

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
November 15, 2023
5:00 P.M.

- 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 2024 Tentative Budget | MOTION |
| C. Consideration of Public Hearing Date for 2024 Budget – December 13, 2023, at 6:00 p.m. | MOTION |
| D. Consideration of Progress Payment for Secondary Water Metering Project Phase 4 | MOTION |
| E. Consideration of Progress Payment for Secondary Water Metering Project Phase 5 | MOTION |
| F. Consideration of 2023 Vehicles Sale and 2024 Vehicles Purchase | MOTION |
| G. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC Stockholders Meeting | MOTION |
| H. Consideration of Railrunner Phase 1 and 2 Development Agreement | MOTION |
| I. Consideration of Reviewed Personnel Policies and Procedures | MOTION |
| J. Consideration of Surplus Property | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Report of RWCD and West Haven Systems | |
| B. UASD Annual Convention · November 8-10, 2023 | |
| C. Manager & Trustees Reports | |
| D. Review of Monthly Bank Statements and Cancelled Checks | Jon Ritchie |
| VI. APPROVAL OF FINANCIAL REPORTS | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF CHECKS | |
| A. Current Checks | MOTION |
| VIII. ADJOURNMENT | MOTION |

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.B. Consideration of 2024 Tentative Budget**

The attached tentative budget is for the trustees to review and make any suggestions or comments in this board meeting. There aren't any major changes from the draft budget presented in October's board meeting. The District was able to confirm that Roy City will not be doing any asphalt overlays this year that will impact any of the District's main lines, so that is reflected in the tentative budget.

A suggested motion would be, "I move that we approve the 2024 Tentative Budget."

2024 TENTATIVE BUDGET

November 15, 2023
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
<u>O & M REVENUE</u>				
<u>TAXES COLLECTED BY WEBER COUNTY</u>				
3030	Ad Valorem Tax	\$138,000.00	-	\$138,000.00
3036	Registered Vehicle F.I.L.	\$14,000.00	-	\$14,000.00
3037	Delinquent Ad Valorem Tax	\$3,000.00	-	\$3,000.00
Total:		\$155,000.00	\$0.00	\$155,000.00
<u>ASSESSMENTS & SPECIAL ASSESSMENT</u>				
3034	Delinquent Assessments	\$30,000.00	-	\$30,000.00
3035	Direct Charges/Assessments	\$2,580,000.00	-	\$2,580,000.00
3040	Non-Taxable Entity Assessments	\$82,000.00	-	\$82,000.00
3045	Homeowners 1 Yr Only Assmnt.	\$1,000.00	-	\$1,000.00
3050	Homeowners Yearly Assessments	\$12,000.00	-	\$12,000.00
Total:		\$2,705,000.00	\$0.00	\$2,705,000.00
<u>OTHER INCOME</u>				
3016	Cell Tower Leases	\$59,000.00	-	\$59,000.00
3020	Surplus Water Sales/Wheeling Ch	\$13,000.00	-	\$13,000.00
3028	Interest - Checking & Investments	\$90,000.00	-	\$90,000.00
3150	Misc. Income	\$1,000.00	-	\$1,000.00
3156-23	Sale of 2023 Vehicles	\$325,000.00	-	\$325,000.00
3601-24	DWRe Grant	\$5,000,000.00	-	\$5,000,000.00
3602-24	DWRe Bond	\$2,143,000.00	-	\$2,143,000.00
3300	Weber Basin - West Haven System	\$0.00	\$240,000.00	\$240,000.00
3301	Weber Basin Administrative Fee	\$0.00	\$12,000.00	\$12,000.00
Total:		\$7,631,000.00	\$252,000.00	\$7,883,000.00
TOTAL ESTIMATED INCOME:		\$10,491,000.00	\$252,000.00	\$10,743,000.00

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
<u>O. & M. - GENERAL EXPENSE</u>				
<u>TRAVEL EXPENSE & DIRECTORS FEES</u>				
4900	Trustees Fees & Extra Meetings	\$20,000.00	-	\$20,000.00
Total:		\$20,000.00	\$0.00	\$20,000.00
<u>PROFESSIONAL & TECHNICAL SERVICES</u>				
4903	Scada	-	\$1,500.00	\$1,500.00
4906	Engineering	\$75,000.00	\$2,500.00	\$77,500.00
4907	Audit/CPA	\$20,000.00	\$2,000.00	\$22,000.00
4908	Attorney	\$30,000.00	\$3,000.00	\$33,000.00
4909	Advertising, Publishing & Postage	\$30,000.00	\$1,000.00	\$31,000.00
4910	Other Professional Services	\$0.00	-	\$0.00

2024 TENTATIVE BUDGET

November 15, 2023
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
Total:		\$155,000.00	\$10,000.00	\$165,000.00
<u>INSURANCE</u>				
4911	Liability	\$36,000.00	\$2,000.00	\$38,000.00
4912	Workers Compensation	\$10,000.00	\$2,500.00	\$12,500.00
4913	Bonding	\$1,000.00	-	\$1,000.00
Total:		\$47,000.00	\$4,500.00	\$51,500.00
<u>ASSESSMENTS</u>				
5100	Roy City Water Rental	\$26,000.00	-	\$26,000.00
5101	D & W Water Assessment	\$410,000.00	-	\$410,000.00
5103	Other Water Rental	\$17,000.00	-	\$17,000.00
5105	Weber Basin Lease Contract	\$46,000.00	-	\$46,000.00
5106	Wilson Water Assessment	\$2,500.00	-	\$2,500.00
Total:		\$501,500.00	\$0.00	\$501,500.00
<u>ASSOCIATION DUES/WATER CONSERVATION & EDUCATION</u>				
5200	Utah Water Users Association	\$1,500.00	-	\$1,500.00
5201	Association of Special Districts	\$3,000.00	-	\$3,000.00
5202	Water Education	\$1,000.00	-	\$1,000.00
5204	American Water Works	\$700.00	-	\$700.00
5205-1	Irrigation Caucus	\$400.00	-	\$400.00
5206-1	Water Conservation (Other)	\$500.00	-	\$500.00
Total:		\$7,100.00	\$0.00	\$7,100.00
<u>WORKSHOPS & TRAINING</u>				
5300	Trustee Workshops/Training	\$22,000.00	-	\$22,000.00
5301	Employee Workshops/Training	\$26,000.00	-	\$26,000.00
Total:		\$48,000.00	\$0.00	\$48,000.00
<u>SALARIES & BENEFITS</u>				
5302	Medicare	\$10,750.00	\$1,900.00	\$12,650.00
5303-0,6	Gross Wages	\$560,000.00	\$126,500.00	\$686,500.00
5303-1,4	Overtime	\$39,500.00	\$11,600.00	\$51,100.00
5303-5,7	Double Time	\$2,500.00	\$1,600.00	\$4,100.00
5303-10	Sick Leave Pay	\$44,250.00	-	\$44,250.00
5303-11	Annual Leave Pay	\$52,000.00	-	\$52,000.00
5303-12,15	Pager Time	\$12,000.00	\$6,500.00	\$18,500.00
5303-13	Compensation Time	\$2,250.00	-	\$2,250.00
5303-14	Holiday Pay	\$31,500.00	-	\$31,500.00
5304	FICA	\$47,500.00	\$7,500.00	\$55,000.00
5305	Federal Tax	\$0.00	-	\$0.00
5306	State Tax	\$0.00	-	\$0.00

