



# 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