

**NOTICE AND AGENDA  
BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT  
Board of Directors  
Regular Meeting**

Public notice is given that the Big Plains Water And Sewer Special Service District, Apple Valley, Washington County, Utah will hold a **regular meeting on Thursday, November 7<sup>th</sup>, 2019** at the **Apple Valley Town Hall**, 1777 N. Meadowlark Dr., Apple Valley, Utah, commencing at **6:00 PM** or shortly thereafter. In accordance with state statute, one or more council members may be connected via speakerphone.

The Agenda for discussion and action is as follows:

Call to Order/ Pledge of Allegiance/ Roll Call

**REPORTS**

1. Dale Harris-Superintendent
  - Discussion on Role of the District Engineer
2. Rod Mills-District Engineer Report

**DISCUSSION AND ACTION**

3. USDA RD Water Project
4. Extension on Well #59 Grant and Expansion of Project Scope- Cook Well and Jessop Well, Source Protection Work and Fence. Loan #35240

**CONSENT CALENDAR**

5. Consent Calendar-September 2019

**APPROVAL OF MINUTES**

6. Approval of Minutes for October 3, 2019

**ADJOURNMENT**

**CERTIFICATE OF POSTING:** I, Michelle Kinney, as duly appointed Recorder for the Town of Apple Valley, hereby certify that this notice was posted at the Utah Public Notice website <http://pmn.utah.gov> and the Town Website [www.applevalleyut.gov](http://www.applevalleyut.gov) on the **4th day of October, 2019**.

**Dated this 4th day of November, 2019**

Michelle Kinney, Recorder  
Town of Apple Valley

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS. MEETINGS  
In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should notify the Town of Apple Valley at 435-877-1190.

**Big Plains Water & Sewer Special Service District**  
**Operational Budget Report**  
**51 Big Plains Water & Sewer SSD - 07/01/2019 to 09/30/2019**  
**25.00% of the fiscal year has expired**

