

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

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

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF MINUTES**
- IV. BUSINESS**
 - A. Public Comments
 - B. Election of Vice Chair of Board of Trustees
 - C. Consideration of 2024 Fraud Risk Assessment
 - D. Consideration of Progress Payment for Secondary Water Metering Project Phase 7
 - E. Consideration of Progress Payment for Secondary Water Metering Project Phase 12
 - F. Consideration of Progress Payment for Secondary Water Metering Project Phase 13
 - G. Consideration of Progress Payment for Secondary Water Metering Project Phase 14
 - H. Consideration and Award of Secondary Water Metering Project Phase 15
 - I. Consideration and Award of District Culinary Service Waterline
 - J. Consideration of 2025 Holidays
 - K. Consideration of 2025 Conferences
 - L. Consideration of 2025 Board Meetings and Public Hearings
 - M. Consideration of Resolution 2024-06 for Annexing Certain Real Property into the Boundaries of Roy Water Conservancy District
- V. REPORTS FROM MANAGER AND TRUSTEES**
 - A. Manager & Trustees Reports
 - B. Review of Monthly Bank Statements and Cancelled Checks
- VI. FINANCIAL REPORT**
 - A. Approval of Monthly Financial Report
- VII. APPROVAL OF EXPENSES**
- VIII. ADJOURNMENT**

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: December 6, 2024

SUBJECT: **IV.B. Election of Vice Chair of Board of Trustees**

In accordance with Article 2.1(a) of Roy Water Conservancy District's Amended and Restated Bylaws of the Board of Trustees Adopted November 11, 2020 (Bylaws), "the Board shall hereafter elect from among the members of the board a Vice Chair". The current Vice Chair's term of office expires January 1, 2025, and is becoming the new Chair. Therefore, it is necessary for the board of trustees to elect a new Vice Chair in accordance with Article 2.2 of the Bylaws. It is recommended the board of trustees follow the procedure as outlined in the Bylaws and once a Vice Chair of the board of trustees of Roy Water Conservancy District is elected, a formal motion be approved to complete the election process.

A *suggested* motion would be, "I move that we elect _____ as the Vice Chair of the Board of Trustees beginning January 1, 2025."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.C. Consideration of 2024 Fraud Risk Assessment**

The 2024 Fraud Risk Assessment (Assessment) is required by the Utah State Auditor and will be uploaded to the State Auditor's reporting website. The Assessment will be reviewed in board meeting.

A suggested motion would be, "I move that we accept the 2024 Fraud Risk Assessment."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 9, 2024

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 7**

The District has received a request for a progress payment from Paragon Construction Systems for the Secondary Water Metering Project Phase 7. The progress payment is in the amount of \$88,411.16. 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 7 in the amount of \$88,411.16 to Paragon Construction Systems.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.E. Consideration of Progress Payment for Secondary Water Metering Project Phase 12**

The District has received a request for a progress payment from Yard Masters for the Secondary Water Metering Project Phase 12. The progress payment is in the amount of \$63,013.32. 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 12 in the amount of \$63,013.32 to Yard Masters.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.F. Consideration of Progress Payment for Secondary Water Metering Project Phase 13**

The District has received a request for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 13. The progress payments are in the amount of \$11,131.00. 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 13 in the amount of \$11,131.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 9, 2024

SUBJECT: **IV.G. Consideration of Progress Payment for Secondary Water Metering Project Phase 14**

The District has received a request for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 14. The progress payment is in the amount of \$142,837.25. 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 14 in the amount of \$142,837.25 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.H. Consideration and Award of Secondary Water Metering Project Phase 15**

The District received bids from three contractors for the Secondary Water Metering Project Phase 15 as follows.

| <u>Contractor</u> | <u>Bid Amount</u> |
|---------------------------------|-------------------|
| AJC Construction and Excavation | \$289,125.00 |
| LaRose Paving | \$295,150.00 |
| E.H. Knudson Construction | \$314,685.00 |

The low bidder is AJC Construction and Excavation for \$289,125.00.

