

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
September 11, 2024
5:00 P.M.

- | | |
|------------------------------------------------------------------------------------|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Chad Zito |
| III. APPROVAL OF MINUTES | MOTION |
| IV. BUSINESS | |
| A. Public Comments | |
| B. Consideration of Progress Payment for Secondary Water Metering Project Phase 5 | MOTION |
| C. Consideration of Final Payment for Secondary Water Metering Project Phase 10 | MOTION |
| D. Consideration of Progress Payment for Secondary Water Metering Project Phase 11 | MOTION |
| E. Consideration and Award of Secondary Water Metering Project Phase 13 | MOTION |
| F. Consideration of Water Infrastructure Project Grant Contract | MOTION |
| G. Consideration of UDOT's 5600 South Supplemental Agreement 2 | MOTION |
| H. Consideration of UDOT's 5600 South Supplemental Agreement 3 | MOTION |
| I. Consideration of 2024 Vehicles Sale and 2025 Vehicles Purchase | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Manager & Trustees Reports | |
| B. Review of Monthly Bank Statements and Cancelled Checks | Jon Ritchie |
| VI. APPROVAL OF FINANCIAL REPORT | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF EXPENSES | MOTION |
| VIII. ADJOURNMENT | MOTION |

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should call the District at (801) 825-9744, giving at least three (3) working days notice.

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 6, 2024

SUBJECT: **IV.B. Consideration of Progress Payment for Secondary Water Metering Project Phase 5**

The District has received a request for a progress payment from Post Construction for the Secondary Water Metering Project Phase 5. The progress payment is in the amount of \$124,222.00. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Progress Payment for the Secondary Water Metering Project Phase 5 in the amount of \$124,222.00 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 6, 2024

SUBJECT: **IV.C. Consideration of Final Payment for Secondary Water Metering Project Phase 10**

The District has received a request for a final payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 10. The final payment of retainage is in the amount of \$9,207.00. This will complete phase 10 of the secondary water metering project.

A suggested motion for approval would be, “I move that we approve the Final Payment for the Secondary Water Metering Project Phase 10 in the amount of \$9,207.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 6, 2024

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 11**

The District has received a request for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 11. The progress payments are in the amount of \$126,302.50. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Progress Payment for the Secondary Water Metering Project Phase 11 in the amount of \$126,302.50 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 6, 2024

SUBJECT: **IV.E. Consideration and Award of Secondary Water Metering Project Phase 13**

The District received bids from three contractors for the Secondary Water Metering Project Phase 13 as follows.

<u>Contractor</u>	<u>Bid Amount</u>
AJC Construction and Excavation	\$256,400.00
E.H. Knudson Construction	\$303,320.00
LaRose Paving	\$383,800.00

The low bidder is AJC Construction and Excavation for \$256,400.00.

A suggested motion would be, “I move that we award the Secondary Water Metering Project Phase 13 to AJC Construction and Excavation in the amount of \$256,400.00.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 10, 2024

SUBJECT: **IV.F. Consideration of Water Infrastructure Project Grant Agreement**

The District has received the Water Infrastructure Project Grant Agreement (Agreement). The District's attorney has reviewed it. This Agreement is the \$2,250,000.00 grant that House Speaker Schultz assisted the District in receiving which can help pay for the District's secondary water meter project install and, if there is money left over, another water infrastructure project such as a main line replacement project. The grant money will be beneficial in helping the District keep the overall cost of the secondary water metering project down.

A suggested motion for approval would be, "I move that we approve the Water Infrastructure Project Grant Agreement."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 6, 2024

SUBJECT: **IV.G. Consideration of UDOT 5600 South Supplemental Agreement 2**

UDOT's 5600 South Supplemental Agreement 2 (SA2) has been reviewed by Brent Rose, the District's attorney and Brad Jensen, the District's consulting engineer. UDOT accepted all of their comments, so it is recommended the District's trustees approve SA2.

A suggested motion would be, "I move that we approve the UDOT 5600 South Supplemental Agreement 2."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 10, 2024

SUBJECT: **IV.H. Consideration of UDOT 5600 South Supplemental Agreement 3**

UDOT's 5600 South Supplemental Agreement 3 (SA3) has been reviewed by Brent Rose, the District's attorney and Brad Jensen, the District's consulting engineer. UDOT accepted all of their comments, so it is recommended the District's trustees approve SA3.