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
<b>Income or Expense</b>					
<b>Income From Operations:</b>					
<b>Operating income</b>					
5140 Water Sales	59,531.92	18,722.17	65,915.40	186,048.00	35.43%
5150 Water Standby Fees	9,920.99	2,900.00	8,092.27	32,886.00	24.61%
5310 Connection Fees	2,500.00	2,500.00	5,000.00	65,000.00	7.69%
5410 Late Penalties and Fees	3,094.14	0.00	0.00	5,000.00	0.00%
5490 Other Operating Income	10,094.45	1,042.20	1,356.40	12,000.00	11.30%
<b>Total Operating income</b>	<b>85,141.50</b>	<b>25,164.37</b>	<b>80,364.07</b>	<b>300,934.00</b>	<b>26.70%</b>
<b>Operating expense</b>					
6011 Town Payroll Services	429.91	0.00	0.00	0.00	0.00%
6013 Water Salaries and Wages	10,386.00	3,462.00	10,386.00	45,000.00	23.08%
6014 Water Benefits	6,738.48	2,034.55	6,836.61	26,193.00	26.10%
6015 Admin Salaries and Wages	13,212.14	0.00	0.00	0.00	0.00%
6016 Admin Benefits	6,680.26	0.00	0.00	0.00	0.00%
6021 Public Postings	0.00	0.00	0.00	675.00	0.00%
6023 Travel/Fuel	231.30	241.28	290.00	1,500.00	19.33%
6024 Training	0.00	0.00	0.00	300.00	0.00%
6025 Books/Subscriptions/Memberships	299.00	0.00	0.00	750.00	0.00%
6030 Office Supplies and Expenses	809.75	703.00	1,298.02	3,500.00	37.09%
6032 Postage	151.00	0.00	0.00	0.00	0.00%
6035 Bank Service Charges	0.00	0.00	1.25	0.00	0.00%
6040 Professional Service	200.00	50.00	50.00	5,000.00	1.00%
6043 Accounting & Audit Fees	4,500.00	3,785.00	4,535.00	6,000.00	75.58%
6044 Water Testing	90.00	395.00	1,374.00	4,000.00	34.35%
6045 Legal Fees	3,322.98	0.00	0.00	10,000.00	0.00%
6050 System Maintenance and Repairs	492.79	80.00	240.00	7,000.00	3.43%
6051 System Equipment	3,101.79	1,500.25	1,911.86	9,000.00	21.24%
6052 Well Maintenance and Repairs	0.00	1,005.00	1,055.42	2,500.00	42.22%
6053 Tank Maintenance and Repairs	0.00	0.00	0.00	5,750.00	0.00%
6060 Equipment Maintenance	2,564.45	0.00	102.11	3,000.00	3.40%
6061 Equipment Fuel	758.00	126.47	419.80	2,500.00	16.79%
6067 Utilities	5,206.02	3,450.39	6,431.73	15,000.00	42.88%
6068 Telephone & Internet	236.00	0.00	0.00	0.00	0.00%
6070 Insurance	1,440.66	3,397.53	3,397.53	5,000.00	67.95%
6095 Depreciation Expense	33,452.38	11,235.50	33,613.99	135,000.00	24.90%
<b>Total Operating expense</b>	<b>94,302.91</b>	<b>31,465.97</b>	<b>71,943.32</b>	<b>287,668.00</b>	<b>25.01%</b>
<b>Total Income From Operations:</b>	<b>(9,161.41)</b>	<b>(6,301.60)</b>	<b>8,420.75</b>	<b>13,266.00</b>	<b>63.48%</b>
<b>Non-Operating Items:</b>					
<b>Non-operating income</b>					
5510 Grants	38,000.00	0.00	0.00	0.00	0.00%
5520 Impact Fees	20,000.00	(9,000.00)	(9,000.00)	234,000.00	-3.85%
5610 Interest Income	831.55	320.51	1,029.97	2,400.00	42.92%
<b>Total Non-operating income</b>	<b>58,831.55</b>	<b>(8,679.49)</b>	<b>(7,970.03)</b>	<b>236,400.00</b>	<b>-3.37%</b>
<b>Non-operating expense</b>					
6080 Interest Expense	22,854.07	7,503.59	22,537.61	93,282.00	24.16%
<b>Total Non-operating expense</b>	<b>22,854.07</b>	<b>7,503.59</b>	<b>22,537.61</b>	<b>93,282.00</b>	<b>24.16%</b>
<b>Total Non-Operating Items:</b>	<b>35,977.48</b>	<b>(16,183.08)</b>	<b>(30,507.64)</b>	<b>143,118.00</b>	<b>-21.32%</b>
<b>Total Income or Expense</b>	<b>26,816.07</b>	<b>(22,484.68)</b>	<b>(22,086.89)</b>	<b>156,384.00</b>	<b>-14.12%</b>

