

# *Roy Water Conservancy District*

## **Minutes of Board Meeting**

January 8, 2025

5:00 p.m.

The following are minutes of the Board of Trustees regularly scheduled board meeting that was held at Roy Water Conservancy District, located at 5440 Freeway Park Drive, Riverdale, UT 84405, on Wednesday, January 8, 2025, at 5:00 p.m.

**Present:** Jon S. Ritchie, Chair; Gary S. Adams, Vice-Chair; Gary L. Newman, Chad Zito, and Mark Ohlin, Trustees; Rodney Banks, Manager/Treasurer; Linda Toupin, District Clerk; and Courtney Harris, Records Clerk.

**I. CALL TO ORDER.** Chair Ritchie called the meeting to order at 5:00 p.m. and welcomed everyone present.

**II. PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was led by Mr. Newman.

### **III. APPROVAL OF MINUTES.**

**A. Approval of December 2024 Board Meeting Minutes.** Mr. Adams made a motion to accept and approve the minutes of December 11, 2024, Board meeting as written. Mr. Zito seconded the motion. The motion carried unanimously.

**B. Approval of Public Hearing for the Allotment of Water Minutes.** Mr. Ohlin made a motion to accept and approve the minutes of the Public Hearing for the Allotment of Water as written. Mr. Newman seconded the motion. The motion carried unanimously.

**C. Approval of Public Hearing for the Adoption of 2025 Budget Minutes.** Mr. Newman made a motion to accept and approve the minutes of the Public Hearing for the Adoption of 2025 Budget as written. Mr. Ohlin seconded the motion. The motion carried unanimously.

### **IV. BUSINESS.**

**A. Public Comments.** As no members of the public were present, Chair Ritchie closed the floor for public comments.

**B. Consideration of 2024 Audit.** Mr. Banks said Child Richards CPAs and Advisors (formerly Wood Richards and Associates) has conducted the financial audit of the District for many years, but the Trustees can appoint another qualified CPA firm if they choose. Mr. Banks said Child Richards CPAs and Advisors has done a good job in the past.

Mr. Ohlin made a motion to appoint Child Richards CPAs and Advisors to perform the District's 2024 Audit. Mr. Zito seconded the motion. The motion carried unanimously.

**C. Consideration of Progress Payment for Secondary Water Metering Project Phase 5.** Mr. Zito made a motion to approve a progress payment for the Secondary Water Metering Project Phase 5 in the amount of \$198,027.50 to Post Construction. Mr. Adams seconded the motion. The motion carried unanimously.

**D. Consideration of Progress Payment for Secondary Water Metering Project Phase 6.** Mr. Ohlin made a motion to approve a progress payment for the Secondary Water Metering Project Phase 6 in the amount of \$34,247.50 to Post Construction. Mr. Zito seconded the motion. The motion carried unanimously.

**E. Consideration of Progress Payment for Secondary Water Metering Project Phase 7.** Mr. Adams made a motion to approve a progress payment for the Secondary Water Metering Project Phase 7 in the amount of \$31,365.56 to Paragon Construction Systems. Mr. Newman seconded the motion. The motion carried unanimously.

**F. Consideration of Progress Payment for Secondary Water Metering Project Phase 12.** Mr. Zito made a motion to approve a progress payment for the Secondary Water Metering Project Phase 12 in the amount of \$73,156.99 to Yard Masters. Mr. Newman seconded the motion. The motion carried unanimously.

**G. Consideration of Progress Payment for Secondary Water Metering Project Phase 14.** Mr. Ohlin made a motion to approve a progress payment for the Secondary Water Metering Project Phase 14 in the amount of \$74,332.75 to AJC Construction and Excavation. Mr. Newman seconded the motion. The motion carried unanimously.

**H. Consideration of Resolution 2025-01 Authorizing Signers on the District's Financial Accounts.** Mr. Banks said the change in Board Chair requires a resolution to update the authorized signers on the District's financial accounts at Bank of Utah and Zions Bank. Mr. Banks said Mr. Adams is not a signer on the accounts due to his position as Chair of the Audit Committee.

Mr. Ohlin made a motion to approve Resolution 2025-01 Authorizing Signers on Roy Water Conservancy District's Financial Accounts. Mr. Zito seconded the motion. The motion carried unanimously.

**I. Consideration of Resolution 2025-02 Authorizing Access to the Utah Public Treasurer's Investment Fund Accounts.** Mr. Banks said the change in Board Chair requires a separate resolution, as required by the Office of the State Treasurer, to update who has access to the Public Treasurer's Investment Fund. Mr. Banks said there are only three people listed, those being himself, Chair Ritchie, and Mr. Zito.

Mr. Adams made a motion to approve Resolution 2025-02 Authorizing Access to Roy Water Conservancy District's Public Treasurer's Investment Fund Accounts. Mr. Zito seconded the motion. The motion carried unanimously.

