

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

Notice is given that a meeting of the Big Plains Water and Sewer Special Service District will be held on **Thursday, April 2nd 2020**, commencing at **6:00 PM** or shortly thereafter.

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://zoom.us/j/387108020>

To call into the meeting, dial (253) 215 8782 and use Meeting ID 387-108-020

The Agenda is as follows:

Call to Order/ Pledge of Allegiance/ Roll Call

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.

- A. February 2020 Expense Report
- B. February 2020 Operational Budget Report

STAFF REPORTS

- 1. Dale Harris-Superintendent

DISCUSSION AND ACTION

- 2. Discussion and possible recommendation regarding standby fees collected under 2016 tax assessment for Cedar Point Phase 3 lots 1-17
- 3. Discussion and possible recommendation on Policies and Procedures update for Connection Fee and Tampering policies. Resolution BP-R-2020-01
- 4. USDA RD Water Project Update
- 5. Discussion and possible action on bulk water meter billing and road repairs. Petitioner Richard Fisher
- 6. Introduction and Public Hearing for FY2019-2020 Budget Amendment
- 7. Discussion and possible recommendation of Budget Amendment. Resolution BP-R-2020-02

ADJOURNMENT

CERTIFICATE OF POSTING: I, Ben Billingsley, as duly appointed Deputy Clerk 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 on the **31st day of March, 2020**.

Dated this 31st day of March, 2020

Ben Billingsley, Deputy Clerk
Town of Apple Valley

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 notify the Town of Apple Valley at 435-877-1190.

**Big Plains Water & Sewer Special Service District
Check Register
Checking - SBSU - 02/01/2020 to 02/29/2020**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
USDA Rural Development	0218207	54 - 2014 Water	02/18/2020	02/18/2020	6,509.20	Interest - 2014 Water Project	516080 - Interest Expense
USDA Rural Development	0218207	54 - 2014 Water	02/18/2020	02/18/2020	2,761.80	Principal - 2014 Water Project	512520.2 - 2015 Water Bond 01 Re
Hurricane Tire Pros	961	125445	01/14/2020	02/13/2020	2,595.38	Truck Maintenance - brakes, transmission ser	516060 - Equipment Maintenance
Broadbent, Alex	952	011520	01/15/2020	02/05/2020	1,000.00	Connection fee credit	515310 - Connection Fees
USDA Rural Development	0218206	54 - 2014 Water	02/18/2020	02/18/2020	949.18	Interest - 2014 Water Project Overrun	516080 - Interest Expense
Rocky Mountain Power Company	ACH	022620	02/26/2020	02/26/2020	708.56	Power Bill	516067 - Utilities
ChemTech-Ford Laboratories	953	19L0575	01/21/2020	02/05/2020	395.00	1 Radiological 1 Radium-226	516044 - Water Testing
USDA Rural Development	0218206	54 - 2014 Water	02/18/2020	02/18/2020	319.82	Principal - 2014 Water Project Overrun	512521.2 - 2015 Water Bond 02 - R
Rural Water Association of Utah	957	5883	01/30/2020	02/05/2020	314.00	RWAU Annual Membership	516025 - Books/Subscriptions/Mem
Scholzen Products Company, Inc.	958	6437906-00	01/31/2020	02/05/2020	234.38	Antennae Mount (Reader)	516030 - Office Supplies and Expen
Revco Leasing	956	554053	12/31/2019	02/05/2020	151.20	Printer Lease	516030 - Office Supplies and Expen
Revco Leasing	962	557019	02/04/2020	02/13/2020	151.20	Printer Lease	516030 - Office Supplies and Expen
Little Creek Station	955	01312020	01/21/2020	02/05/2020	110.25	11/13 Fuel	516061 - Equipment Fuel
Xpress Bill Pay	ACH	020520	02/05/2020	02/05/2020	94.00	Merchant Portal	516030 - Office Supplies and Expen
Scholzen Products Company, Inc.	958	6437906-00	01/31/2020	02/05/2020	86.00	6" Rodent Screens	516050 - System Maintenance and
Apple Valley Self Storage	ACH	020120	02/01/2020	02/01/2020	80.00	Storage Unit	516050 - System Maintenance and
Merritt, Harold	960	013120	01/31/2020	02/05/2020	69.02	Jan20 Mileage 119	516023 - Travel/Fuel
City of St. George	954	04837	01/10/2020	02/05/2020	45.00	Water Tests	516044 - Water Testing
Merritt, Harold	960	013120	01/31/2020	02/05/2020	41.57	Toner	516030 - Office Supplies and Expen
The Spectrum	959	3062897	12/31/2019	02/05/2020	20.72	Public Notice	516021 - Public Postings
VISA	ACH	020420	02/04/2020	02/10/2020	17.07	Head Gasket Sealant	516060 - Equipment Maintenance
Little Creek Station	955	01312020	01/21/2020	02/05/2020	10.18	Brake Fluid	516060 - Equipment Maintenance
Health Equity	ACH	020120	02/01/2020	02/01/2020	2.25	HSA Admin Fees	516014 - Water Benefits
Little Creek Station	955	01312020	01/21/2020	02/05/2020	-2.40	Fuel Discount	516061 - Equipment Fuel
					\$16,663.38		