A suggested motion would be, “I move that we award the Secondary Water Metering Project Phase 15 to AJC Construction and Excavation in the amount of \$289,125.00.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.I. Consideration and Award of District Culinary Service Waterline**

The District received a bid from BHI Construction to replace the District's 6-inch culinary water service line from Freeway Park Drive to the canal. The District's Procurement Policy allows for a construction project under \$50,000 to be direct awarded. It is recommended that the District award the replacement of the District's culinary water service to BHI Construction in the amount of \$25,750.00

A suggested motion would be, "I move that we award the District Culinary Water Service to BHI Construction in the amount of \$25,750.00."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 9, 2024

SUBJECT: **IV.J. Consideration of 2025 Holidays**

Each year the twelve holidays are presented for approval.

A suggested motion for approval would be, “I move that we approve the 2025 Holidays.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.K. Consideration of 2025 Conferences**

Each year the upcoming conferences are presented for approval. It is not necessary to choose which conferences you will attend at this time, since this is for budget purposes only. Also, due to the unknown dates of some of the conferences, this schedule is subject to change.

A suggested motion for approval would be, “I move that we approve the 2025 Conferences.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.L. Consideration of 2025 Board Meetings and Public Hearings**

Each year the proposed board meetings and public hearings are presented for approval. There is one board meeting that will need to be on a day other than the second Wednesday. October will need to be on another date due to a conflict. October board meeting could be on the first or third Wednesday. It is recommended October's board meeting be held on the third Wednesday of the month.

A suggested motion for approval would be, "I move that we approve the 2025 Board Meetings and Public Hearings."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 6, 2024

SUBJECT: **IV.M. Consideration of Resolution 2024-06 for Annexing Certain Real Property into the Boundaries of Roy Water Conservancy District**

The next step in the annexation process for OC1, LLC is for the District's trustees to approve an annexation resolution. Once this resolution is approved and the Exhibits are completed by the developer, the documents will be sent to the Lieutenant Governor's office for certification.

A suggested motion would be, "I move that we adopt Resolution 2024-06 for Annexing Certain Real Property into the Boundaries of Roy Water Conservancy District."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: December 11, 2024

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

The following is a reminder of upcoming meetings and events:

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.
Christmas Party December 12, 2024, at 6:00 p.m.

The following is a reminder of possible upcoming meetings and events for 2025:

Board Meeting – January 8, 2025, at 5:00 p.m.
Board Meeting – February 12, 2025, at 5:00 p.m.
Board Meeting – March 12, 2025, at 5:00 p.m.
Utah Water Law and Workshop – March 17-19, 2025, St. George, UT
Board Meeting – April 9, 2025, at 5:00 p.m.
Board Meeting – May 14, 2025, at 5:00 p.m.
Public Hearing for Allotment of Water – May 14, 2025, at 6:00 p.m.
Public Hearing for Rate Increase – May 14, 2025, at 6:00 p.m.
Board Meeting – June 11, 2025, at 5:00 p.m.
Board Meeting – July 9, 2025, at 5:00 p.m.

As of December 10th, East Canyon is 73% full, Echo Reservoir is 67% full, and the Weber River basin water year-to-date precipitation is approximately 72% of median (new water year began October 1st). Currently almost 85% 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

December 09, 2024

(NOVEMBER 30, 2024, STATEMENTS)

- | 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 checked="" 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 December 09, 2024, (November 30, 2024 Statements).

Jon S. Ritchie, Audit Committee Chair

**ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT**

DECEMBER 09, 2024

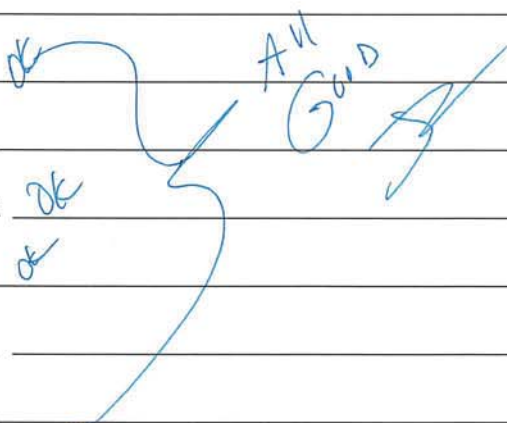
(NOVEMBER 30, 2024 STATEMENTS)

- | 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: *OK* _____
10. Purchase Card - Doxey: *OK* _____
11. Purchase Card - Sandberg: _____
12. Purchase Card - Zesiger: _____
13. Purchase Card - Toupin: _____
14. Purchase Card - Harris: *OK* _____

ALL GOOD



I have completed the above procedures for the month of December 09, 2024, (November 30, 2024 Statements).

Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT

• DECEMBER 2024 •

GENERAL FUND

| | <u>2024</u> | <u>2023</u> | <u>2022</u> |
|---------------------------|---------------|---------------|---------------|
| Balance as of November 1 | \$ 517,638.97 | \$ 329,350.10 | \$ 157,311.59 |
| Deposits | \$ 382,434.07 | \$ 793,859.91 | \$ 260,126.10 |
| Interest | \$ 1,823.08 | \$ 2,001.92 | \$ 515.19 |
| Withdrawals | \$ 750,142.71 | \$ 662,991.95 | \$ 205,386.17 |
| Balance as of November 30 | \$ 151,753.41 | \$ 462,219.98 | \$ 212,566.71 |

CAPITAL FACILITIES FUND

| | <u>2024</u> | <u>2023</u> | <u>2022</u> |
|---------------------------|---------------|---------------|---------------|
| Balance as of November 1 | \$ 136,945.12 | \$ 129,782.96 | \$ 124,164.20 |
| Deposits | \$ - | \$ - | \$ - |
| Interest | \$ 554.42 | \$ 571.76 | \$ 277.45 |
| Withdrawals | \$ - | \$ - | \$ - |
| Balance as of November 30 | \$ 137,499.54 | \$ 130,354.72 | \$ 124,441.65 |

WEBER BASIN FUND

| | <u>2024</u> | <u>2023</u> | <u>2022</u> |
|---------------------------|---------------|---------------|---------------|
| Balance as of November 1 | \$ 706,183.94 | \$ 615,993.29 | \$ 489,894.01 |
| Deposits | \$ - | \$ - | \$ - |
| Interest | \$ 2,826.86 | \$ 2,703.29 | \$ 1,085.98 |
| Withdrawals | \$ 21,448.34 | \$ 17,791.69 | \$ 12,505.03 |
| Balance as of November 30 | \$ 687,562.46 | \$ 600,904.89 | \$ 478,474.96 |

CONNECTIONS

| | <u>2024</u> | <u>2023</u> | <u>2022</u> |
|---|-------------|-------------|-------------|
| Connections made during the previous month (November) | 0 | 2 | 2 |
| Total connections made during the current year | 32 | 32 | 15 |
| Total active connections | 10,876 | 10,843 | 10,811 |

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 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 November 1 | \$ 5,546,434.85 | 4.8681% | Ongoing-Flexible |
| Deposits (by Weber County) | \$ 175,814.67 | | |
| Interest | \$ 22,049.06 | | |
| Withdrawals | \$ 290,278.29 | | |
| Balance as of November 30 | \$ 5,454,020.29 | | |

• METER FUND ACCOUNT •

| | | <u>RATE</u> | <u>DATE</u> |
|---------------------------|-----------------|-------------|------------------|
| Balance as of November 1 | \$ 1,337,181.46 | 4.8681% | Ongoing-Flexible |
| Deposits | \$ 40,278.29 | | |
| Interest | \$ 5,346.49 | | |
| Withdrawals | \$ 49,609.48 | | |
| Balance as of November 30 | \$ 1,333,196.76 | | |

• SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT •

| | | <u>RATE</u> | <u>DATE</u> |
|---------------------------|---------------|-------------|------------------|
| Balance as of November 1 | \$ 367,748.79 | 4.8681% | Ongoing-Flexible |
| Deposits | \$ - | | |
| Interest | \$ 1,471.42 | | |
| Withdrawals | \$ - | | |
| Balance as of November 30 | \$ 369,220.21 | | |

• SERIES 2024 BOND PROCEEDS METERING PROJECT ACCOUNT •

| | | <u>RATE</u> | <u>DATE</u> |
|---------------------------|-----------------|-------------|------------------|
| Balance as of November 1 | \$ 2,193,203.37 | 4.8681% | Ongoing-Flexible |
| Deposits | \$ - | | |
| Interest | \$ 8,775.37 | | |
| Withdrawals | \$ - | | |
| Balance as of November 30 | \$ 2,201,978.74 | | |