**J. Consideration of Percentage for 2025 Compensation Adjustments.** Mr. Banks said section 3.3(a)(3)(B) of the District's personnel policy states that the combined compensation adjustment the Manager is allowed to give employees annually cannot exceed CPI + 1.5% without Board approval. Mr. Banks said upon review, 1.5% is not adequate for some employees and is requesting the Board's approval to go up to 10%. Mr. Banks said it will allow him to address adequate employee compensation on a case-by-case basis this year.

Mr. Ohlin made a motion to approve the 2025 compensation adjustment to CPI plus up to ten percent (10%). Mr. Adams seconded the motion. The motion carried unanimously.

**K. Consideration of Creating Records Clerk IV.** Mr. Banks said the creation of a Records Clerk IV position will allow more-tenured employees to continue their career path in the future.

Mr. Newman made a motion to approve the creation of Records Clerk IV. Mr. Zito seconded the motion. The motion carried unanimously.

**L. Consideration of Changing Salary Ranges.** Mr. Banks said the District salary range for certain positions is low compared to other entities. Mr. Banks said the District salary range is low for four positions by 10-24%. Mr. Banks said the adjustment would allow the District to better meet the market.

Mr. Zito made a motion to approve the changes in Salary Ranges. Mr. Adams seconded the motion. The motion carried unanimously.

**M. Consideration of Voting Wilson Irrigation Company Stock at Annual Wilson Irrigation Company Stockholders Meeting.** Mr. Banks said the Wilson Irrigation Company typically holds their stockholders meeting around the middle of February, although the date for 2025 has not yet been announced.

Mr. Ohlin made a motion to appoint the Chair to vote the District's Wilson Irrigation Company stock at Wilson Irrigation Company's annual stockholders meeting and appoint the Vice-Chair as an alternate. Mr. Zito seconded the motion. The motion carried unanimously.

**N. Consideration of Panda Express Development Agreement.** Mr. Banks said Panda Express will be building a new restaurant in West Haven at 3042 West 4000 South. Mr. Banks said the parcel does not have an existing water allotment, so they will be required to bring a ½ share of either Wilson Irrigation Company or Davis and Weber Counties Canal Company stock. Mr. Banks said they will also be required to install a 1-inch service and meter.

Mr. Zito made a motion to approve the Panda Express Development Agreement. Mr. Ohlin seconded the motion. The motion carried unanimously.

## **V. REPORTS FROM MANAGER AND TRUSTEES.**

**A. D&WCCC Stockholders Meeting – December 17, 2024.** Mr. Banks said three directors were reappointed in the meeting, and business related to loans for their secondary water metering projects was discussed, as well as reports from the engineer and CPA.

**B. Manager & Trustees Reports.** Mr. Banks said Whitaker has completed construction on the transmission lines underneath the freeway, as well as the anchor walls on the east side of the freeway. Mr. Banks said BHI has completed the box culvert portion of the D&W canal, and a subcontractor will be doing the pour-in-place concrete structures. Mr. Banks said BHI completed the Riverdale City culinary water line along with the service line to the District. Mr. Banks said curb and gutter and asphalt work for where the bridge used to be will be done around April. Mr. Banks said work on 5600 South is now being done on the north side of the road, and secondary services are being replaced as part of the UDOT project. Mr. Banks said he has an upcoming meeting with UDOT to discuss plans for their 3500 West project.

Mr. Banks said the prices were good again this year for the sale of 2024 trucks. Mr. Banks said the District has still made money over the past 12 years or so.

Mr. Banks said there are 7,671 meter pits installed so far, and about \$1.4 million of the \$5 million grant has been spent.

Mr. Banks said as of January 7<sup>th</sup>, East Canyon was 76% full, Echo was 71% full, and the Weber River Basin water year-to-date precipitation was 98% of median. Mr. Banks said soil moisture levels were at 39%, compared to 62% last year. Mr. Banks said almost 89% of the state is in abnormally dry to moderate drought condition.

**C. Review of Monthly Bank Statements and Cancelled Checks.** Mr. Adams said the audit committee, consisting of himself, Mr. Banks, and Ms. Toupin, met January 6, 2025, and reported no problems or issues with the monthly bank statements, credit card statements, and cancelled checks.

**VI. APPROVAL OF FINANCIAL REPORTS.**

**A. Monthly Financial Report.** Mr. Newman made a motion to approve the monthly financial report. Mr. Ohlin seconded the motion. The motion carried unanimously.

**B. 4<sup>th</sup> Quarter 2024 Financial Report.** Mr. Zito made a motion to approve the 4<sup>th</sup> quarter 2024 financial report. Mr. Newman seconded the motion. The motion carried unanimously.

**VII. APPROVAL OF EXPENSES.** Mr. Ohlin made a motion to approve expenses for January 8, 2025. Mr. Adams seconded the motion. The motion carried unanimously.

**VIII. ADJOURNMENT.** Mr. Newman made a motion to adjourn at 5:38 p.m. Mr. Adams seconded the motion. The motion carried unanimously.

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Minutes Approved

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Jon S. Ritchie, Chair

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Recording Secretary