



BIG PLAINS WATER SPECIAL SERVICE DISTRICT MEETING

BOARD OF DIRECTORS, REGULAR MEETING

1777 N Meadowlark Dr, Apple Valley

Wednesday, February 19, 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, February 19, 2025**, commencing at **6:30 PM** or shortly before 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-2025-01, Addendum to Interlocal Agreement with the Town of Apple Valley.
- [2.](#) Resolution BPW-R-2025-02, Amend Title 01.15.000 Bulk Water Sales and 01.20.030 Bulk Meter.
3. Install a new pump and motor to Gregerson well.

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.](#) Minutes: January 15, 2025.
- [5.](#) Disbursement Listing for January 2025.
- [6.](#) Budget Report for Fiscal Year 2025 through January 2025.

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 NO. BPW-R-2025-01**

**ADDENDUM TO INTERLOCAL AGREEMENT FOR USE OF
PERSONNEL AND PHYSICAL RESOURCES**

This Addendum to the Interlocal Agreement (the "Addendum") is made and entered into on February 19th 2025 by and between the following parties (the "Parties"):

1. **Town of Apple Valley, Utah, a Utah municipal corporation ("Town")**
2. **Big Plains Water and Sewer Special Service District, a Utah special service district ("District")**

(collectively referred to as the "Parties").

WHEREAS, the Parties entered into an Interlocal Agreement dated July 1st 2024 (the "Agreement");

WHEREAS, the Parties wish to amend the Agreement in accordance with the terms set forth in this Addendum;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to amend the Agreement as follows:

1. Amendment to Section [1]

Both Parties agree to a flat rate of \$3,000.00 per month for the interlocal agreement. This will cover all personnel costs, office supplies, equipment, CPA/accountant and all other fees as described in this agreement.

2. New Section [1A]

In rare special occurrences or in an emergency situation if the "Towns" public works department assistance is required for a larger job the "District" will pay the "Town" \$25 per hour per employee provided for their assistance.

3. Effective Date

This Addendum shall be effective as of March 1st 2025.

4. No Other Changes

Except as expressly amended by this Addendum, all other terms and conditions of the original Agreement remain in full force and effect.

5. Execution

This Addendum may be executed in multiple counterparts, each of which

shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed on the date set forth above to be effective as of the effective date set forth above.

TOWN

Mike Farrar, Mayor

Date

DISTRICT

Mike Farrar, Chairman

Date

Kevin Sair, Vice Chairman

Date

ATTEST

Jenna Vizcardo, Town Clerk

Date

**BIG PLAINS WATER
SPECIAL SERVICE
DISTRICT
RESOLUTION BPW-R-2025-02**

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

SECTION 1: **AMENDMENT** "01.15.000 Bulk Water Sales" of the District is hereby *amended* as follows:

AMENDMENT

01.15.000 Bulk Water Sales

- A. Bulk Water Sales: Customers may apply for rental of a bulk meter for bulk water purchase.
- B. Application Required. Customers will apply for bulk water purchase by filling out an application for bulk water meter rental.
- C. Procedures for Processing Bulk Water Applications: ~~The District~~ Staff will review the application for completeness and ensure all fees are paid. The ~~District~~ Staff will then annotate the meter number and the current meter reading. ~~The District Staff will then schedule a time for the applicant to pick up the meter from the Town office.~~
- D. Verbal Communication with Water Superintendent Required: Bulk Water Customers are required to verbally communicate with the Water Superintendent before usage. The Water Superintendent will inform the customer which hydrant to use and instruct the applicant on safe use.
- E. Deposit and Other Fees. A deposit of \$1,000 is required for the rental of a bulk water meter. the rental of the bulk water meter. This deposit will remain on the account to cover any unpaid fees or to repair any damage to district property. Any remaining deposit amount is refundable once the account is settled in full and all equipment is returned in proper working condition. ~~Fees for the r~~Rental and water usage ~~fees can be are outlined found~~ in Appendix A.
- F. The Customer must report the location the water is being used on. If the meter needs to be moved, the location must be reported to ~~the District~~ Staff.
- G. Loaning or subletting the meter, or removing water from the Town of Apple Valley is strictly prohibited.
- H. Customers Must Use Designated Hydrant. The Water Superintendent will inform the customer of which hydrant to use. The Customer must use the designated hydrant or hydrants, or the bulk use agreement will be terminated.
- I. Customers Responsible for Meter Reading. Customers are required to bring the bulk ~~use~~ meter into the Town office by the last day of the usage month according to the date of application. Failure to bring the meter in by the 5th day of the following usage month will result in a \$24~~5~~0 fee. Failure to bring it in within 30 days following a usage month will result in an additional \$250 fee and the termination of the bulk water usage

agreement.