A suggested motion would be, "I move that we approve the UDOT 5600 South Supplemental Agreement 3."

MEMORANDUM

TO: Board of Trustees
FROM: Rodney Banks, Manager
DATE: September 10, 2024
SUBJECT: **IV.I. Consideration of 2024 District Vehicles Sale**

Listed below is the sale value of the District's trucks in comparison to the total purchase and other costs.

<u>Truck</u>	<u>Purchase Price</u>	<u>Remove and Replace Light</u>	<u>TOTAL</u>	<u>Estimated Sale Price</u>	<u>Price Difference</u>
TOTAL	\$443,884.00	\$225.36	\$444,109.36	\$441,000.00	(\$3,109.36)

A suggested motion for approval would be, "I move that we approve the 2024 Vehicles Sale and 2025 Vehicles Purchase."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 10, 2024

SUBJECT: **IV.I. Consideration of 2025 District Vehicles Purchase**

Listed below is the sale value of the District's trucks in comparison to the total purchase and other costs.

<u>Truck</u>	<u>Estimated</u> <u>Purchase Price</u>	<u>Labor to Remove</u> <u>and Replace Light</u> <u>Bar and Toolbox</u>	<u>TOTAL</u>	<u>Anticipated Sale</u> <u>Price</u>	<u>Price Difference</u>
TOTAL	\$451,383.05	\$225.36	\$451,608.40	\$453,000.00	\$1,391.60

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 11, 2024

SUBJECT: **V.A. Manager and Trustees Reports**

The following is a reminder of upcoming meetings and events:

Board Meeting – September 11, 2024, at 5:00 p.m.
Board Meeting – October 9, 2024, at 5:00 p.m.
UWUA Summit October 15, 2024, Layton, UT.
UASD Annual Convention November 6-8, 2024, Layton, UT
Board Meeting – November 13, 2024, at 5:00 p.m.
Board Meeting – December 11, 2024, at 5:00 p.m.
Public Hearing for Adoption of 2025 Budget – December 11, 2024, at 6:00 p.m.
Public Hearing for Allotment of Water – December 11, 2024, at 6:00 p.m.

As of September 10th, East Canyon is 75% full, Echo Reservoir is 56% full, and the Weber River basin water year-to-date precipitation is approximately 110% of median. Currently almost 86% of the state of Utah is in abnormally dry to moderate drought condition. As of July 9, 2024, the District's boundaries were moved to the abnormally dry category.

INTERNAL AUDIT REPORT

SEPTEMBER 09, 2024

(AUGUST 31, 2024, STATEMENTS)

*Not yet
Received for mail (original)*

- | YES | NO | |
|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain bank statements unopened. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review checks for unusual payees. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Review signatures on checks for authenticity. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Review any cash transfers or large debit memos for property. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Question any large or unusual checks that you do not remember discussing or approving. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Summarize your questions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____

Bank of Utah

- 1. Account No. ****0122: _____
- 2. Account No. ****1928: _____
- 3. Account No. ****0846: _____

PTIF

- 4. Account No. ****1141: _____
- 5. Account No. ****2340: _____
- 6. Account No. ****6249: _____
- 7. Account No. ****7159: _____

I have completed the above procedures for the month of September 09, 2024, (August 31, 2024 Statements).

Jon S. Ritchie

Jon S. Ritchie, Audit Committee Chair

**ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT**

SEPTEMBER 09, 2024

(AUGUST 31, 2024 STATEMENTS)

- | YES | No | |
|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain purchase card statements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review statements for unusual charges. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Review receipts for charges. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Question any large or unusual charges not previously discussed or approved during board meeting. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Summarize your questions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____

1. Zions Bank Control Account: _____
2. Purchase Card - Ohlin: _____
3. Purchase Card – Newman: _____
4. Purchase Card - Adams: _____
5. Purchase Card – Ritchie: _____
6. Purchase Card – Zito: _____
7. Purchase Card - Banks: OK _____
8. Purchase Card - Durbano: _____
9. Purchase Card - Thurgood: _____
10. Purchase Card – Doxey: _____
11. Purchase Card - Sandberg: OK _____
12. Purchase Card – Zesiger: _____
13. Purchase Card - Toupin: _____
14. Purchase Card - Harris: _____

all Good

I have completed the above procedures for the month of September 09, 2024, (August 31, 2024 Statements).

Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT
• SEPTEMBER 2024 •

GENERAL FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of August 1	\$ 1,375,948.04	\$ 796,081.54	\$ 145,175.34
Deposits	\$ 30,131.46	\$ 532,923.60	\$ 173,481.82
Interest	\$ 3,528.91	\$ 2,743.30	\$ 259.93
Withdrawals	\$ 1,243,411.82	\$ 690,559.17	\$ 126,249.29
Balance as of August 31	\$ 166,196.59	\$ 641,189.27	\$ 192,667.80

CAPITAL FACILITIES FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of August 1	\$ 135,123.93	\$ 128,096.25	\$ 123,559.01
Deposits	\$ -	\$ -	\$ -
Interest	\$ 595.29	\$ 555.66	\$ 161.98
Withdrawals	\$ -	\$ -	\$ -
Balance as of August 31	\$ 135,719.22	\$ 128,651.91	\$ 123,720.99

WEBER BASIN FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of August 1	\$ 772,747.21	\$ 665,130.19	\$ 539,265.46
Deposits	\$ -	\$ -	\$ -
Interest	\$ 3,332.21	\$ 2,851.83	\$ 695.94
Withdrawals	\$ 25,843.94	\$ 15,895.22	\$ 15,504.91
Balance as of August 31	\$ 750,235.48	\$ 652,086.80	\$ 524,456.49

CONNECTIONS

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Connections made during the previous month (August)	1	2	0
Total connections made during the current year	29	24	13
Total active connections	10,873	10,835	10,809

SHARES

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Shares of D&WCCC Water Stock to date:	1,515.0	1,515.0	1,515.0
Shares of D&WCCC Water Stock leased to date:	144.0	144.0	144.0
Shares of Wilson Irrigation Water Stock to date:	23.0	21.5	21.5

UTAH PUBLIC TREASURER'S INVESTMENT FUND

· **OPERATIONS & MAINTENANCE ACCOUNT** ·

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of August 1	\$ 3,663,300.64	5.4058%	Ongoing-Flexible
Deposits (by Weber County)	\$ 19,671.67		
Interest	\$ 16,876.62		
Withdrawals	\$ 4,050.04		
Balance as of August 31	\$ 3,695,798.89		

· **METER FUND ACCOUNT** ·

		<u>RATE</u>	<u>DATE</u>
Balance as of August 1	\$ 1,310,525.30	5.4058%	Ongoing-Flexible
Deposits	\$ 4,050.04		
Interest	\$ 6,023.54		
Withdrawals	\$ -		
Balance as of August 31	\$ 1,320,598.88		

· **SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT** ·

		<u>RATE</u>	<u>DATE</u>
Balance as of August 1	\$ 362,920.35	5.4058%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 1,666.26		
Withdrawals	\$ -		
Balance as of August 31	\$ 364,586.61		

· **SERIES 2024 BOND PROCEEDS METERING PROJECT ACCOUNT** ·

		<u>RATE</u>	<u>DATE</u>
Balance as of August 1	\$ 2,164,407.29	5.4058%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 9,937.33		
Withdrawals	\$ -		
Balance as of August 31	\$ 2,174,344.62		

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ROY WATER CONSERVANCY DISTRICT