2024 TENTATIVE BUDGET

November 15, 2023
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
5307	Retirement	\$103,750.00	\$18,000.00	\$121,750.00
5308	Health Insurance	\$151,750.00	\$24,000.00	\$175,750.00
5309	401K	\$32,750.00	\$5,500.00	\$38,250.00
5311	Unemployment Comp.	\$3,750.00	\$100.00	\$3,850.00
5312	Disability	\$3,750.00	\$500.00	\$4,250.00
	Total:	\$1,098,000.00	\$203,700.00	\$1,301,700.00

OFFICE EXPENSES

5315	General Office Expenses	\$20,000.00	-	\$20,000.00
5316	Office Travel Reimbursement	\$1,500.00	-	\$1,500.00
5317	Managers Expense	\$1,500.00	-	\$1,500.00
5318	Air Conditioning & Heating	\$2,000.00	-	\$2,000.00
5319	Computer Tech. Repair & Agrmnts	\$35,000.00	-	\$35,000.00
5321	Adjustments & Refunds	\$500.00	-	\$500.00
5323	Computer Hardware & Software	\$40,000.00	-	\$40,000.00
5324	Radio Maintenance	\$1,000.00	-	\$1,000.00
5325	Bldg Cleaning & Maint. Supplies	\$500.00	-	\$500.00
5326	Janitorial Services	\$4,000.00	-	\$4,000.00
5327	Office Improvements	\$15,000.00	-	\$15,000.00
5328	Conservation Study & Incentives	\$3,000.00	-	\$3,000.00
	Total:	\$124,000.00	\$0.00	\$124,000.00

UTILITIES

5401	Telephone	\$20,000.00	-	\$20,000.00
5402	Dominion Energy	\$7,000.00	-	\$7,000.00
5403	Rocky Mountain Power/Electrical	\$45,000.00	-	\$45,000.00
5404	Culinary Water (Riverdale)	\$2,750.00	-	\$2,750.00
5405	Trash	\$2,000.00	-	\$2,000.00
	Total:	\$76,750.00	\$0.00	\$76,750.00

SHOP - MOBILE, EQUIPMENT, SUPPLIES & EXPENSES

5501	Fuel	\$18,000.00	\$7,000.00	\$25,000.00
5502	Oil, Grease & Filters	\$1,250.00	-	\$1,250.00
5503	Tires	\$7,500.00	-	\$7,500.00
5504	Batteries	\$300.00	-	\$300.00
5505	Equipment Repair	\$5,000.00	-	\$5,000.00
5506	Equipment Tune-Up	\$750.00	-	\$750.00
5507	Truck Repair & Registration	\$1,500.00	-	\$1,500.00
5509	Portable Equipment	\$2,500.00	\$500.00	\$3,000.00
5510	Small Hand Tools - Shop	\$2,000.00	-	\$2,000.00
5511	Small Tools - Trucks	\$2,000.00	\$500.00	\$2,500.00
5512	Equipment Rental	\$1,000.00	\$500.00	\$1,500.00

2024 TENTATIVE BUDGET

November 15, 2023
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
5600	Oxygen, Acetylene & Welding Rod	\$1,000.00	\$500.00	\$1,500.00
5601	Rock & Road Base	\$3,000.00	\$500.00	\$3,500.00
5602	Concrete Products	\$200.00	\$200.00	\$400.00
5603	Nuts & Bolts	\$500.00	\$100.00	\$600.00
5604	Uniforms	\$5,000.00	-	\$5,000.00
5605	Safety Equipment	\$1,000.00	-	\$1,000.00
5606	Shop Clean & Maint. Supplies	\$1,000.00	-	\$1,000.00
5608	Building Maintenance (Shop)	\$2,000.00	-	\$2,000.00
5609	Shop Improvements	\$5,000.00	-	\$5,000.00
Total:		\$60,500.00	\$9,800.00	\$70,300.00

UPKEEP OF GROUNDS

5700	Maintenance of Entire District Property (30 acres)	\$30,000.00	-	\$30,000.00
Total:		\$30,000.00	\$0.00	\$30,000.00

STREET REPAIRS

5900	Asphalt	\$2,500.00	\$1,000.00	\$3,500.00
5901	Contractor	\$25,000.00	\$3,000.00	\$28,000.00
5902	Concrete	\$2,000.00	-	\$2,000.00
5903	Roy City Cut & Patch Fees	\$3,000.00	-	\$3,000.00
5904	Dispose Concrete & Asphalt	\$1,000.00	\$1,000.00	\$2,000.00
Total:		\$33,500.00	\$5,000.00	\$38,500.00

PUMPHOUSE & RESERVOIR

6000	Reservoir & Pumphouse	\$75,000.00	-	\$75,000.00
6001	Inlet Screen Repairs	\$4,000.00	1,000.00	\$5,000.00
Total:		\$79,000.00	\$1,000.00	\$80,000.00

PIPELINE & SERVICE LINE MAINTENANCE & SUPPLIES

6100	Pipeline Maintenance & Supplies	\$50,000.00	\$2,500.00	\$52,500.00
6101	Welding of Pipeline	\$1,000.00	-	\$1,000.00
6102	Blue Stakes	\$5,500.00	\$3,500.00	\$9,000.00
6105	Service Line Meters, Maintenance & Supplies	\$25,000.00	-	\$25,000.00
Total:		\$81,500.00	\$6,000.00	\$87,500.00

BOND PAYMENT

6200	Bond Payment	\$283,000.00	-	\$283,000.00
Total:		\$283,000.00	\$0.00	\$283,000.00

DEPRECIATION

6204	Depreciation	\$100,000.00	-	\$100,000.00
Total:		\$100,000.00	\$0.00	\$100,000.00

2024 TENTATIVE BUDGET

November 15, 2023
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
<u>O. & M. CAPITAL IMPROVEMENT EXPENSES</u>				
8219-24	Capital Improvement Plan #1 (2024) Replace Mainline Valves	\$40,000.00	-	\$40,000.00
8229-24	Capital Improvement Plan #2 (2024) Connect Unconnected Lots	\$48,000.00	-	\$48,000.00
8282-24	Meter Retrofit DWRe Project RM0006 and RM0112	\$7,143,000.00	-	\$7,143,000.00
8288-24	Capital Improvement Plan #8 (2024) UDOT 5600 South Project	\$1,500,000.00	-	\$1,500,000.00
8289	Capital Improvement Plan #7 (2024) Pump House Main Power Gear Upgrade	\$125,000.00	-	\$125,000.00
Total:		\$8,856,000.00	\$0.00	\$8,856,000.00

NEW ASSETS

8305-24	Truck Upgrades 2024	\$510,000.00	-	\$510,000.00
8337	Trimble R780 Rover	\$30,000.00	-	\$30,000.00
Total:		\$540,000.00	\$0.00	\$540,000.00

ADMINISTRATIVE ASSESSMENT

8500	Administrative Assessment Fee (5%)	-	\$12,000.00	\$12,000.00
Total:		\$0.00	\$12,000.00	\$12,000.00

TOTAL ESTIMATED EXPENSE:		\$12,140,850.00	\$252,000.00	\$12,392,850.00
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<u>TOTAL INCOME & EXPENSES</u>					
		ESTIMATED INCOME:	\$10,491,000.00	\$252,000.00	\$10,743,000.00
3700	APPROPRIATION FROM NET ASSETS		\$1,649,850.00	\$0.00	\$1,649,850.00
		TOTAL:	\$12,140,850.00	\$252,000.00	\$12,392,850.00
		ESTIMATED EXPENSE:	\$12,140,850.00	\$252,000.00	\$12,392,850.00