- J. Payment policy: Bulk water meter charges will be invoiced monthly and must be paid in full by the due date each month. Failure to submit timely payments may result in finance charges, the suspension of bulk meter privileges, and forfeiture of the deposit.
- K. Customers Responsible for Damage or Loss. Any damage to or loss of meter, fire hydrant, other equipment or property will be paid for at the expense of the customer.
- L. Tampering with Meter Prohibited. Any intentional tampering with the meter, to include customers attempting to repair the meter, will result in termination of the bulk meter usage agreement and fines may be imposed.
- M. All provisions stated on the application are applicable and shall be adhered to. A lien may be placed on the property being serviced for all unpaid charges and cost of collection. Anyone who maliciously, willfully, or negligently consumes water ~~from~~ the District without ~~District~~ approval may be subject to misdemeanor or civil charges.

SECTION 2: **AMENDMENT** “01.20.030 Bulk Meter” of the District is hereby *amended* as follows:

AMENDMENT

01.20.030 Bulk Meter

Bulk Meter Usage Fees:

\$49 meter fee for usage up to five days, with a \$5.00 charge for each additional day the meter is out.

The water usage cost is \$8.00 /1,000 gallons used.

The meter must be read at least every 30 days.

A \$1,000 meter deposit is required.

There will be a \$250 additional charge for late (greater then five (5) days and thirty (30) days.)

PASSED AND ADOPTED BY THE BIG PLAINS WATER SPECIAL SERVICE DISTRICT

_____.

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

Attest

Presiding Officer

Jenna Vizcardo, Clerk, Big Plains
Water Special Service District

Michael Farrar, Chairman, Big Plains
Water Special Service District



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

MINUTES

CALL TO ORDER - Chairman Farrar called the meeting to order at 6:22 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chairman Michael Farrar

Board Member Kevin Sair

Board Member Annie Spendlove

Board Member Scott Taylor

Board Member Richard Palmer

DECLARATION OF CONFLICTS OF INTEREST

None declared.

CHAIR REPORT

Chairman Farrar noted there were no updates to provide, referencing comments made during the previous night's meeting.

DISCUSSION AND ACTION

1. 2025 Annual Meeting Schedule.

MOTION: Board Member Taylor moved we approve the 2025 Annual Meeting Schedule.

SECOND: The motion was seconded by Board Member Palmer.

VOTE: Chairman Farrar called for a vote:

Board Member Taylor - Aye

Board Member Sair - Aye

Chairman Farrar - Aye

Board Member Spendlove - Aye

Board Member Palmer - Aye

The vote was unanimous and the motion carried.

CONSENT 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.

MOTION: Board Member Taylor moved we approve the Consent Agenda.

SECOND: The motion was seconded by Board Member Palmer.

VOTE: Chairman Farrar called for a vote:

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

VOTE: Chairman Farrar called for a Roll Call vote:

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

The vote was unanimous and the motion carried.

Date Approved: _____

Approved BY: _____

Chairman | Michael Farrar

Attest BY: _____

Clerk/Recorder | Jenna Vizcardo

Big Plains Water Special Service District
Disbursement Listing
Checking - SBSU Operating - 01/01/2025 to 01/31/2025

Item 5.

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Blue Stakes of Utah 811	1654	01/09/2025	\$83.70			Purchasing
Town of Apple Valley	1655	01/09/2025	\$5,000.00			Purchasing
	0110251200	01/10/2025	\$1,811.49			Paycheck
Internal Revenue Service	EFTPS0110202	01/10/2025	\$551.60			Payroll
Utah Retirement Systems	URS01102025	01/10/2025	\$366.69			Payroll
Home Depot	HD01132025	01/13/2025	\$129.86			Purchasing
USDA Rural Development	USDA01152025	01/15/2025	\$1,269.00			Purchasing
USDA Rural Development	USDA1152025	01/15/2025	\$9,271.00			Purchasing
Southwest Utah Public Health Departme	1656	01/16/2025	\$200.00			Purchasing
Rocky Mountain Power Company	RMP012125	01/21/2025	\$1,410.22			Purchasing
Utah State Tax Commission	1657	01/23/2025	\$735.00			Payroll
	0124251200	01/24/2025	\$2,372.96			Paycheck
Internal Revenue Service	EFTPS0124202	01/24/2025	\$551.60			Payroll
Utah Retirement Systems	URS01122025	01/24/2025	\$366.69			Payroll
Amazon	A01272025	01/27/2025	\$23.99			Purchasing
Buck's Ace	1657	01/30/2025	\$43.16			Purchasing
Interstate Rock Products, Inc.	1658	01/30/2025	\$2,280.00			Purchasing
Ruesch Reeve Werrett & Jones, PLLC	1659	01/30/2025	\$560.00			Purchasing
Scholzen Products Company, Inc.	1660	01/30/2025	\$153.08			Purchasing
Farrar, Michael	1661	01/30/2025	\$599.40			Purchasing
			\$27,779.44		\$0.00	