**Big Plains Water & Sewer Special Service District  
Check Register  
Checking - SBSU - 09/01/2019 to 09/30/2019**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Utah State Division of Finance	915	3 - 2016 Aquafer	09/10/2019	09/10/2019	8,000.00	Principal - 2016 Aquafer Study	512522.2 - 2016 Aquafer Study - Re
USDA Rural Development	0916197	49 - 2014 Water	09/16/2019	09/16/2019	6,549.13	Interest - 2014 Water Project	516080 - Interest Expense
Utah State Division of Finance	916	2 - 2018 Water B	09/10/2019	09/10/2019	4,000.00	Principal - 2018 Water Bond Series A	512523.2 - 2018 Water Bond A Rep
USDA Rural Development	0916197	49 - 2014 Water	09/16/2019	09/16/2019	2,721.87	Principal - 2014 Water Project	512520.2 - 2015 Water Bond 01 Re
Rocky Mountain Power Company	ACH	083119	09/05/2019	09/05/2019	1,850.88	Power Bill	516067 - Utilities
Rocky Mountain Power Company	ACH	093019	09/26/2019	09/26/2019	1,599.51	Power Bill	516067 - Utilities
USDA Rural Development	0916196	49 - 2014 Water	09/16/2019	09/16/2019	954.46	Interest - 2014 Water Project Overrun	516080 - Interest Expense
Pelorus Methods	913	191001	09/01/2019	09/10/2019	400.00	Quarterly Accounting Software	516030 - Office Supplies and Expen
USDA Rural Development	0916196	49 - 2014 Water	09/16/2019	09/16/2019	314.54	Principal - 2014 Water Project Overrun	512521.2 - 2015 Water Bond 02 - R
Merritt, Harold	911	083119	09/05/2019	09/05/2019	154.28	Aug19 Mileage 266	516023 - Travel/Fuel
Revco Leasing	914	541854	09/04/2019	09/10/2019	151.20	Printer Lease	516030 - Office Supplies and Expen
Department of Workforce Services	ACH	093019	09/30/2019	09/30/2019	133.29	2019 Q3 Unemployment	516014 - Water Benefits
Little Creek Station	910	083119	08/31/2019	09/05/2019	110.05	7/28 Fuel	516061 - Equipment Fuel
Little Creek Station	910	083119	08/31/2019	09/05/2019	109.69	7/10 Fuel	516061 - Equipment Fuel
Xpress Bill Pay	ACH	42443	09/01/2019	09/01/2019	94.00	Merchant Portal	516030 - Office Supplies and Expen
Apple Valley Self Storage	ACH	090119	09/01/2019	09/01/2019	80.00	Storage Unit	516050 - System Maintenance and
RM2 Engineering, LLC	912	090419	09/04/2019	09/09/2019	50.00	AV-AVRG-1-80 Will Serve Letter	516040 - Professional Service
VISA	ACH	093019	09/30/2019	09/30/2019	42.78	Steamroller Copies	516030 - Office Supplies and Expen
VISA	ACH	093019	09/30/2019	09/30/2019	15.02	Steamroller Copies	516030 - Office Supplies and Expen
Little Creek Station	910	083119	08/31/2019	09/05/2019	-4.39	Jul Fuel Discount	516061 - Equipment Fuel
					<b>\$27,326.31</b>		

## OPENING

Chairman Merritt brought the meeting to order at 6:00 p.m. welcoming all in attendance and led the Pledge of Allegiance.

## PRESENT

Chairman Harold Merritt  
Mayor Marty Lisonbee  
Board Member Ross Gregerson  
Board Member Denny Bass  
Board Member Neil Duncan

Water Superintendent- Dale Harris  
District Engineer- Rod Mills  
Town Recorder- Michelle Kinney

## REPORTS

### 1. Ross Gregerson-

Concern is expressed over things going on with the SSD that are not in accordance with the Charter. Including the fact they do not have an inter-local agreement worked out with the town. He mentions a lack of effort in having that established. He would like to see the SSD start paying Ben and have the numbers submitted to the Control Board. This would allow the board to discuss wages and expenses and pass it in an open meeting. He is troubled over things that have been said about the SSD on the Mayors website. The chairman authorized Board Member Gregerson to work out the conflict over the pipeline and who owed who money. This meeting was on 11.11.2018. We would get the pipeline put in and with that there was going to be a refinance of all the district debt this would reduce the monthly payments but would increase the interest rate. Rod was working on an environmental study and this is all going on behind the scenes. Once this was done Rod and Chairman Merritt found out that the terms had changed but they were on top of this.

Board Member Gregerson mentions the billing history from the Town for the SSD and he has researched the payroll end of things prior to Mayor Lisonbee's tenure. Board Member Gregerson mentions numbers mainly from August 2015. He submits his documents for these items into public record.

Chairman Merritt would like to have an inter-local put together in the next few weeks.

Mayor Lisonbee did task Ben with the inter-local in May and he has been working on this. The Mayor states the need to make sure the big payment can be made at

the end of the year. Ben mentioned that he believes the district will be able to make the payment although it is tight. What the town has saved the district with salary and retirement has saved the district money so they can make the payment at the end of the year.