Big Plains Water & Sewer Special Service District

Operational Budget Report

51 Big Plains Water & Sewer SSD - 07/01/2019 to 02/29/2020

66.67% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	116,096.13	12,420.44	135,719.53	186,048.00	72.95%
5150 Water Standby Fees	24,993.22	2,774.64	21,982.84	32,886.00	66.85%
5310 Connection Fees	27,787.97	0.00	14,000.00	65,000.00	21.54%
5410 Late Penalties and Fees	5,257.23	0.00	0.00	5,000.00	0.00%
5490 Other Operating Income	26,534.45	5,081.40	11,813.20	12,000.00	98.44%
Total Operating income	200,669.00	20,276.48	183,515.57	300,934.00	60.98%
Operating expense					
6011 Town Payroll Services	429.91	0.00	0.00	0.00	0.00%
6013 Water Salaries and Wages	29,427.00	3,462.00	29,427.00	45,000.00	65.39%
6014 Water Benefits	16,638.21	1,625.84	16,453.38	26,193.00	62.82%
6015 Admin Salaries and Wages	23,704.89	0.00	0.00	0.00	0.00%
6016 Admin Benefits	12,830.96	0.00	0.00	0.00	0.00%
6021 Public Postings	806.60	0.00	30.55	675.00	4.53%
6023 Travel/Fuel	495.77	0.00	712.24	1,500.00	47.48%
6024 Training	295.00	0.00	0.00	300.00	0.00%
6025 Books/Subscriptions/Memberships	868.99	0.00	716.00	750.00	95.47%
6030 Office Supplies and Expenses	5,130.02	245.20	3,346.99	3,500.00	95.63%
6032 Postage	907.70	0.00	71.75	0.00	0.00%
6035 Bank Service Charges	2,419.69	0.00	1.25	0.00	0.00%
6040 Professional Service	4,490.00	278.56	5,638.56	5,000.00	112.77%
6043 Accounting & Audit Fees	6,610.52	2,020.01	6,920.89	6,000.00	115.35%
6044 Water Testing	1,494.09	90.00	3,156.00	4,000.00	78.90%
6045 Legal Fees	5,370.98	0.00	0.00	10,000.00	0.00%
6050 System Maintenance and Repairs	3,168.79	80.00	2,444.17	7,000.00	34.92%
6051 System Equipment	7,297.88	0.00	3,871.89	9,000.00	43.02%
6052 Well Maintenance and Repairs	3,572.09	0.00	1,304.92	2,500.00	52.20%
6053 Tank Maintenance and Repairs	3,500.00	0.00	0.00	5,750.00	0.00%
6060 Equipment Maintenance	2,978.76	117.07	2,865.28	3,000.00	95.51%
6061 Equipment Fuel	1,604.67	414.79	1,729.00	2,500.00	69.16%
6067 Utilities	8,208.31	708.56	9,999.42	15,000.00	66.66%
6068 Telephone & Internet	552.67	0.00	0.00	0.00	0.00%
6070 Insurance	4,644.46	0.00	4,775.81	5,000.00	95.52%
6095 Depreciation Expense	89,317.20	11,235.50	89,791.49	135,000.00	66.51%
Total Operating expense	236,765.16	20,277.53	183,256.59	287,668.00	63.70%
Total Income From Operations:	(36,096.16)	(1.05)	258.98	13,266.00	1.95%
Non-Operating Items:					
Non-operating income					
5510 Grants	38,000.00	0.00	0.00	0.00	0.00%
5520 Impact Fees	93,000.00	0.00	36,000.00	234,000.00	15.38%
5610 Interest Income	2,146.34	160.93	2,262.83	2,400.00	94.28%
Total Non-operating income	133,146.34	160.93	38,262.83	236,400.00	16.19%
Non-operating expense					
6080 Interest Expense	60,782.40	7,458.38	59,920.19	93,282.00	64.24%
Total Non-operating expense	60,782.40	7,458.38	59,920.19	93,282.00	64.24%
Total Non-Operating Items:	72,363.94	(7,297.45)	(21,657.36)	143,118.00	-15.13%
Total Income or Expense	36,267.78	(7,298.50)	(21,398.38)	156,384.00	-13.68%



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

Jerry Eves
90 East 100 South
St George, UT 84770

RE: Cedar Point Phase 3 Standby Fees

Jerry,

It has come to our attention that in 2016 the water standby fees which were in arrears in Cedar Point Phase 3 were attached to property tax bills. We also understand that you then acquired a number of those properties, and through the acquisition paid the standby fees which had been in arrears at the time they were attached to the property tax bill. For those 17 properties, this amounted to \$24,314.30.