2024 TENTATIVE BUDGET

November 15, 2023
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
<u>IMPACT FEE FUND</u>				
<u>CAPITAL FACILITIES INCOME</u>				
3027	Interest Income	\$3,500.00		
3029	Impact Fees	\$0.00		
3035	Reserve Funds (Impact Fee)	\$129,782.96		
		<hr/>		
		ESTIMATED INCOME:	\$133,282.96	

CAPITAL FACILITIES EXPENSES

8016	ENG & Contingency 0001-1 to 0015-1	\$17,223.03		
0004	2012 Capital Improvement Prj. #1 (2007 CFP #3 & 2005 CFP #4) 3500 W. from 5700 S. to 6000 S.	\$4,533.00		
0005	2012 Capital Improvement Prj. #2 (2007 CFP #4 & 2005 CFP #5) 3500 W. from 5500 S. to 5600 S.	\$5,214.00		
0003	2012 Capital Improvement Prj. #3 (2007 CFP #2 & 2005 CFP #3) 3500 W. from 4800 S. to 5200 S.	\$29,850.00		
0010	2012 Capital Improvement Prj. #4 (2007 CFP #8 & 2005 CFP #10) 3500 W. from Midland Dr. to Layton Canal	\$1,233.00		
0013	2012 Capital Improvement Prj. #5 (2007 CFP #9 & 2005 CFP #13) 4300 W. from 4800 S. to 4650 S.	\$18,150.00		
0006	2012 Capital Improvement Prj. #6 (2007 CFP #5 & 2005 CFP #6) 4000 S. from Midland Dr. to 2800 W.	\$17,425.00		
0014	2012 Capital Improvement Prj. #7 (2007 CFP #10 & 2005 CFP #14) Along Rail Road ROW from 4800 S. to 4000 S.	\$20,934.93		
0017	2012 Capital Improvement Prj. #8 Along Rail Road ROW from 4000 S. to 3675 S. Then W. to Midland Dr.	\$18,720.00		
		<hr/>		
		ESTIMATED EXPENSE:	\$133,282.96	

<u>TOTAL INCOME & EXPENSES</u>	
ESTIMATED INCOME:	\$133,282.96
ESTIMATED EXPENSE:	\$133,282.96

2024 RWCD TENTATIVE BUDGET COMPARISON

11/9/2023

November 15, 2023
Board Meeting

O & M REVENUE

TAXES COLLECTED BY WEBER COUNTY

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
3030 Ad Valorem Tax	\$138,000.00	\$128,000.00	\$139,496.68
3036 Registered Vehicle F.I.L.	\$14,000.00	\$14,000.00	\$9,962.80
3037 Delinquent Ad Valorem Tax	\$3,000.00	\$3,000.00	\$2,030.80
Total:	\$155,000.00	\$145,000.00	\$151,490.28

ASSESSMENTS & SPECIAL ASSESSMENT

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
3034 Delinquent Assessments	\$30,000.00	\$30,000.00	\$26,188.81
3035 Direct Charges/Assessments	\$2,580,000.00	\$2,514,000.00	\$2,579,789.64
3040 Non-Taxable Entity Assessments	\$82,000.00	\$71,000.00	\$81,645.49
3045 Homeowners 1 Yr Only Assmnt.	\$1,000.00	\$1,000.00	\$0.00
3050 Homeowners Yearly Assessments	\$12,000.00	\$6,000.00	\$11,539.82
Total:	\$2,705,000.00	\$2,622,000.00	\$2,699,163.76

OTHER INCOME

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
3016 Cell Tower Leases	\$59,000.00	\$57,000.00	\$56,425.71
3020 Surplus Water Sales/Wheeling Ch	\$13,000.00	\$13,000.00	\$4,837.88
3028 Interest - Checking & Investments	\$90,000.00	\$25,000.00	\$93,349.74
3150 Misc. Income	\$1,000.00	\$1,000.00	\$80.00
3156-22 Sale of 2022 Vehicles	-	-	\$0.00
3156-23 Sale of 2023 Vehicles	\$325,000.00	\$300,000.00	-
3158-21 Sale of 2021 CAT 938M	-	-	\$0.00
3158-22 Sale of 2022 CAT 938M	-	\$180,000.00	-
3601-21 WaterSmart Grant	-	-	\$75,000.00
3601-22 DWRe Grant	-	-	\$25,461.39
3601-23 DWRe Grant	-	\$5,000,000.00	-
3601-24 DWRe Grant	\$5,000,000.00	-	-
3602-22 DWRe Bond	-	-	\$3,643,000.00
3602-23 DWRe Bond	-	\$1,821,500.00	-
3602-24 DWRe Bond	\$2,143,000.00	-	-
3700 APPROPRIATION FROM NET ASSETS	\$1,649,850.00	\$2,668,350.00	\$0.00
Total:	\$9,280,850.00	\$10,065,850.00	\$3,898,154.72

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
TOTAL INCOME:	\$12,140,850.00	\$12,832,850.00	\$6,748,808.76
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	-5.4%	158.6%	

2024 RWCD TENTATIVE BUDGET COMPARISON

11/9/2023

November 15, 2023

Board Meeting

O. & M. - GENERAL EXPENSE

TRAVEL EXPENSE & DIRECTORS FEES

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
4900 Trustees Fees & Extra Meetings	\$20,000.00	\$20,000.00	\$17,989.61
Total:	\$20,000.00	\$20,000.00	\$17,989.61

PROFESSIONAL & TECHNICAL SERVICES

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
4906 Engineering	\$75,000.00	\$50,000.00	\$60,097.23
4907 Audit/CPA	\$20,000.00	\$18,000.00	\$13,846.00
4908 Attorney	\$30,000.00	\$30,000.00	\$6,582.75
4909 Advertising, Publishing & Postage	\$30,000.00	\$30,000.00	\$7,512.83
4910 Other Professional Services	\$0.00	\$0.00	\$0.00
Total:	\$155,000.00	\$128,000.00	\$88,038.81

INSURANCE

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
4911 Liability	\$36,000.00	\$36,000.00	\$24,778.11
4912 Workers Compensation	\$10,000.00	\$10,000.00	\$3,699.13
4913 Bonding	\$1,000.00	\$1,000.00	\$0.00
Total:	\$47,000.00	\$47,000.00	\$28,477.24

ASSESSMENTS

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5100 Roy City Water Rental	\$26,000.00	\$26,000.00	\$23,751.00
5101 D & W Water Assessment	\$410,000.00	\$410,000.00	\$393,900.00
5103 Other Water Rental	\$17,000.00	\$17,000.00	\$20,787.50
5105 Weber Basin Lease Contract	\$46,000.00	\$46,000.00	\$42,329.58
5106 Wilson Water Assessment	\$2,500.00	\$2,500.00	\$1,890.00
Total:	\$501,500.00	\$501,500.00	\$482,658.08