**2. Dale Harris-**

In September there was a 3.0 earthquake in Hildale and the springs were effected. Samples of the water were taken. It is necessary to get the pipe unclogged for better flow until we can get the upper spring fixed. The federal government as well as all other appropriate agencies and people were notified.

Dale mentions that the ditches in the town are getting too deep and this is encroaching on the required depth for water lines to prevent freezing. This is happening on existing homes.

**3. Rod Mills-**

Rod refers back to earlier discussion and makes some remarks concerning that. The environmental study was done and the preliminary engineering report was nearly done.

There is need for a source protection plan for Well 59. He will put together paperwork to present to the Control Board. Most of the wells will be updated except Jessop and Well 59.

Dale was quick to notify Rod about the earthquake and the issues with the springs they started work immediately on a grant application through USDA. There is a 30 day response time from the USDA and we should be hearing back soon. It is a 100% grant for rehab of the spring and pipe work. Chairman Merritt mentions that we need a collection area to stabilize the area. The estimates for the project are just under a quarter of a million dollars.

**DISCUSSION AND ACTION**

**4. Authorize USDA RD to Move Forward on Water Project**

**MOTION:** Board member Gregerson moves to authorize Chairman Merritt to move forward with the authorization, authorizing the USDA to proceed with the project.

**SECOND:** Board Member Duncan

Mayor Lisonbee would like to have the motion reworded for approval with the consent of the town.

**MOTION:** Board Member Gregerson moves to authorize Chairman Merritt to move

forward with the authorizing of the USDA to proceed with this project with ratification of the Town Council.

**SECOND:** Board Member Duncan

**VOTE:** Chairman Merritt called for a vote:  
Board Member Gregerson – Aye  
Chairman Merritt – Aye  
Mayor Lisonbee- Aye  
Board Member Bass - Aye  
Board Member Duncan Aye

The vote was unanimous and the motion carried.

**5. Application for Extension on Well # Grant and Expansion of Project Scope- Cook Well and Jessop Well, Source Protection Work and Fence. Loan #35240**

We will not be able to use the remaining \$40,000 on this loan for Well 59 after November 8th, unless we extend the loan. This will extend the time to use the money. This will be used for 3 phase pumps.

**MOTION:** Councilperson Bass motions to extend loan #35240 and the scope of the loan.

**SECOND:** Board Member Gregerson

**VOTE:** Chairman Merritt called for a vote:  
Board Member Gregerson – Aye  
Chairman Merritt – Aye  
Mayor Lisonbee- Aye  
Board Member Bass - Aye  
Board Member Duncan- Aye

The vote was unanimous and the motion carried.

**6. Future Public Comment Time**

Chairperson Merritt would like to allow people to make comments if they will have their questions on the agenda in advance. This will allow the Board Members to research the answer. Maybe we could put notice of this option on the water bill.

**7. Consent Calendar August 2019**

**MOTION:** Board Member Bass moves to accept the consent calendar for August 2019 as written

**SECOND:** Board Member Gregerson

**VOTE:** Chairman Merritt called for a vote:

Board Member Gregerson – Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

Board Member Bass- Aye

Board Member Duncan- Aye

The vote was unanimous and the motion carried.

#### **8. Approval of Minutes for September 5<sup>th</sup>, 2019**

**MOTION:** Board Member Gregerson moves to approve the minutes for 9.5.2019

**SECOND:** Board Member Bass

**VOTE:** Chairman Merritt called for a vote:

Board Member Gregerson – Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

Board Member Bass Aye

Board Member Duncan Abstain (Absent at meeting)

The vote was unanimous and the motion carried.

**ADJOURNMENT**

**MOTION:** Board Member Bass moves to adjourn

**SECOND:** Board Duncan

**VOTE:** Chairman Merritt called for a vote:

Board Member Gregerson – Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

Board Member Bass- Aye

Board Member Duncan Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:49 p.m.

Date approved: \_\_\_\_\_

\_\_\_\_\_  
Harold Merritt, Chairman

ATTEST BY: \_\_\_\_\_  
Michelle Kinney, Recorder