District policy states that when an impact fee waiver has been forfeited by allowing the standby fees to go unpaid, "previous standby customers may receive a credit toward the impact fee in an amount equal to the total standby fees paid."

The standby fees which were paid on each property are associated with that respective property, even after the property has been sold or otherwise transferred to a new property owner. It is our understanding that your desire is to pool the partial standby fees paid on those properties and apply them to 2 water impact fees. As this would require an exception to District policy, it would be a decision of the board, and would have to be discussed as a board in the next board meeting of the District. If your desire is to present your case to the District Board, please let Ben or Michelle know so that this matter can be included on the agenda of an upcoming meeting. Otherwise, the standby fees paid will be applied to impact fees on each lot as designated.

Kind Regards,

Harold Merritt
Big Plains Water Board Chairman

**BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT
RESOLUTION NO. BPW-2020-01**

A RESOLUTION AMENDING THE POLICY AND PROCEDURES MANUAL POLICY

WHEREAS, the Big Plains Water and Sewer Special Service District ("District") has adopted a policy and procedures manual; and

WHEREAS, the District Board deems it necessary and appropriate that such Policy and Procedures Manual be amended; and

WHEREAS, at a meeting of the District, duly called, noticed and held on the 2nd day of April, 2020, and upon motion duly made and seconded:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the District that the Policy and Procedures Manual is hereby amended to reflect the changes and additions contained in the Policy and Procedures Manual as follows for these sections;

Section 1.1.2

Upon approval of the new water connection and payment of required deposit, the applicant shall engage at their own expense a licensed and insured contractor approved by the Water Superintendent for the excavation of the water main. The contractor shall schedule the excavation at a time when the Water Superintendent is available to supervise the excavation. Contractor shall obtain an Encroachment Permit from the Town if required. Upon excavation of the water main, the Water Superintendent shall then install the service line and required water meter. After the installation of the water meter, the contractor shall then replace excavated materials, and repair the impacted area to the condition prior to excavation. This includes new road base or asphalt as required by Apple Valley Town Standards.

Appendix A-1

Section 11.9

Tampering with the water system in any way will result in a \$750 fine for the first offense, and \$1500 for subsequent offenses, and will result in criminal prosecution. Tampering is considered the unauthorized manipulation or change of any water apparatus or related equipment in any fashion. All water related equipment is considered the property of the Big Plains Special Service District.

Appendix A-1

Connection Fee Deposit by Meter Size	
3/4 inch Connection Fee:	\$1600
1 inch Connection Fee:	\$1900
1.5 inch Connection Fee	\$2900
2 inch or larger Connection Fee	Quoted Upon Request

PASSED this 2nd day of April, 2020.

BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT

Harold Merritt, Chairman

BOARD MEMBER VOTES:

Board Member Jerry Jorgensen voted _____
Board Member Ross Gregerson voted _____
Board Member Marty Lisonbee voted _____
Board Member Denny Bass voted _____
Chairman Harold Merritt voted _____

The Town Council of the Town of Apple Valley authorizes the approval of Resolution BPW-2020-01 as written.

Mayor, Marty Lisonbee

Date

COUNCIL MEMBER VOTES:

Mayor Marty Lisonbee _____
Council Member Denny Bass _____
Council Member Paul Edwardsen _____
Council Member Debbie Kopp _____
Council Member Michael McLaughlin _____

ATTEST:

SEAL:

Ben Billingsley, Deputy Clerk

**Big Plains Water & Sewer Special Service District
Amended Budget Proposal**

51 Big Plains Water & Sewer SSD - 07/01/2019 to 06/30/2020

	FY18	FY19	FY20 YTD	Annual Budget	Percent Used	Proposed Budget	
Income or Expense							
Income From Operations:							
Operating income							
5140 Water Sales	185,729.07	185,421.70	123,299.09	186,048.00	66%	186,048.00	
5150 Water Standby Fees	37,997.83	36,693.62	19,208.20	32,886.00	58%	32,886.00	
5310 Connection Fees	21,650.00	34,887.97	14,000.00	65,000.00	22%	65,000.00	
5410 Late Penalties and Fees	19,309.88	5,257.23	0	5,000.00	0%	5,000.00	
5490 Other Operating Income	22,594.22	30,565.45	6,731.80	12,000.00	56%	12,000.00	
Total Operating income	287,281.00	292,825.97	163,239.09	300,934.00	54%	300,934.00	
Operating expense							
6010 Clerical Contractor Labor	20,407.00	0.00	0				
6011 Town Payroll Services	45,369.00	429.91	0	0	0%	0.00	
6013 Water Salaries and Wages	865.5	45,006.00	32,889.00	45,000.00	73%	45,000.00	
6014 Water Benefits	226.07	24,845.18	18,362.24	26,193.00	70%	26,193.00	
6015 Admin Salaries and Wages	0	23,704.89	0	0	0%	0.00	
6016 Admin Benefits	0	12,830.96	0	0	0%	0.00	
6021 Public Postings	786.81	806.6	30.55	675	5%	100.00	Lower than anticipated
6023 Travel/Fuel	3,099.59	820.57	712.24	1,500.00	47%	1,200.00	Lower than anticipated
6024 Training	0	295	0	300	0%	300.00	
6025 Books/Subscriptions/Memberships	0	989.96	716	750	95%	750.00	
6030 Office Supplies and Expenses	4,892.87	7,322.24	3,804.19	3,500.00	109%	5,008.99	Revco, Pelorus, Office Supplies
6032 Postage	411.85	907.7	71.75	0	0%	0.00	
6035 Bank Service Charges	68.27	2,439.74	1.25	0	0%	0.00	
6040 Professional Service	35,820.55	10,716.37	5,638.56	5,000.00	113%	18,733.56	YTD actual + invoiced for SPP's and As-Builts. No buffer
6043 Accounting & Audit Fees	4,473.00	6,610.52	6,920.89	6,000.00	115%	7,000.00	Actual audit costs
6044 Water Testing	1,240.98	7,308.09	3,201.00	4,000.00	80%	4,000.00	
6045 Legal Fees	11,410.00	5,548.98	776	10,000.00	8%	1,600.00	Ruesch legal fees
6050 System Maintenance and Repairs	7,371.98	3,487.74	2,364.17	7,000.00	34%	3,000.00	Draw down to cover SPP
6051 System Equipment	4,034.48	10,823.69	3,871.89	9,000.00	43%	4,700.00	Draw down to cover SPP
6052 Well Maintenance and Repairs	876.9	3,572.09	1,304.92	2,500.00	52%	1,900.00	Draw down to cover SPP
6053 Tank Maintenance and Repairs	4,400.00	4,350.00	0	5,750.00	0%	500.00	Draw down to cover SPP
6060 Equipment Maintenance	72.54	2,992.76	3,946.87	3,000.00	132%	4,500.00	Includes all F450 Repairs
6061 Equipment Fuel	0	2,847.19	1,729.00	2,500.00	69%	2,900.00	Buffer for summer work
6067 Utilities	15,537.85	10,038.78	9,999.42	15,000.00	67%	15,482.45	Depends on moisture, this could be tight
6068 Telephone & Internet	1,270.56	552.67	0	0	0%	0.00	
6070 Insurance	4,241.02	4,644.46	4,775.81	5,000.00	96%	5,000.00	
6095 Depreciation Expense	117,194.89	134,012.52	89,791.49	135,000.00	67%	135,000.00	
Total Operating expense	284,071.71	327,904.61	179,671.74	287,668.00	62%	282,868.00	
Total Income From Operations:	3,209.29	-35,078.64	-16,432.65	13,266.00	-124%	18,066.00	
Non-Operating Items:							
Non-operating income							
5510 Grants	243,125.00	38,000.00	0	0	0%	0.00	
5520 Impact Fees	36,000.00	197,572.82	36,000.00	234,000.00	15%	234,000.00	
5610 Interest Income	1,710.26	3,136.15	2,101.90	2,400.00	88%	2,400.00	
Total Non-operating income	280,835.26	238,708.97	38,101.90	236,400.00	16%	236,400.00	
Non-operating expense							
6080 Interest Expense	92,729.54	94,608.85	52,461.81	93,282.00	56%	93,282.00	
Total Non-operating expense	92,729.54	94,608.85	52,461.81	93,282.00	56%	93,282.00	
Total Non-Operating Items:	188,105.72	144,100.12	-14,359.91	143,118.00	-10%	143,118.00	
Total Income or Expense	191,315.01	109,021.48	-30,792.56	156,384.00	-20%	161,184.00	

2020 Debt Obliga Principle

2012 Water Proje	85,000
2014 Water Proje	32,999
2014 Water Proje	3,819
2016 Aquifer Stur	8,000
2018 Water Bond	4,000
2018 Water Bond	13,000
	146,818

\$ 14,364.05 Budgeted Fund Deficit Makeup

\$ (2.18) Additional Required