
Non-operating expense					
6080 Interest Expense	38,221.91	6,882.06	41,453.64	83,110.00	49.88%
Total Non-operating expense	38,221.91	6,882.06	41,453.64	83,110.00	49.88%
Total Non-Operating Items:	45,478.53	(5,554.18)	71,808.68	(14,010.00)	-512.55%
Total Income or Expense	60,261.83	(2,076.21)	281,667.82	1,740.00	16,187.81%

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	2,732,446	3,051,942	(319,496)	3,062,903	3,157,262	(94,359)
DEC	2,557,924	2,496,641	61,283	2,785,854	2,524,351	261,503
JAN 2025			0			0
FEB			0			0
MAR			0			0
APR			0			0
MAY			0			0
JUNE			0			0
FY2025 SUBTOTALS	26,487,380	22,612,126	3,875,254	33,925,820	25,612,940	8,312,880
	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