

Roy Water Conservancy District

Minutes of Board Meeting

November 13, 2024

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, November 13, 2024, at 5:00 p.m.

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

I. CALL TO ORDER. Chair Ohlin 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. Adams.

III. APPROVAL OF MINUTES. Mr. Newman made a motion to accept and approve the minutes of October 9, 2024, Board meeting as written. Mr. Adams seconded the motion. The motion carried unanimously.

IV. BUSINESS.

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

B. Consideration of 2025 Tentative Budget. Mr. Banks said the only changes from the draft budget came from confirmation with Roy City of asphalt overlay areas and a roundabout project in the intersection of 3100 West and 6000 South that will impact the District's main lines, and a UDOT storm drain project on 6000 South between 1950 West and 2000 West. Mr. Banks said the cost-share agreement with D&WCCC for the box culvert project is also in the budget.

Mr. