



BIG PLAINS WATER SPECIAL SERVICE DISTRICT HEARING AND MEETING

BOARD OF DIRECTORS, REGULAR MEETING
1777 N Meadowlark Dr, Apple Valley
Wednesday, May 21, 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, May 21, 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 | Richard Palmer

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. Resolution BPW-R-2025-04: Adopt Title 1.05.010 Employee Water Service Fee Waiver.

DISCUSSION AND ACTION

- [2.](#) Resolution BPW-R-2025-04: Adopt Title 1.05.010 Employee Water Service Fee Waiver.
- [3.](#) Resolution BPW-R-2025-05: Authorizing a Water Service Fee Waiver for the Full-Time Water Operator.
- [4.](#) Resolution BPW-R-2025-03: Adoption of the Tentative FY 2026 Budget and Setting a Public Hearing on the FY 2026 Annual Budget for June 18, 2025.

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.

- [5.](#) Minutes: April 16, 2025.

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.



AGENDA ITEM COVER SHEET

Item Title:

Water Service Fee Waiver for Full-Time Water Operator

Requested Action:

Approval of Resolution No. BPW-R-2025-05 authorizing a waiver of the monthly water service fee for the District's full-time Water Operator.

Summary:

This item proposes the adoption of a Resolution authorizing a waiver of the monthly water service fee for the full-time Water Operator employed by the Big Plains Water Special Service District. The waiver is intended to incentivize local residency within the District, improve emergency response times, enhance system reliability, and promote public service continuity. The waiver would apply only while the Water Operator remains actively employed and resides within the District's service boundaries.

A public hearing will be held separately to incorporate this policy into the District's code book. Adoption of the Resolution does not require a public hearing.

Fiscal Impact:

Minimal. Limited to the cost of the waived monthly service fee. Offset by operational benefits.

**BIG PLAINS WATER SPECIAL SERVICE DISTRICT
RESOLUTION BPW-R-2025-04**

NOW THEREFORE, be it ordained by the Big Plains Water Special Service District of the Apple Valley, in the State of Utah, as follows:

SECTION 1: **ADOPTION** “1.05.010 Employee Water Service Fee Waiver” of the Big Plains Water Special Service District is hereby *added* as follows:

ADOPTION

1.05.010 Employee Water Service Fee Waiver(*Added*)

The District may waive the monthly water service fee for a full-time Water Operator employed by the District, provided that the Water Operator maintains a primary residence within the service area of the District. This waiver shall remain effective only during the term of employment and residency within the District. Upon separation of employment or relocation outside the District boundaries, the waiver shall immediately terminate.

SECTION 2: **EFFECTIVE DATE** This Resolution shall be in full force and effect from May 21, 2025.

PASSED AND ADOPTED BY THE BIG PLAINS WATER SPECIAL SERVICE DISTRICT

	AYE	NAY	ABSENT	ABSTAIN
Mayor Michael Farrar	_____	_____	_____	_____
Board Member Kevin Sair	_____	_____	_____	_____
Board Member Annie Spendlove	_____	_____	_____	_____
Board Member Scott Taylor	_____	_____	_____	_____
Board Member Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

Jenna Vizcardo, Recorder/Secretary,

Michael Farrar, Chairman



RESOLUTION NO. BPW-R-2025-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG PLAINS WATER SPECIAL SERVICE DISTRICT AUTHORIZING A WATER SERVICE FEE WAIVER FOR THE FULL-TIME WATER OPERATOR

WHEREAS, the Big Plains Water Special Service District ("District") operates and maintains a public water system for the benefit of its residents; and

WHEREAS, the District employs Daniel Harsh as its full-time Water Operator responsible for the management, maintenance, and emergency response needs of the water system; and

WHEREAS, the Board of Directors finds that encouraging the Water Operator to reside within the District boundaries will enhance emergency response times, improve system reliability, and promote the public health, safety, and welfare; and

WHEREAS, the Board of Directors desires to authorize a waiver of the monthly water service fee for the Water Operator's primary residence as an incentive to live locally and serve the District more effectively;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Plains Water Special Service District as follows:

Section 1: Authorization of Water Service Fee Waiver

The District hereby authorizes a waiver of the monthly water service fee for the full-time Water Operator employed by the District, subject to the following conditions:

1. The Water Operator must maintain a primary residence within the service boundaries of the District.
 2. The waiver shall apply solely to the Water Operator's primary residence.
 3. The waiver shall remain in effect only during the Water Operator's active employment and residency within the District. Upon separation from employment or relocation outside of the District boundaries, the waiver shall immediately terminate.
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Section 2: Employment Documentation

The District shall document the water service fee waiver as part of the Water Operator’s employment agreement or official compensation records.

Section 3: Effective Date

This Resolution shall take effect immediately upon its approval.

PASSED AND APPROVED by the Board of Directors of the Big Plains Water Special Service District this ____ day of _____, 2025.

PRESIDING OFFICER

Michael Lee Farrar, Chairman

ATTEST:

Jenna Vizcardo, Town Recorder

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



RESOLUTION NO. BPW-R-2025-03

ADOPTION OF THE TENTATIVE FISCAL BUDGET FOR THE FISCAL YEAR 2026

WHEREAS, the Big Plains Water Special Service District (“District”) is required to adopt an annual budget for the expenditure of certain of the District’s funds pursuant to the Utah Code Annotated 17B-1-614 (the “Code”); and

WHEREAS, the District is required to adopt a tentative budget to be in compliance with the Act’s provisions and by setting and conducting a public hearing on the Fiscal Year End 2025 Annual Budget; and

WHEREAS, at a meeting of the District, duly called, noticed and held on the 21st day of May 2025, and upon motion duly made and seconded:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the District Board to adopt a tentative Fiscal Year End 2025 Annual Budget as provided by the Act, attached hereto as Exhibit A, including all schedules thereto and set a hearing date of June 18, 2025.

PASSED this 21st day of May 2025.

PRESIDING OFFICER

Michael Lee Farrar, Chairman

ATTEST:

Jenna Vizcardo, Town Recorder

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

Big Plains Water & Sewer Special Service District***FY2026 Tentative Budget & FY2025 Amended Budget***Actual as of March
31. Needs updated
for FYE by June 22.

	2022	2023	2024	FY2025 Original	FY2025 Budget Amended to Actual	FY 2026 Tentative Budget
51 BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT	Actual	Actual	Actual	Budget		
Income or Expense						
Income From Operations:						
Operating Income						
5140 Water Sales	367,516	305,626	321,246	442,400	508,670	670,000
5150 Water Standby Fees	42,654	33,417	34,271	33,000	31,411	32,000
5310 Connection Fees	5,173	6,630	10,110	6,700	6,400	6,700
5410 Late Penalties and Fees	1,323	3,119	3,062	3,000	3,372	3,000
5490 Other Operating Income	6,133	92,887	606	2,250	22,110	2,250
Total Operating Income	422,799	441,679	369,295	487,350	571,963	713,950
Operating Expense						
6010 Clerical Contractor Labor	-5660	0	411	300	258	300
6011 Town Interlocal Agreement Costs	2,978	9,285	29,802	60,000	38,000	36,000
6013 Water Salaries and Wages	56,247	43,770	16,532	75,000	46,154	95,000
6014 Water Benefits	22,257	19,013	4,905	25,000	15,666	25,000
6021 Public Postings	25	0	0	0	0	0
6023 Travel	324	288	270	500	0	500
6024 Training	0	295	1102	1,200	714	1,200
6025 Books/Subscriptions/Memberships	2,609	2,762	2,360	2,800	3,773	4,000
6030 Admin Supplies and Expenses	4,351	6,801	18,872	5,000	1,924	3,000
6032 Postage	642	8	340	200	0	200
6035 Bank Service Charges	63	25	8	100	-8	100
6036 Bad Debt	222	0	0	0	0	0
6040 Professional Service	-17,021	12,699	117,552	15,000	1,842	15,000
6043 Accounting & Audit Fees	19,800	13,200	18,500	20,000	1,750	10,000
6044 Water Testing	7,966	9,894	7,797	10,000	2,678	5,000
6045 Legal Fees	3,060	15,788	36,115	16,000	15,182	20,000
6050 System Maintenance and Repairs	269	15,146	9,956	10,000	10,249	15,000
6051 System Equipment	11,361	11,866	16,834	12,000	3,675	12,000
6052 Well Maintenance and Repairs	670	58,997	19,918	20,000	3,948	20,000
6053 Tank Maintenance and Repairs	85	1,260	952	11,000	425	11,000

Big Plains Water & Sewer Special Service District*FY2026 Tentative Budget & FY2025 Amended Budget*Actual as of March
31. Needs updated
for FYE by June 22.

	2022	2023	2024	FY2025 Original	FY2025 Budget	FY 2026
	Actual	Actual	Actual	Budget	Amended to	Tentative
51 BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT					Actual	Budget
6054 Hydrant Testing & Maintenance			9,470		29	0
6060 Equipment Costs Other than Fuel	1,087	5,672	9,214	10,000	6,309	1,000
6061 Equipment Fuel	2,672	6,100	1,317	6,000	3,985	6,000
6067 Utilities	22,779	18,925	15,947	18,000	18,782	20,000
6068 Telephone & Internet	0	0	1359	1500	0	0
6070 Insurance	2,890	6,501	1,832	7,000	9,155	12,000
6095 Depreciation Expense	135,064	125,868	154,449	145,000	117,836	165,000
Total Operating Expense	274,740	384,163	495,814	471,600	302,326	477,300
Total Income From Operations:	148,059	57,516	-126,519	15,750	269,637	236,650
Non-Operating Items:						
Non-Operating Income						
5510 Grants	0	206,565	45,420	0	35,200	0
5520 Impact Fees	135,976	34,894	68,576	60,000	91,319	90,000
5610 Interest Income	726	7,204	12,004	9,000	10,686	12,000
5680 Contributed Capital Revenue					13,470	0
5690 Sundry Revenue	0	(29)	(6)	100	500	500
Total Non-operating income	136,702	248,634	125,994	69,100	151,175	102,500
Non-Operating Expense						
6080 Interest Expense	107,887	78,353	83,119	83,110	62,035	83,110
Total Non-Operating Expense	107,887	78,353	83,119	83,110	62,035	83,110
Total Non-Operating Items:	28,815	170,281	42,875	-14,010	89,140	19,390
Total Income or Expense Before Debt Service	176,874	227,797	-83,644	1,740	358,777	256,040
Debt Service						
Debt Service-Principal-2013 Water Bond			85000	85000	85,000	85000
Debt Service-Principal-2014A Water Bond			37950	39300	32,654	32654
Debt Service-Principal-2014B Water Bond			4480	4663	3,873	3873

Big Plains Water & Sewer Special Service District*FY2026 Tentative Budget & FY2025 Amended Budget*Actual as of March
31. Needs updated
for FYE by June 22.

	2022 Actual	2023 Actual	2024 Actual	FY2025 Original Budget	FY2025 Budget Amended to Actual	FY 2026 Tentative Budget
51 BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT						
Debt Service-Principal-Aquifer Study			0	0	0	0
Debt Service-Principal-Well 59			4000	4000	4,000	4000
Debt Service-Principal-Canaan Springs			11000	11000	11,000	11000
Less Depreciation			-145000	-145000	-117,836	-165,000
Total Additional Debt Service	0	0	-2,570	-1,037	18,691	-28,473
Total Income or Expense After Debt Service	0	0	-86,214	\$2,777	\$340,086	\$284,513
Capital Projects						
Truck						
Canaan Springs Rehab						
Canaan Springs Cedar Point Line						
Total Capital Projects			0	0	0	0
Total Income or Expense			\$ (86,214)	\$2,777	\$340,086	\$284,513

GL 2520.1-2524.4



BIG PLAINS WATER SPECIAL SERVICE DISTRICT MEETING

BOARD OF DIRECTORS, REGULAR MEETING

1777 N Meadowlark Dr, Apple Valley

Wednesday, April 16, 2025 at 6:30 PM

MINUTES

CALL TO ORDER - Chairman Farrar called the meeting to order at 6:53 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chairman Michael Farrar

Board Member Kevin Sair

Board Member Scott Taylor

Board Member Richard Palmer

ABSENT

Board Member Annie Spendlove

CHAIR REPORT

Mayor Farrar stated there was nothing additional to report, noting that relevant updates were already discussed during the Town Council meeting.

DECLARATION OF CONFLICTS OF INTEREST

None declared.

DISCUSSION AND ACTION

1. Engagement Letter to reflect the Apple Valley and Big Plains Component Unit Audit for 2024.

Chairman Farrar introduced the first item: the engagement letter for the 2024 audit of Apple Valley and the Big Plains Water Special Service District as a component unit. The Mayor noted there would be no need to review the letter again unless requested by members of the board.

MOTION: Board Member Taylor moved we approve Engagement Letter to reflect the Apple Valley and Big Plains Component Unit Audit for 2024.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a vote:

Board Member Taylor - Aye

Board Member Sair - Aye

Chairman Farrar - Aye

Board Member Palmer - Aye

Board Member Spendlove - Absent

The vote was unanimous and the motion carried.

CONSENT AGENDA

2. FY2024 Audited Financial Report and Certification for Apple Valley Town and Big Plains Water SSD.
3. February and March 2025 Water Usage Comparison.

4. Disbursement Listing for February and March 2025.
5. Budget Report for Fiscal Year 2025 through February and March 2025.
6. Minutes: March 12, 2025.

MOTION: Board Member Sair motioned to approve the Consent Agenda.

SECOND: The motion was seconded by Board Member Taylor.

VOTE: Chairman Farrar called for a vote:

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

The vote was unanimous and the motion carried.

REQUEST FOR A CLOSED SESSION

No request.

ADJOURNMENT

MOTION: Board Member Palmer motioned to adjourn.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a vote:

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

The vote was unanimous and the motion carried.

Meeting adjourned at 6:56 p.m.

Date Approved: _____

Approved BY: _____

Chairman | Michael Farrar

Attest BY: _____

Clerk/Recorder | Jenna Vizcardo