ASSOCIATION DUES/WATER CONSERVATION & EDUCATION

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5200 Utah Water Users Association	\$1,500.00	\$1,500.00	\$500.00
5201 Association of Special Districts	\$3,000.00	\$3,000.00	\$2,091.00
5202 Water Education	\$1,000.00	\$1,000.00	\$132.14
5204 American Water Works	\$700.00	\$700.00	\$248.00
5205-1 Irrigation Caucus	\$400.00	\$400.00	\$400.00
5206-1 Water Conservation (Other)	\$500.00	\$500.00	\$0.00
Total:	\$7,100.00	\$7,100.00	\$3,371.14

WORKSHOPS & TRAINING

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5300 Trustee Workshops/Training	\$22,000.00	\$22,000.00	\$4,321.34
5301 Employee Workshops/Training	\$26,000.00	\$26,000.00	\$8,767.38
Total:	\$48,000.00	\$48,000.00	\$13,088.72

2024 RWCD TENTATIVE BUDGET COMPARISON

11/9/2023

November 15, 2023
Board Meeting

<u>SALARIES & BENEFITS</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5302	Medicare	\$10,750.00	\$9,500.00	\$8,550.45
5303-0,6	Gross Wages	\$560,000.00	\$487,000.00	\$457,616.65
5303-1,4	Overtime	\$39,500.00	\$34,500.00	\$19,216.92
5303-5,7	Double Time	\$2,500.00	\$2,250.00	\$1,289.76
5303-10	Sick Leave Pay	\$44,250.00	\$38,500.00	\$18,144.97
5303-11	Annual Leave Pay	\$52,000.00	\$45,250.00	\$46,802.73
5303-12,15	Pager Time	\$12,000.00	\$10,500.00	\$7,728.33
5303-13	Compensation Time	\$2,250.00	\$2,000.00	\$0.00
5303-14	Holiday Pay	\$31,500.00	\$27,500.00	\$26,967.36
5304	FICA	\$47,500.00	\$41,250.00	\$36,340.66
5305	Federal Tax	\$0.00	\$0.00	\$0.00
5306	State Tax	\$0.00	\$0.00	\$0.00
5307	Retirement	\$103,750.00	\$90,250.00	\$88,606.47
5308	Health Insurance	\$151,750.00	\$132,000.00	\$131,151.74
5309	401K	\$32,750.00	\$28,500.00	\$30,680.53
5311	Unemployment Comp.	\$3,750.00	\$3,250.00	\$784.34
5312	Disability	\$3,750.00	\$3,250.00	\$2,510.59
Total:		\$1,098,000.00	\$955,500.00	\$876,391.50

<u>OFFICE EXPENSES</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5315	General Office Expenses	\$20,000.00	\$20,000.00	\$7,997.99
5316	Office Travel Reimbursement	\$1,500.00	\$1,500.00	\$192.19
5317	Managers Expense	\$1,500.00	\$1,500.00	\$368.62
5318	Air Conditioning & Heating	\$2,000.00	\$2,000.00	\$0.00
5319	Computer Tech. Repair & Agrmnts	\$35,000.00	\$20,000.00	\$19,207.00
5321	Adjustments & Refunds	\$500.00	\$500.00	\$0.00
5323	Computer Hardware & Software	\$40,000.00	\$18,000.00	\$11,515.35
5324	Radio Maintenance	\$1,000.00	\$1,000.00	\$0.00
5325	Bldg Cleaning & Maint. Supplies	\$500.00	\$500.00	\$248.86
5326	Janitorial Services	\$4,000.00	\$3,000.00	\$2,757.50
5327	Office Improvements	\$15,000.00	\$15,000.00	\$0.00
5328	Conservation Study & Incentives	\$3,000.00	\$3,000.00	\$0.00
Total:		\$124,000.00	\$86,000.00	\$42,287.51

<u>UTILITIES</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5401	Telephone	\$20,000.00	\$20,000.00	\$13,527.07
5402	Dominion Energy	\$7,000.00	\$4,500.00	\$4,012.84
5403	Rocky Mountain Power/Electrical	\$45,000.00	\$45,000.00	\$28,152.83

2024 RWCD TENTATIVE BUDGET COMPARISON

11/9/2023

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5404	Culinary Water (Riverdale)	\$2,750.00	\$2,750.00	\$1,885.23
5405	Trash	\$2,000.00	\$2,000.00	\$1,659.83
Total:		\$76,750.00	\$74,250.00	\$49,237.80
<u>SHOP - MOBILE EQUIPMENT SUPPLIES & REPAIRS</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5501	Fuel	\$18,000.00	\$16,000.00	\$15,297.28
5502	Oil, Grease & Filters	\$1,250.00	\$1,250.00	\$472.85
5503	Tires	\$7,500.00	\$7,500.00	\$0.00
5504	Batteries	\$300.00	\$300.00	\$219.44
5505	Equipment Repair	\$5,000.00	\$5,000.00	\$2,196.64
5506	Equipment Tune-Up	\$750.00	\$750.00	\$241.48
5507	Truck Repair & Registration	\$1,500.00	\$1,500.00	\$15.00
5509	Portable Equipment	\$2,500.00	\$2,500.00	\$1,864.43
5510	Small Hand Tools - Shop	\$2,000.00	\$2,000.00	\$1,005.89
5511	Small Tools - Trucks	\$2,000.00	\$2,000.00	\$648.45
5512	Equipment Rental	\$1,000.00	\$1,000.00	\$0.00
5600	Oxygen, Acetylene & Welding Rod	\$1,000.00	\$1,000.00	\$688.60
5601	Rock & Road Base	\$3,000.00	\$3,000.00	\$1,358.46
5602	Concrete Products	\$200.00	\$200.00	\$0.00
5603	Nuts & Bolts	\$500.00	\$500.00	\$109.52
5604	Uniforms	\$5,000.00	\$5,000.00	\$373.91
5605	Safety Equipment	\$1,000.00	\$1,000.00	\$0.00
5606	Shop Clean & Maint. Supplies	\$1,000.00	\$1,000.00	\$525.68
5608	Building Maintenance (Shop)	\$2,000.00	\$2,000.00	\$880.20
5609	Shop Improvements	\$5,000.00	\$5,000.00	\$0.00
Total:		\$60,500.00	\$58,500.00	\$25,897.83
<u>UPKEEP OF GROUNDS</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5700	Maintenance of Entire District Property (30 acres)	\$30,000.00	\$30,000.00	\$28,089.34
Total:		\$30,000.00	\$30,000.00	\$28,089.34
<u>STREET REPAIRS</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5900	Asphalt	\$2,500.00	\$2,500.00	\$0.00
5901	Contractor	\$25,000.00	\$25,000.00	\$15,125.00
5902	Concrete	\$2,000.00	\$2,000.00	\$49.43
5903	Roy City Cut & Patch Fees	\$3,000.00	\$3,000.00	\$0.00
5904	Dispose Concrete & Asphalt	\$1,000.00	\$1,000.00	\$0.00
Total:		\$33,500.00	\$33,500.00	\$15,174.43
<u>PUMPHOUSE & RESERVOIR</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
6000	Reservoir & Pumphouse	\$75,000.00	\$50,000.00	\$9,910.11

2024 RWCD TENTATIVE BUDGET COMPARISON

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6001	Inlet Screen Repairs	\$4,000.00	\$4,000.00	\$470.61
Total:		\$79,000.00	\$54,000.00	\$10,380.72