1:15 PM
12/11/24

ROY WATER CONSERVANCY DISTRICT O&M Checks

November 14 through December 11, 2024

| | Num | Name | Amount |
|---------------------|-------|-------------------------------------|----------------------|
| Nov 14 - Dec 11, 24 | | | |
| | EFT | Zions Bank | -\$1,185.42 |
| | ACH | Chad Zito | -\$330.42 |
| | ACH | Gary L. Newman | -\$255.42 |
| | ACH | Gary S. Adams | -\$330.42 |
| | ACH | Jon S. Ritchie | -\$255.42 |
| | ACH | Mark W. Ohlin | -\$330.42 |
| | ACH | Courtney L. Harris | -\$2,151.92 |
| | ACH | Justin J. Sandberg | -\$1,931.26 |
| | ACH | Kent D. Thurgood | -\$2,360.71 |
| | ACH | Linda A. Toupin | -\$2,119.27 |
| | ACH | Nathan S. Doxey | -\$2,269.94 |
| | ACH | Philip W. Durbano | -\$2,435.82 |
| | ACH | Rodney D. Banks | -\$4,004.54 |
| | ACH | Wyatt R. Zesiger | -\$1,367.96 |
| | 21492 | Clyde Snow & Sessions | -\$800.00 |
| | EFT | Comcast | -\$791.79 |
| | EFT | Home Depot | -\$384.94 |
| | EFT | Riverdale City Corporation | -\$185.99 |
| | EFT | Rocky Mountain Power | -\$10.26 |
| | EFT | Rocky Mountain Power | -\$34.69 |
| | EFT | Utah Local Governments Trust | -\$417.69 |
| | ACH | Courtney L. Harris | -\$2,189.26 |
| | ACH | Justin J. Sandberg | -\$1,931.24 |
| | ACH | Kent D. Thurgood | -\$2,360.70 |
| | ACH | Linda A. Toupin | -\$2,079.22 |
| | ACH | Nathan S. Doxey | -\$1,973.08 |
| | ACH | Philip W. Durbano | -\$2,811.70 |
| | ACH | Rodney D. Banks | -\$4,004.56 |
| | ACH | Wyatt R. Zesiger | -\$1,367.96 |
| | ACH | Wyatt R. Zesiger | -\$493.46 |
| | ACH | Courtney L. Harris | -\$1,195.07 |
| | ACH | Kent D. Thurgood | -\$1,365.95 |
| | ACH | Linda A. Toupin | -\$1,194.58 |
| | ACH | Philip W. Durbano | -\$1,592.99 |
| | ACH | Rodney D. Banks | -\$1,380.25 |
| | 21493 | Ace Recycling & Disposal | -\$144.86 |
| | 21494 | AJC Construction & Excavation | -\$142,837.25 |
| | 21495 | Blue Stakes of Utah | -\$571.50 |
| | 21496 | Buffalo Bros. Tire Outfitters, Inc. | -\$15.00 |
| | 21497 | Clear Link IT, LLC | -\$2,051.00 |
| | 21498 | Ferguson Waterworks | -\$224,258.47 |
| | 21499 | Fuel Network | -\$1,003.11 |
| | 21500 | Holland Equipment Company | -\$361.20 |
| | 21501 | J. D. Young & Son Landscape | -\$2,053.00 |
| | 21502 | Jan-Pro of Utah | -\$265.00 |
| | 21503 | Les Olson Company | -\$106.75 |
| | 21504 | Linde Gas & Equipment, Inc. | -\$43.75 |
| | 21505 | Monroe Avex, LLC | -\$4.92 |
| | 21506 | O'Reilly Automotive | -\$152.38 |
| | 21507 | PEHP Group Insurance | -\$15,142.13 |
| | 21508 | PEHP Long-Term Disability | -\$301.78 |
| | 21509 | Weber Basin Water Cons. District | -\$44,642.48 |
| | 21510 | Weber Basin Water Cons. District | -\$185,677.12 |
| | 21511 | Yard Masters, Inc. | -\$63,013.32 |
| | 21512 | Utah State Tax Commission | -\$2,905.00 |
| | 21513 | AFLAC | -\$176.65 |
| | 21514 | AJC Construction & Excavation | -\$11,131.00 |
| | 21515 | Clyde Snow & Sessions | -\$1,440.00 |
| | 21516 | Paragon Construction Systems | -\$88,411.16 |
| | 21517 | Wasatch Civil Engineering | -\$2,000.88 |
| | 21518 | Wasatch Civil Engineering | -\$12,690.40 |
| Nov 14 - Dec 11, 24 | | TOTAL | -\$851,294.43 |