



BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT MEETING

BOARD OF DIRECTORS, REGULAR MEETING
1777 N Meadowlark Dr, Apple Valley
Wednesday, May 18, 2022 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, May 18, 2022**, commencing at **6:00 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

Chairperson | Andy McGinnis

Board Members | Frank Lindhardt | Barratt Nielson | Kevin Sair | Robin Whitmore

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/85394748440>

if the meeting requests a password use 1234

To call into meeting, dial (253) 215 8782 and use Meeting ID 853 9474 8440

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

CONSENT AGENDA

1. Disbursement Listing--04/01/2022-04/30/2022
2. Budget Report-- 07/01/2022-04/30/2022

WATER SUPERINTENDENT REPORT

ENGINEERING

DISCUSSION AND ACTION

3. Expiration date on all will serve letters.
Tabled from meeting April 21, 2022.
4. Add Town Administrator as check signer for SBSU.
5. Add Authorized Individuals on PTIF Accounts--Resolution BPW-R-2022-03
6. Adoption of FY2023 Tentative Budget, and set Public Hearing date.

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>, Spectrum classified and the Town Website www.applevalleyut.gov.

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

In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should call 435-877-1190.

Big Plains Water & Sewer Special Service District
Disbursement Listing
Checking - SBSU - 04/01/2022 to 04/30/2022

Item 1.

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Apple Valley Storage, LLC	0	04/04/2022	\$95.00			Purchasing
Payroll	0408221200	04/08/2022	\$1,575.82			Paycheck
Internal Revenue Service	EFTPS040522	04/08/2022	\$436.74			Payroll
Health Equity	HSA040522	04/08/2022	\$156.25			Payroll
Utah Retirement Systems	URS040522	04/08/2022	\$384.73			Payroll
State Bank of Southern Utah	CREDIT041220	04/12/2022	\$701.12			Purchasing
Utah State Tax Commission	USTC0412221	04/12/2022	\$37.65			Purchasing
Blue Stakes of Utah 811	1188	04/13/2022	\$76.50			Purchasing
ChemTech-Ford Laboratories	1189	04/13/2022	\$1,440.00			Purchasing
City of St. George	1190	04/13/2022	\$45.00			Purchasing
Revco Leasing	1191	04/13/2022	\$151.20			Purchasing
UASD	1193	04/13/2022	\$418.00			Purchasing
Superior Technical Solutions	DEBIT0413202	04/14/2022	\$45.00			Purchasing
USDA Rural Development	ACH041522	04/15/2022	\$10,540.00			Purchasing
Utah State Tax Commission	USTC042022	04/20/2022	\$520.56			Payroll
Payroll	0422221200	04/22/2022	\$1,576.57			Paycheck
Department of Workforce Services	DWS042222	04/22/2022	\$37.49			Purchasing
Internal Revenue Service	EFTPS0420202	04/22/2022	\$437.00			Payroll
Health Equity	HSA04052022	04/22/2022	\$156.25			Payroll
Public Employees Health Program	1195	04/27/2022	\$1,051.96			Purchasing
Utah Retirement Systems	ACH04272022	04/27/2022	\$564.64			Payroll
ChemTech-Ford Laboratories	1196	04/28/2022	\$4,200.00			Purchasing
Hinton Burdick CPA's	1197	04/28/2022	\$5,000.00			Purchasing
Galloway & Company	1198	04/28/2022	\$806.00			Purchasing
Galloway & Company	1199	04/28/2022	\$123.75			Purchasing
Health Equity	ACH042922	04/29/2022	\$2.25			Purchasing
			\$30,579.48		\$0.00	

Big Plains Water & Sewer Special Service District

Operational Budget Report

51 Big Plains Water & Sewer SSD - 07/01/2020 to 04/30/2022

83.33% of the fiscal year has expired

Item 2.

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	460,194.89	29,240.90	293,100.34	300,000.00	97.70%
5150 Water Standby Fees	72,776.24	3,480.64	35,790.46	35,000.00	102.26%
5310 Connection Fees	40,407.98	230.00	6,228.10	20,000.00	31.14%
5410 Late Penalties and Fees	228.73	0.00	0.00	100.00	0.00%
5490 Other Operating Income	32,896.86	0.00	150.00	15,000.00	1.00%
Total Operating income	606,504.70	32,951.54	335,268.90	370,100.00	90.59%
Operating expense					
6010 Clerical Contractor Labor	4,342.10	0.00	(5,660.08)	4,000.00	-141.50%
6013 Water Salaries and Wages	85,457.30	6,251.00	47,911.07	50,000.00	95.82%
6014 Water Benefits	45,550.32	3,368.83	35,266.42	28,000.00	125.95%
6016 Admin Benefits	0.00	0.00	4.50	0.00	0.00%
6021 Public Postings	792.90	0.00	0.00	400.00	0.00%
6023 Travel/Fuel	1,712.06	0.00	0.00	800.00	0.00%
6024 Training	650.00	0.00	0.00	700.00	0.00%
6025 Books/Subscriptions/Memberships	2,053.00	0.00	2,068.00	1,300.00	159.08%
6030 Admin Supplies and Expenses	6,945.41	196.20	3,447.92	4,200.00	82.09%
6032 Postage	478.80	0.00	642.07	500.00	128.41%
6035 Bank Service Charges	285.35	(40.00)	37.39	600.00	6.23%
6040 Professional Service	69,638.47	123.75	(17,486.40)	65,000.00	-26.90%
6043 Accounting & Audit Fees	12,620.89	4,200.00	16,500.00	5,800.00	284.48%
6044 Water Testing	10,595.79	1,485.00	6,619.00	5,200.00	127.29%
6045 Legal Fees	6,746.00	3,060.00	3,060.00	1,500.00	204.00%
6050 System Maintenance and Repairs	9,715.75	0.00	(775.80)	7,500.00	-10.34%
6051 System Equipment	20,789.02	2,529.26	6,787.61	15,000.00	45.25%
6052 Well Maintenance and Repairs	1,304.92	0.00	3.20	0.00	0.00%
6053 Tank Maintenance and Repairs	3,000.00	0.00	48.85	3,000.00	1.63%
6060 Equipment Costs other than Fuel	4,407.31	0.00	1,086.74	4,000.00	27.17%
6061 Equipment Fuel	3,654.62	0.00	2,132.71	2,100.00	101.56%
6067 Utilities	29,233.51	0.00	18,874.49	15,200.00	124.17%
6068 Telephone & Internet	151.50	0.00	0.00	200.00	0.00%
6070 Insurance	9,996.71	0.00	2,890.08	6,000.00	48.17%
6095 Depreciation Expense	247,322.34	11,255.35	112,553.50	132,900.00	84.69%
Total Operating expense	577,444.07	32,429.39	236,011.27	353,900.00	66.69%
Total Income From Operations:	29,060.63	522.15	99,257.63	16,200.00	612.70%
Non-Operating Items:					
Non-operating income					
5510 Grants	403,058.44	0.00	0.00	0.00	0.00%
5520 Impact Fees	132,627.29	0.00	135,976.00	75,000.00	181.30%
5610 Interest Income	2,785.55	76.79	363.95	2,700.00	13.48%
5690 Sundry Revenue	86.00	0.00	0.00	100.00	0.00%
Total Non-operating income	538,557.28	76.79	136,339.95	77,800.00	175.24%
Non-operating expense					
6080 Interest Expense	176,464.38	7,249.88	75,788.52	94,000.00	80.63%
Total Non-operating expense	176,464.38	7,249.88	75,788.52	94,000.00	80.63%
Total Non-Operating Items:	362,092.90	(7,173.09)	60,551.43	(16,200.00)	-373.77%
Total Income or Expense	391,153.53	(6,650.94)	159,809.06	0.00	0.00%

BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT

RESOLUTION NO. BPW-R-2022-03

UTAH PUBLIC TREASURERS' INVESTMENT FUND CERTIFICATION OF AUTHORIZED INDIVIDUALS

WHEREAS, the Big Plains Water and Sewer Special Service District ("District") invests funds in the Utah Public Treasurers' Investment Fund (PTIF) as authorized by the Utah Money Management Act; and

WHEREAS, the District Board has the authority to designate individuals to make changes to PTIF accounts, such as adding or deleting users to access and/or transact with PTIF accounts, add, delete, or make changes to bank accounts tied to PTIF accounts, open or close PTIF accounts, and complete any necessary forms in connection with such changes; and

WHEREAS, The Utah State Treasurer requires that the District Board designate the individuals authorized to make changes to PTIF accounts by adopting the Public Entity Resolution attached hereto; and

WHEREAS, at a meeting of the Big Plains Water and Sewer Special Service District, Utah, duly called, noticed and held on the 18th day of May, 2022, and upon motion duly made and seconded:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Big Plains Water and Sewer Special Service District of the Town of Apple Valley that Robin Whitmore, Apple Valley Town Treasurer and Jauna McGinnis, Apple Valley Town Administrator are designated as authorized individuals for PTIF transactions outlined above. Frank Lindhardt is hereby authorized to execute the Public Entity Resolution attached hereto. This resolution is effective immediately.