Big Plains Water Special Service District
Operational Budget Report
51 Big Plains Water & Sewer SSD - 07/01/2024 to 01/31/2025
58.33% 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	215,099.19	39,645.98	425,619.00	442,400.00	96.21%
5150 Water Standby Fees	20,343.74	3,832.26	27,661.34	33,000.00	83.82%
5310 Connection Fees	0.00	0.00	6,400.00	6,700.00	95.52%
5410 Late Penalties and Fees	1,881.35	389.22	2,677.36	3,000.00	89.25%
5490 Other Operating Income	18,352.57	(2,293.83)	209.73	2,250.00	9.32%
Total Operating income	255,676.85	41,573.63	462,567.43	487,350.00	94.91%
Operating expense					
6010 Clerical Contractor Labor	0.00	0.00	258.28	300.00	86.09%
6011 Town Interlocal Agreement Costs	9,669.52	5,000.00	30,000.00	60,000.00	50.00%
6013 Water Salaries and Wages	800.00	4,615.40	34,615.50	75,000.00	46.15%
6014 Water Benefits	64.84	1,615.63	11,451.85	25,000.00	45.81%
6023 Travel	269.73	0.00	0.00	500.00	0.00%
6024 Training	1,102.37	0.00	463.76	1,200.00	38.65%
6025 Books/Subscriptions/Memberships	2,360.00	599.40	3,151.60	2,800.00	112.56%
6030 Admin Supplies and Expenses	3,779.64	0.00	1,409.12	5,000.00	28.18%
6032 Postage	108.80	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	17,588.40	83.70	1,842.30	15,000.00	12.28%
6043 Accounting & Audit Fees	11,600.00	0.00	1,750.00	20,000.00	8.75%
6044 Water Testing	5,871.22	200.00	2,527.54	10,000.00	25.28%
6045 Legal Fees	30,475.00	560.00	9,360.00	16,000.00	58.50%
6050 System Maintenance and Repairs	7,471.64	2,280.00	9,200.17	10,000.00	92.00%
6051 System Equipment	10,264.41	29.17	3,196.16	12,000.00	26.63%
6052 Well Maintenance and Repairs	19,907.07	0.00	1,598.31	20,000.00	7.99%
6053 Tank Maintenance and Repairs	951.86	74.84	424.97	11,000.00	3.86%
6054 Hydrant Testing & Maintenance	0.00	0.00	29.18	0.00	0.00%
6060 Equipment Costs Other than Fuel	8,590.33	0.00	5,983.00	10,000.00	59.83%
6061 Equipment Fuel	1,056.48	0.00	3,984.96	6,000.00	66.42%
6067 Utilities	11,272.52	1,410.22	15,524.82	18,000.00	86.25%
6068 Telephone & Internet	1,026.00	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	91,444.11	13,628.30	95,125.59	145,000.00	65.60%
Total Operating expense	236,774.95	30,096.66	241,043.97	471,600.00	51.11%
Total Income From Operations:	18,901.90	11,476.97	221,523.46	15,750.00	1,406.50%
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	7,128.63	1,274.79	8,185.11	9,000.00	90.95%
5690 Sundry Revenue	(6.00)	0.00	0.00	100.00	0.00%
Total Non-operating income	84,650.63	1,274.79	114,537.11	69,100.00	165.76%
Non-operating expense					
6080 Interest Expense	45,221.00	6,871.22	48,324.86	83,110.00	58.15%
Total Non-operating expense	45,221.00	6,871.22	48,324.86	83,110.00	58.15%
Total Non-Operating Items:	39,429.63	(5,596.43)	66,212.25	(14,010.00)	-472.61%
Total Income or Expense	58,331.53	5,880.54	287,735.71	1,740.00	16,536.54%