<u>PIPELINE & SERVICE LINE MAINTENANCE & SUPPLIES</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
6100	Pipeline Maintenance & Supplies	\$50,000.00	\$50,000.00	\$25,957.81
6101	Welding of Pipeline	\$1,000.00	\$1,000.00	\$650.00
6102	Blue Stakes	\$5,500.00	\$5,500.00	\$2,996.38
6105	Service Line Meters, Maintenance & Supplies	\$25,000.00	25,000.00	-
Total:		\$81,500.00	\$81,500.00	\$29,604.19

<u>BOND PAYMENT</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
6200	Bond Payment	\$283,000.00	\$283,000.00	\$0.00
Total:		\$283,000.00	\$283,000.00	\$0.00

<u>DEPRECIATION</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
6204	Depreciation	\$100,000.00	\$100,000.00	\$0.00
Total:		\$100,000.00	\$100,000.00	\$0.00

<u>O. & M. CAPITAL IMPROVEMENT EXPENSES</u>		<u>Capital Improvement Projects</u>		
8219-22	Capital Improvement Plan #1 (2022) Replace Mainline Valves	-	-	\$35,160.00
8219-23	Capital Improvement Plan #1 (2023) Replace Mainline Valves	-	\$40,000.00	-
8219-24	Capital Improvement Plan #1 (2024) Replace Mainline Valves	\$40,000.00	-	-
8229-22	Capital Improvement Plan #2 (2022) Connect Unconnected Lots	-	-	\$32,869.69
8229-23	Capital Improvement Plan #2 (2023) Connect Unconnected Lots	-	\$48,000.00	-
8229-24	Capital Improvement Plan #2 (2024) Connect Unconnected Lots	\$48,000.00	-	-
8262-21	WaterSmart Grant R22AP00053 Capital Improvement Plan #4 (2022)	-	-	\$138,492.28
8279	Secondary Water Line Replacement Project - 2600 West and 2625 West Between 5800 South and 5950 South	-	-	\$234,559.72
8280	Secondary Water Line Replacement Project -1950 West Between 5100 South and 5200 South	-	-	\$72,114.77
8281	Connect Existing Water Line - 4250 South and 2350 South and 6075 South and 2960 West	-	-	\$25,958.39
8282-22	Meter Retrofit DWRe Grant Capital Improvement Plan #3 (2023)	-	-	\$1,052,734.74
8283	Secondary Water Valve Replacement Project - Various Locations	-	\$216,000.00	-
8284	Secondary Water Line Replacement Project -5500 South Between 2300 West and 2350 West	-	\$31,000.00	-
8285	Secondary Water Line Replacement Project -3725 South Between 1900 West and 2150 West	-	\$383,000.00	-
8286	Secondary Water Line Replacement Project - 2275 West Between 6000 South and 6100 South	-	\$110,000.00	-

2024 RWCD TENTATIVE BUDGET COMPARISON

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8287	Capital Improvement Plan #7 (2023) Secondary Water Line Replacement Project - 2400 West Between 4200 South and 4350 South Capital Improvement Plan #8 (2023)	-	\$154,000.00	-
8288	Replace Transmission Lines Under I-15 and Freeway Park Drive	-	\$1,500,000.00	-
8282-23	Meter Retrofit Phase 4 DWRe Project RM0006	-	\$7,143,000.00	-
8282-24	Meter Retrofit DWRe Project RM0006 and RM0112	\$7,143,000.00	-	-
8288-24	Capital Improvement Plan #8 (2024) UDOT 5600 South Project	\$1,500,000.00	-	-
8289	Capital Improvement Plan #7 (2024) Pump House Main Power Gear Upgrade	\$125,000.00	-	-
Total:			\$9,625,000.00	\$1,591,889.59

NEW ASSETS

		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
8305-22	Truck Upgrades 2022	-	-	\$298,487.00
8305-23	Truck Upgrades 2023	-	\$435,000.00	-
8305-24	Truck Upgrades 2024	\$510,000.00	-	-
8326-21	2021 CAT 938M	-	-	-
8326-23	2023 CAT 914	-	\$180,000.00	-
8332	2022 Colorado	-	-	\$39,965.00
8333	2023 Mini Excavator	-	\$15,000.00	-
8334	20' Utility Trailer	-	\$20,000.00	-
8335	Asphalt Saw	-	\$10,000.00	-
8336	Security Cameras	-	\$40,000.00	-
8337	Trimble R780 Rover	\$30,000.00	-	-
Total:		\$540,000.00	\$700,000.00	\$338,452.00

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
TOTAL EXPENSE:	\$12,140,850.00	\$12,832,850.00	\$3,641,028.51
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	-5.4%	158.6%	

<u>TOTAL INCOME & EXPENSES</u>	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
INCOME:	\$12,140,850.00	\$12,832,850.00	\$6,748,808.76
EXPENSE:	\$12,140,850.00	\$12,832,850.00	\$3,641,028.51

2024 RWCD TENTATIVE BUDGET COMPARISON

11/9/2023

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IMPACT FEE FUND

<u>CAPITAL FACILITIES INCOME</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
3027	Interest Income	\$3,500.00	\$350.00	\$1,607.30
3029	Impact Fees	\$0.00	\$0.00	\$0.00
3035	Reserve Funds (Impact Fee)	\$129,782.96	\$124,719.10	\$0.00
<i>INCOME:</i>		\$133,282.96	\$125,069.10	\$1,607.30

<u>CAPITAL FACILITIES EXPENSES</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
8016	ENG & Contingency 0001-1 to 0015-1	\$17,223.03	\$9,009.17	\$0.00
0004	2012 Capital Improvement Prj. #1 (2007 CFP #3 & 2005 CFP #4) 3500 W. from 5700 S. to 6000 S.	\$4,533.00	\$4,533.00	\$0.00
0005	2012 Capital Improvement Prj. #2 (2007 CFP #4 & 2005 CFP #5) 3500 W. from 5500 S. to 5600 S.	\$5,214.00	\$5,214.00	\$0.00
0003	2012 Capital Improvement Prj. #3 (2007 CFP #2 & 2005 CFP #3) 3500 W. from 4800 S. to 5200 S.	\$29,850.00	\$29,850.00	\$0.00
0010	2012 Capital Improvement Prj. #4 (2007 CFP #8 & 2005 CFP #10) 3500 W. from Midland Dr. to Layton Canal	\$1,233.00	\$1,233.00	\$0.00
0013	2012 Capital Improvement Prj. #5 (2007 CFP #9 & 2005 CFP #13) 4300 W. from 4800 S. to 4650 S.	\$18,150.00	\$18,150.00	\$0.00
0006	2012 Capital Improvement Prj. #6 (2007 CFP #5 & 2005 CFP #6) 4000 S. from Midland Dr. to 2800 W.	\$17,425.00	\$17,425.00	\$0.00
0014	2012 Capital Improvement Prj. #7 (2007 CFP #10 & 2005 CFP #14) Along Rail Road ROW from 4800 S. to 4000 S.	\$20,934.93	\$20,934.93	\$0.00
0017	2012 Capital Improvement Prj. #8 Along Rail Road ROW from 4000 S. to 3675 S. Then W. to Midland Dr.	\$18,720.00	\$18,720.00	\$0.00
<i>EXPENSE:</i>		\$133,282.96	\$125,069.10	\$0.00

<u>TOTAL INCOME & EXPENSES</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
INCOME:		\$133,282.96	\$125,069.10	\$1,607.30
RESERVE FUNDS:				
EXPENSE:		\$133,282.96	\$125,069.10	\$0.00
PERCENT DIFFERENCE FROM PREVIOUS YEAR:		6.6%	1.3%	

2024 WEST HAVEN TENTATIVE BUDGET

11/9/2023

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O & M REVENUE

<u>OTHER INCOME</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
3300	Weber Basin - West Haven System	\$240,000.00	\$230,000.00	\$242,688.62
3301	Weber Basin Administrative Fee	\$12,000.00	\$11,500.00	\$0.00
Total:		\$252,000.00	\$241,500.00	\$242,688.62

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
TOTAL INCOME:	\$252,000.00	\$241,500.00	\$242,688.62
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	4.3%	0.0%	

O. & M. - GENERAL EXPENSE

<u>PROFESSIONAL & TECHNICAL SERVICES</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
4903	Scada	\$1,500.00	\$1,500.00	\$0.00
4906	Engineering	\$2,500.00	\$2,500.00	\$0.00
4907	Audit/CPA	\$2,000.00	\$2,000.00	\$1,400.00
4908	Attorney	\$3,000.00	\$3,000.00	\$0.00
4909	Advertising, Publishing & Postage	\$1,000.00	\$1,000.00	\$0.00
Total:		\$10,000.00	\$10,000.00	\$1,400.00

<u>INSURANCE</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
4911	Liability	\$2,000.00	\$2,000.00	\$0.00
4912	Workers Compensation	\$2,500.00	\$2,500.00	\$832.74
Total:		\$4,500.00	\$4,500.00	\$832.74

<u>SALARIES & BENEFITS</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5302	Medicare	\$1,900.00	\$1,800.00	\$1,157.41
5303-0,6	Gross Wages	\$126,500.00	\$123,750.00	\$62,876.39
5303-1,4	Overtime	\$11,600.00	\$8,250.00	\$9,156.90
5303-5,7	Double Time	\$1,600.00	\$1,550.00	\$858.42
5303-12,15	Pager Time	\$6,500.00	\$6,250.00	\$5,315.90
5304	FICA	\$7,500.00	\$7,250.00	\$4,919.14
5307	Retirement	\$18,000.00	\$17,000.00	\$11,993.94
5308	Health Insurance	\$24,000.00	\$23,000.00	\$17,752.95
5309	401K	\$5,500.00	\$5,250.00	\$4,152.97
5311	Unemployment Comp.	\$100.00	\$100.00	\$106.17
5312	Disability	\$500.00	\$500.00	\$294.60
Total:		\$203,700.00	\$194,700.00	\$118,584.79

<u>SHOP - MOBILE EQUIPMENT SUPPLIES & REPAIRS</u>		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5501	Fuel	\$7,000.00	\$6,000.00	\$3,515.70
5509	Portable Equipment	\$500.00	\$500.00	\$0.00
5511	Small Tools - Trucks	\$500.00	\$500.00	\$0.00

2024 WEST HAVEN TENTATIVE BUDGET

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5512	Equipment Rental	\$500.00	\$500.00	\$0.00
5600	Oxygen, Acetylene & Welding Rod	\$500.00	\$500.00	\$0.00
5601	Rock & Road Base	\$500.00	\$500.00	\$0.00
5602	Concrete Products	\$200.00	\$200.00	\$0.00
5603	Nuts & Bolts	\$100.00	\$100.00	\$0.00
	Total:	\$9,800.00	\$8,800.00	\$3,515.70

STREET REPAIRS

		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
5900	Asphalt	\$1,000.00	\$1,000.00	\$0.00
5901	Contractor	\$3,000.00	\$3,000.00	\$0.00
5902	Concrete	-	-	-
5904	Dispose Concrete & Asphalt	\$1,000.00	\$1,000.00	\$0.00
	Total:	\$5,000.00	\$5,000.00	\$0.00

PUMPHOUSE & RESERVOIR

		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
6000	Reservoir & Pumphouse	-	-	-
6001	Inlet Screen Repairs	\$1,000.00	\$1,000.00	\$0.00
	Total:	\$1,000.00	\$1,000.00	\$0.00

PIPELINE & SERVICE LINE MAINTENANCE & SUPPLIES

		<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
6100	Pipeline Maintenance & Supplies	\$2,500.00	\$2,500.00	\$15.66
6101	Welding of Pipeline	-	-	-
6102	Blue Stakes	\$3,500.00	\$3,500.00	\$4,166.48
	Total:	\$6,000.00	\$6,000.00	\$4,182.14

	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
TOTAL EXPENSE:	\$252,000.00	\$241,500.00	\$128,515.37
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	4.3%	0.0%	

<u>TOTAL INCOME & EXPENSES</u>	<u>2024 Estimated</u>	<u>2023 Estimated</u>	<u>2022 Actual</u>
INCOME:	\$252,000.00	\$241,500.00	\$242,688.62
EXPENSE:	\$252,000.00	\$241,500.00	\$128,515.37

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.C. Consideration of Public Hearing Date for 2024 Budget**

Utah Code Annotated 17B-1-609 and the District's Fiscal Policy Section 8.4 requires that the District's board of trustees establish the time and place of a public hearing to consider the adoption of the final budget.

A suggested motion would be, "I move that we hold a public hearing on December 13, 2023, at 6:00 p.m. at the District's office for the purpose of adopting the 2024 Final Budget."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 4**

The District has received a request for a progress payment from Leon Poulsen Construction for the Secondary Water Metering Project Phase 4. The progress payment is in the amount of \$272,882.75. 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 4 in the amount of \$272,882.75 to Leon Poulsen Construction

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.E. 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 \$145,939.00. 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 \$145,939.00 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.F. Consideration of 2023 District Vehicles Sale**

Listed below is the sale/trade-in value of each District truck in comparison to the truck purchase and other costs.

<u>Truck</u>	<u>Purchase Price</u>	<u>Labor to Remove and Replace Light</u>	<u>TOTAL</u>	<u>Estimated Sale Price</u>	<u>Price Difference</u>
2024 Chevrolet Silverado 2500	\$68,618.14	\$0.00	\$68,618.14	\$68,000.00	(\$618.14)
2024 Chevrolet Silverado 2500	\$68,618.14	\$43.59	\$68,661.73	\$68,000.00	(\$661.73)
2024 Chevrolet Silverado 2500	\$68,618.14	\$43.59	\$68,661.73	\$68,000.00	(\$661.73)
2024 Chevrolet Silverado 2500	\$68,618.14	\$43.59	\$68,661.73	\$68,000.00	(\$661.73)
2024 Chevrolet Silverado 2500	\$68,618.14	\$43.59	\$68,661.73	\$68,000.00	(\$661.73)
TOTAL	\$343,090.70	\$174.37	\$343,265.07	\$340,000.00	(\$3,265.07)
				per truck average per year	(\$816.27)
				per truck average per month	(\$68.02)

A *suggested* motion for approval would be, “I move that we approve the 2023 Vehicles Sale and 2024 Vehicles Purchase.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.F. Consideration of 2024 District Vehicles Purchase**

Listed below is the sale/trade-in value of each District truck in comparison to the truck purchase and other costs.

<u>Truck</u>	<u>Estimated Purchase Price</u>	<u>Labor to Remove and Replace Light Bar and Toolbox</u>	<u>TOTAL</u>	<u>Anticipated Sale Price</u>	<u>Price Difference</u>
2024 Chevrolet Silverado 3500	\$73,297.20	\$0.00	\$73,297.20	\$73,000.00	(\$297.20)
2024 Chevrolet Silverado 3500	\$73,297.20	\$43.59	\$73,340.79	\$73,000.00	(\$340.79)
2024 Chevrolet Silverado 3500	\$77,479.20	\$43.59	\$77,522.79	\$77,000.00	(\$522.79)
2024 Chevrolet Silverado 3500	\$75,352.50	\$43.59	\$75,396.09	\$75,000.00	(\$396.09)
2024 Chevrolet Silverado 3500	\$73,297.20	\$43.59	\$73,340.79	\$73,000.00	(\$340.79)
TOTAL	\$372,723.30	\$174.37	\$372,897.67	\$371,000.00	(\$1,897.67)
				per truck average per year	(\$379.53)
				per truck average per month	(\$31.63)

<u>Truck</u>	<u>Estimated Purchase Price</u>	<u>Labor to Remove and Replace Light Bar and Toolbox</u>	<u>TOTAL</u>	<u>Anticipated Sale Price</u>	<u>Price Difference</u>
2024 GMC Sierra 3500	\$76,229.00	\$0.00	\$76,229.00	\$75,000.00	(\$1,229.00)
2024 GMC Sierra 3500	\$76,229.00	\$43.59	\$76,272.59	\$75,000.00	(\$1,272.59)
2024 GMC Sierra 3500	\$80,578.00	\$43.59	\$80,621.59	\$79,000.00	(\$1,621.59)
2024 GMC Sierra 3500	\$78,367.00	\$43.59	\$78,410.59	\$77,000.00	(\$1,410.59)
2024 GMC Sierra 3500	\$76,229.00	\$43.59	\$76,272.59	\$75,000.00	(\$1,272.59)
TOTAL	\$387,632.00	\$174.37	\$387,806.37	\$381,000.00	(\$6,806.37)
				per truck average per year	(\$1,361.27)
				per truck average per month	(\$113.44)

<u>Truck</u>	<u>Estimated Purchase Price</u>	<u>Labor to Remove and Replace Light Bar and Toolbox</u>	<u>TOTAL</u>	<u>Anticipated Sale Price</u>	<u>Price Difference</u>
2024 Ford F350	\$76,962.00	\$0.00	\$76,962.00	\$75,000.00	(\$1,962.00)
2024 Ford F350	\$76,962.00	\$43.59	\$77,005.59	\$75,000.00	(\$2,005.59)
2024 Ford F350	\$81,353.00	\$43.59	\$81,396.59	\$79,000.00	(\$2,396.59)
2024 Ford F350	\$79,120.00	\$43.59	\$79,163.59	\$77,000.00	(\$2,163.59)
2024 Ford F350	\$76,962.00	\$43.59	\$77,005.59	\$75,000.00	(\$2,005.59)
TOTAL	\$391,359.00	\$174.37	\$391,533.37	\$381,000.00	(\$10,533.37)
				per truck average per year	(\$2,106.67)
				per truck average per month	(\$175.56)

<u>Truck</u>	<u>Estimated Purchase Price</u>	<u>Labor to Remove and Replace Light Bar and Toolbox</u>	<u>TOTAL</u>	<u>Anticipated Sale Price</u>	<u>Price Difference</u>
2024 Ram 3500	\$80,627.00	\$0.00	\$80,627.00	\$77,000.00	(\$3,627.00)
2024 Ram 3500	\$80,627.00	\$43.59	\$80,670.59	\$77,000.00	(\$3,670.59)
2024 Ram 3500	\$85,227.00	\$43.59	\$85,270.59	\$81,000.00	(\$4,270.59)
2024 Ram 3500	\$82,888.00	\$43.59	\$82,931.59	\$79,000.00	(\$3,931.59)
2024 Ram 3500	\$80,627.00	\$43.59	\$80,670.59	\$77,000.00	(\$3,670.59)
TOTAL	\$409,996.00	\$174.37	\$410,170.37	\$391,000.00	(\$19,170.37)
				per truck average per year	(\$3,834.07)
				per truck average per month	(\$319.51)

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.G. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC Stockholders Meeting**

The Davis & Weber Counties Canal Company (D&WCCC) has their annual stockholders meeting scheduled for December 19, 2023, at 6:30 p.m. In previous years, the board has appointed the Chair to vote the District's stock and Vice-Chair and General Manager as alternates in case the Chair is unable to vote the District's shares.

A suggested motion would be, "I move that we appoint the Chair to vote the District's Davis & Weber Counties Canal Company stock and appoint the Vice-Chair and General Manager as alternates."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.H. Consideration of Railrunner Phase 1 and 2 Development Agreement**

Railrunner Phase 1 and 2 is located at approximately 4400 South 2700 West in Roy which is just south of the Kwik City Muffler on 4000 South and north of Hooper Water Improvement district's water tanks that are located north of 4800 South. Recall that in May's board meeting last year, a development agreement for a project called RailRunner was approved by the trustees. There is a different company that will be developing this project and they have broken it into three phases. The new developer has submitted phase 1 and 2 to the District for review and approval.

The project design is similar to the one presented last year with a few changes here and there. The existing water allotment is enough to provide for the secondary water needs for the entire development so the developer will not be required to bring water shares. The developer will be required to install an appropriate meter or meters for the project. Otherwise, this is a standard development agreement.

A suggested motion would be, "I move that we approve Railrunner Phase 1 and 2 Development Agreement."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.I. Consideration of Reviewed Personnel Policies and Procedures**

Utah Code Title 17B-1-802 requires the District to annually review its personnel policies to ensure that they conform to the requirements of state and federal law. In performing this review for 2023, there are a couple of items that changed in the Per Diem and Travel Reimbursement Rules for Employees. There have been a few changes for the Per Diem and Travel Reimbursement for Trustees. The only item for employees is the mileage reimbursement for private vehicles increased from 58.5 cents to 65.5 cents per mile. The following is a list of changes for Trustees:

1. The in state and out of state travel reimbursement for meals is \$54.00 per day for both where it was \$45 for in state and \$50 for out of state previously.
2. Some of the in state lodging rates changed.
3. The mileage reimbursement for private vehicles increased from 56 cents to 62 cents per mile.

Otherwise, there were no other items we noticed in the Personnel Policies and Procedures that were changed by state or federal law so far in 2023.

A suggested motion would be, “I move that we accept the Reviewed Personnel Policies and Procedures with the changes and additions as discussed.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2023

SUBJECT: **IV.J. Consideration of Surplus Property**

In accordance with Section III.G. of the District's Procurement Policy, Rules and Procedures, the following items are anticipated to be disposed of for more than \$200 for each item.

- 1 – iPhone 13 Pro Max
- 3 – iPhone 13
- 1 – iPhone 13 Mini
- 1 – iPhone X
- 1 – iPhone 8

A suggested motion would be, “I move that we approve the Surplus Property be disposed of by the District's General Manager.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 15, 2023

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

The following is a reminder of upcoming meetings and events:

Board Meeting – November 15, 2023, at 5:00 p.m.

Christmas Dinner – December 4, 2023, at 6:00 p.m. Timbermine

Board Meeting – December 13, 2023, at 5:00 p.m.

Public Hearing for Allotment of Water – December 13, 2023, at 6:00 p.m.

Public Hearing for Budget – December 13, 2023, at 6:00 p.m.

As of November 14th, East Canyon is 82% full, Echo Reservoir is 85% full, and the Weber River basin water year-to-date precipitation is 86% of median. Currently almost 26% of the state of Utah is in abnormally dry to moderate drought condition. As of April 11, 2023, the District's boundaries were moved to the no drought category.

INTERNAL AUDIT REPORT

NOVEMBER 14, 2023

(OCTOBER 31, 2023, 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 checked="" 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: SR
2. Account No. ****1928: SR
3. Account No. ****0846: SR

PTIF

4. Account No. ****1141: SR
5. Account No. ****2340: SR
6. Account No. ****6249: SR

I have completed the above procedures for the month of November 14, 2023, (October 31, 2023 Statements).

Signature Redacted

Jon S. Ritchie, Audit Committee Chair

ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT

NOVEMBER 14, 2023

(OCTOBER 31, 2023 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 type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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* *[Signature]* _____

8. Purchase Card - Durbano: _____

9. Purchase Card - Thurgood: _____

10. Purchase Card - Doxey: _____

11. Purchase Card - Sandberg: _____

12. Purchase Card - Toupin: *OK* *[Signature]* _____

13. Purchase Card - Harris: _____

I have completed the above procedures for the month of November 14, 2023, (October 31, 2023 Statements).

Signature Redacted

Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT

• NOVEMBER 2023 •

GENERAL FUND

PREVIOUS MONTH

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Balance as of October 1	\$ 361,497.60	\$ 328,548.35	\$ 178,751.78
Deposits	\$ 999,860.73	\$ 401,876.04	\$ 526,520.65
Interest on checking	\$ 2,024.61	\$ 813.76	\$ 74.34
Withdrawals	\$ 1,034,032.84	\$ 573,926.56	\$ 497,191.24
Balance	\$ 329,350.10	\$ 157,311.59	\$ 208,155.53

TO DATE

Balance as of November 1	\$ 329,350.10	\$ 157,311.59	\$ 208,155.53
Deposits	\$ 567,095.28	\$ 222,366.12	\$ 122,881.33
Withdrawals	\$ 694,626.60	\$ 145,032.67	\$ 132,242.26
Balance	\$ 201,818.78	\$ 234,645.04	\$ 198,794.60

CAPITAL FACILITIES FUND

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Balance as of October 1	\$ 129,181.43	\$ 123,917.99	\$ 121,688.22
Deposits	\$ -	\$ -	\$ -
Interest on checking	\$ 601.53	\$ 246.21	\$ 30.14
Withdrawals	\$ -	\$ -	\$ -
Balance	\$ 129,782.96	\$ 124,164.20	\$ 121,718.36

TO DATE

Balance as of November 1	\$ 129,782.96	\$ 124,164.20	\$ 121,718.36
Deposits	\$ -	\$ -	\$ -
Withdrawals	\$ -	\$ -	\$ -
Balance	\$ 129,782.96	\$ 124,164.20	\$ 121,718.36

WEBER BASIN FUND

Balance as of November 1	\$ 615,993.29	\$ 489,894.01	\$ 385,676.77
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CONNECTIONS

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Connections made during the previous month (October)	3	0	0
Total connections made during the current year	30	13	26
Total active connections	10,841	10,809	10,796

SHARES

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Shares of D&WCCC Water Stock to date:	1,515.0	1,515.0	1,512.5
Shares of D&WCCC Water Stock leased to date:	144.0	144.0	144.0
Shares of Wilson Irrigation Stock to date:	21.5	21.5	21.0

UTAH PUBLIC TREASURER'S INVESTMENT FUND

• OPERATIONS & MAINTENANCE ACCOUNT •

	<u>2023</u>	<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 3,139,577.03	5.4334%	Ongoing-Flexible
Deposits (by Weber County)	\$ 15,165.61		
Interest	\$ 14,062.43		
Withdrawals (by wire)	\$ 452,167.08		
Balance	\$ 2,716,637.99		

• METER FUND ACCOUNT •

Balance	\$ 631,839.53	5.4334%	Ongoing-Flexible
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• BOND PROCEEDS METERING PROJECT ACCOUNT •

	<u>2023</u>	<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 2,552,491.83	5.4334%	Ongoing-Flexible
Deposits	\$ -		
Interest on checking	\$ 11,587.42		
Withdrawals	\$ 160,804.78		
Balance	\$ 2,403,274.47		

1:02 PM
11/15/23

ROY WATER CONSERVANCY DISTRICT
O&M Checks

November 15, 2023

Num	Name	Amount
Nov 15, 23		
20859	Chad Zito	-\$330.42
20860	Gary L. Newman	-\$255.42
20861	Gary S. Adams	-\$330.42
20862	Jon S. Ritchie	-\$255.42
20863	Mark W. Ohlin	-\$330.42
20864	Ace Recycling & Disposal	-\$147.21
20865	Blue Stakes of Utah	-\$1,205.10
20866	Braegger & Sons Construction, LLC	-\$2,500.00
20867	C.A.L. Ranch Store	-\$1,159.88
20868	Clear Link IT, LLC	-\$7,772.00
20869	Clyde Snow & Sessions	-\$1,240.00
20870	Comcast	-\$764.44
20871	Dominion Energy	-\$108.94
20872	Douglas P. Pierce	-\$1,500.00
20873	Durk's Plumbing Supply, Inc.	-\$11.37
20874	Eriks NA, Inc.	-\$139.06
20875	Ewing Irrigation Products	-\$651.90
20876	Ferguson Waterworks	-\$33,129.24
20877	Fuel Network	-\$1,860.01
20878	Home Depot	-\$443.84
20879	J. D. Young & Son Landscape	-\$2,053.00
20880	Jan-Pro of Utah	-\$265.00
20881	Leon Poulsen Construction Co.	-\$272,882.75
20882	Linde Gas & Equipment, Inc.	-\$41.96
20883	Meterworks	-\$1,862.74
20884	Mountainland Supply Company	-\$87,400.00
20885	Opticare Vision Services	-\$96.30
20886	Parkland USA Corp.	-\$1,133.66
20887	PEHP Group Insurance	-\$13,289.42
20888	PEHP Long-Term Disability	-\$413.11
20889	Post Asphalt Paving & Construction	-\$145,939.00
20890	Pro-Cut Concrete Cutting, Inc.	-\$250.00
20891	Riverdale City Corporation	-\$179.59
20892	Rocky Mountain Power	-\$6,171.97
20893	Rocky Mountain Power	-\$31.21
20894	Rocky Mountain Power	-\$10.26
20895	SKM, Incorporated	-\$849.13
20896	South Fork Hardware - Roy	-\$9.74
20897	The Data Center, LLC	-\$708.05
20898	Utah Local Governments Trust	-\$1,293.73
20899	Utah State Division of Finance	-\$35,114.46
20900	Verizon	-\$3,266.17
20901	Weber Basin Water Cons. District	-\$57,555.54
20902	Wasatch Civil Engineering	-\$3,044.13
20903	Wasatch Civil Engineering	-\$1,717.50
20904	Wasatch Civil Engineering	-\$1,803.38
20905	Utah State Tax Commission	-\$2,759.00
20906	AFLAC	-\$176.65
20907	Gary S. Adams	-\$39.76
20908	Gary L. Newman	-\$11.16
20909	Mark W. Ohlin	-\$43.48
20910	Jon S. Ritchie	-\$11.16
20911	Chad Zito	-\$11.16
20912	Courtney Harris	-\$47.34
20913	Rodney D. Banks	-\$10.00
Nov 15, 23	TOTAL	-\$694,626.60