EFFECTIVE DATE This Resolution shall be in full force and effect from May 18th, 2022.

BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT

Chairman Andy McGinnis

Chairman Andy McGinnis voted _____

Board Member Frank Lindhardt voted _____

Board Member Kevin Sair voted _____

Board Member Barratt Nielson voted _____

Board Member Robin Whitmore voted _____

ATTEST:

Jenna Vizcardo, Clerk-Recorder



Office of the
State Treasurer

Public Entity Resolution Item 5.

1. Certification of Authorized Individuals

I, _____ (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Big Plains Water and Sewer SSD (Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

Name	Title	Email	Signature(s)
Robin Whitmore	Treasurer	rwhitmore@applevalleyut.gov	
Jauna McGinnis	Town Administrator	jmac@applevalleyut.gov	<i>Jauna McGinnis</i>

The authority of the named individuals to act on behalf of Big Plains Water and Sewer SSD (Name of Legal Entity) shall remain in full force and effect until written revocation from Big Plains Water and Sewer SSD (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, _____ (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 18th day of May, 2022, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title
_____	_____	_____	_____

STATE OF UTAH)
COUNTY OF _____) §

Subscribed and sworn to me on this 18th day of May, 2022, by _____ (Name), as _____ (Title) of

Big Plains Water and Sewer SSD (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal) Signature _____

Big Plains Water & Sewer Special Service District*Budgeting Worksheet*

	2019	2020	2021	2021	2022	Original	FY2022	FY2023	
51 BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT	Actual	Actual	Actual	Budget	Actual	Budget	Proposed Amended	Proposed Budget	Worksheet Notes
Income or Expense									
Income From Operations:									
Operating income									
5140 Water Sales	185,422	207,787	313,612	278,440	321,671	300,000	354,008	375,608	Based on 30 New Connections
5150 Water Standby Fees	36,694	32,948	50,993	54,684	39,666	35,000	46,600	34,840	Expect majority of new connections to come from this group
5310 Connection Fees	34,888	19,500	24,153	2,000	6,228	20,000	20,000	9,000	
5410 Late Penalties and Fees	5257	0	333	3,000	10000	100	20000	15000	
5490 Other Operating Income	30565	18,390	42,021	18,000	225	15,000	15,000	2,250	30 Will Serve Letters
Total Operating income	292,826	278,625	431,112	356,124	377,790	370,100	455,608	436,698	
Operating expense									
6010 Clerical Contractor Labor	0	0	10002	21,042	-5,660	4,000	0	0	
6011 Town Interlocal Agreement	430	0	0	0	0	0	0	15,336	
6013 Water Salaries and Wages	45006	45006	51,487	45,006	47,911	50,000	55,000	55,000	
6014 Water Benefits	24845	24563	32,546	25,883	35,266	28,000	37,000	20,051	
6015 Admin Salaries and Wages	23705	0	0	0	0	0	0	0	
6016 Admin Benefits	12831	0	0	0	5	0	0	0	
6021 Public Postings	807	401	392	500	0	400	400	400	
6023 Travel/Fuel	821	967	745	1,200	324	800	800	800	
6024 Training	295	0	650	800	0	700	700	700	
6025 Books/Subscriptions/Memberships	990	716	1337	1,000	2,068	1,300	2,100	2,100	
6030 Admin Supplies and Expenses	7,322	4,106	5,214	5,566	3,459	4,200	4,200	3,500	
6032 Postage	908	133	346	1,602	642	500	700	700	
6035 Bank Service Charges	2440	11	552	100	37	600	100	100	
6040 Professional Service	10,716	26,674	28,575	0	-17,486	65,000	35,000	7,500	
6043 Accounting & Audit Fees	6,611	6,921	5,700	7,000	16,500	5,800	18,000	12,000	
6044 Water Testing	7,308	5,692	5,155	5,200	7,414	5,200	8,500	7,800	
6045 Legal Fees	5,549	5,713	1,460	3,000	3,060	1,500	4,000	7,500	
6050 System Maintenance and Repairs	3,488	2,798	25,680	3,500	-776	7,500	1,500	7,500	
6051 System Equipment	10,824	6,617	0	4,000	5,513	15,000	7,000	11,100	Includes \$3,300 valve exerciser, \$800 generator
6052 Well Maintenance and Repairs	3572	1305	0	2,000	3	0	1500	1,200	
6053 Tank Maintenance and Repairs	4,350	0	3,000	0	49	3,000	1,500	11,500	\$10,000 Pump
6060 Equipment Costs Other than Fuel	2993	3960	2,783	1,000	1,087	4,000	2,000	3,500	Includes \$1,500 tools
6061 Equipment Fuel	2847	2126	2,134	2,500	2,132	2,100	3,000	3,500	
6067 Utilities	10,039	13,974	15,380	17,200	18,875	15,200	24,200	24,200	
6068 Telephone & Internet	553	0	152	912	0	200	200	0	
6070 Insurance	4,644	4,087	5,910	5,000	2,890	6,000	5,000	5,000	

Big Plains Water & Sewer Special Service District*Budgeting Worksheet*

	2019	2020	2021	2021	2022	Original	FY2022	FY2023	
51 BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT	Actual	Actual	Actual	Budget	Actual	Budget	Proposed Amended	Proposed Budget	Worksheet Notes
6095 Depreciation Expense	134,013	134,769	135,064	135,000	112,554	132,900	135,064	135,064	
Total Operating expense	327,907	290,539	334,264	289,011	235,867	353,900	347,464	336,051	
Total Income From Operations:	-35,081	-11,914	96,848	67,113	141,923	16,200	108,144	100,647	
Non-Operating Items:									
Non-operating income									
5510 Grants	38,000	0	403,059	615,000	0	0	0	1,140,000	
5520 Impact Fees	197,573	61,529	80,099	194,434	215,967	75,000	220,000	120,000	
5610 Interest Income	3136	2,633	237	2,000	364	2,700	500	500	
5690 Sundry Revenue	0	0	1221	0	0	100	100	100	
Total Non-operating income	238,709	64,162	484,616	811,434	216,331	77,800	220,600	1,260,600	
Non-operating expense									
6080 Interest Expense	94,609	93,152	88,251	91,723	75,789	94,000	91,000	85,528	
Total Non-operating expense	94,609	93,152	88,251	91,723	75,789	94,000	91,000	85,528	
Total Non-Operating Items:	144,100	-28,990	396,365	719,711	140,542	-16,200	129,600	1,175,072	
Total Income or Expense Before Debt Service	109,019	-40,904	493,213	786,824	282,465	0	237,744	1,275,719	
Debt Service									
Debt Service-Principal-2013 Water Bond							85,000	85,000	
Debt Service-Principal-2014A Water Bond							31,865	31,865	
Debt Service-Principal-2014B Water Bond							3,670	3,670	
Debt Service-Principal-Aquifer Study							8,000	8,000	
Debt Service-Principal-Well 59							4,000	4,000	
Debt Service-Principal-Canaan Springs							9,861	9,861	
Less Depreciation							-135,064	-135,064	
Total Additional Debt Service	0	0	0	0	0	0	7,332	7,332	
Total Income or Expense After Debt Service	0	0	0	0	0	0	\$230,412	\$1,268,387	
Capital Projects									
Work Truck								30,000	Replace work truck \$24-30K
Canaan Springs Rehab								150,000	
Canaan Springs Cedar Point Line								990,000	
Well 59									
Total Capital Projects								1,170,000	

Big Plains Water & Sewer Special Service District*Budgeting Worksheet*

	2019	2020	2021	2021	2022	Original	FY2022	FY2023	
51 BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT	Actual	Actual	Actual	Budget	Actual	Budget	Proposed Amended	Proposed Budget	Worksheet Notes
Total Income or Expense							\$230,412	\$98,387	For those of you who are new: The SSD is an Enterprise Fund. We do not do a balanced budget like we do with the Town. Balanced means Revenue equals Expenditures, with an end result of \$0.

ENTERPRISE TRANSFER OF FUNDS

Personnel Cost	13,175.00
Office Supplies	120.00
Telephone	575.00
Internet Charges	228.00
Zoom Meeting Recordings	218.00
Website	1,020.00
TOTAL TRANSFER OF FUNDS	15,336.00