O&M Checks

August 15 through September 12, 2024

Aug 15 - Sep 12, 24

Num	Name	Amount
ACH	Courtney L. Harris	-\$2,111.54
ACH	Justin J. Sandberg	-\$1,925.63
ACH	Kent D. Thurgood	-\$2,311.28
ACH	Linda A. Toupin	-\$2,064.48
ACH	Nathan S. Doxey	-\$3,088.58
ACH	Philip W. Durbano	-\$2,586.17
ACH	Rodney D. Banks	-\$4,004.56
ACH	Wyatt R. Zesiger	-\$1,367.96
EFT	Comcast	-\$778.40
EFT	Home Depot	-\$242.27
EFT	Utah Local Governments Trust	-\$477.06
EFT	Rocky Mountain Power	-\$43.91
EFT	Rocky Mountain Power	-\$10.26
EFT	Riverdale City Corporation	-\$184.71
ACH	Courtney L. Harris	-\$2,128.70
ACH	Justin J. Sandberg	-\$1,925.64
ACH	Kent D. Thurgood	-\$2,823.19
ACH	Linda A. Toupin	-\$2,143.59
ACH	Nathan S. Doxey	-\$2,740.01
ACH	Philip W. Durbano	-\$2,586.16
ACH	Rodney D. Banks	-\$4,004.54
ACH	Wyatt R. Zesiger	-\$1,367.96
21372	Utah Water Users Association	-\$275.00
21373	PEHP Long-Term Disability	-\$308.76
21374	A + P CPAs	-\$6,270.00
21375	Ace Recycling & Disposal	-\$138.75
21376	AJC Construction & Excavation	-\$126,302.50
21377	AJC Construction & Excavation	-\$9,207.00
21378	Blue Stakes of Utah	-\$820.80
21379	Clear Link IT, LLC	-\$2,051.00
21380	Davis & Weber Counties Canal Co.	-\$5,940.00
21381	Davis & Weber Counties Canal Co.	-\$409,050.00
21382	Durk's Plumbing Supply, Inc.	-\$311.68
21383	ESRI	-\$812.00
21384	Ferguson Waterworks	-\$203.90
21385	Ferguson Waterworks	-\$81,794.16
21386	Fuel Network	-\$1,256.99
21387	J. D. Young & Son Landscape	-\$2,053.01
21388	Jan-Pro of Utah	-\$265.00
21389	Les Olson Company	-\$89.68
21390	LGG Industrial, Inc.	-\$57.66
21391	Linde Gas & Equipment, Inc.	-\$43.75
21392	Mountain West Pest	-\$200.00
21393	Mountainland Supply Company	-\$6,736.99
21394	NJG Corporation	-\$3,261.15
21395	O'Reilly Automotive	-\$117.79
21396	Oldcastle Infrastructure	-\$1,632.00
21397	Opticare Vision Services	-\$102.72
21398	PEHP Group Insurance	-\$14,371.95
21399	PEHP Long-Term Disability	-\$441.91
21400	Post Asphalt Paving & Construction	-\$124,222.00
21401	Roy City Corporation	-\$24,664.50
21402	Steve Regan Company	-\$4,983.80
21403	Utah Association of Special Districts	-\$1,515.00
21404	Wasatch Civil Engineering	-\$1,345.38

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ROY WATER CONSERVANCY DISTRICT

O&M Checks

August 15 through September 12, 2024

Num	Name	Amount
21405	Wasatch Civil Engineering	-\$7,941.64
21406	Weber Basin Water Cons. District	-\$235,205.96
21407	Weber Paint Glass & Flooring	-\$232.40
21408	Rodney D. Banks	-\$180.09
21409	Darrell Oleson or Kyle & Lenzy Oleson	-\$5,953.50
21410	Robert Byram & Sons, LLC	-\$3,118.50
21411	J. Darrell & La Vera Byram	-\$283.50
21412	William K. & Linda Byram Family Trust	-\$283.50
21413	Verl D. & Ingrid Byram Family Trust	-\$283.50
21414	AFLAC	-\$176.65
21415	Utah State Tax Commission	-\$4,039.00
EFT	Utah Local Governments Trust	-\$404.22
EFT	Rocky Mountain Power	-\$11,648.71
ACH	Chad Zito	-\$275.00
ACH	Gary L. Newman	-\$200.00
ACH	Gary S. Adams	-\$275.00
ACH	Jon S. Ritchie	-\$200.00
ACH	Mark W. Ohlin	-\$275.00
ACH	Courtney L. Harris	-\$2,111.53
ACH	Justin J. Sandberg	-\$1,925.63
ACH	Kent D. Thurgood	-\$2,311.29
ACH	Linda A. Toupin	-\$2,064.47
ACH	Nathan S. Doxey	-\$2,173.00
ACH	Philip W. Durbano	-\$3,377.42
ACH	Rodney D. Banks	-\$4,004.56
ACH	Wyatt R. Zesiger	-\$1,610.45
	TOTAL	<u><u>-\$1,162,317.95</u></u>

Aug 15 - Sep 12, 24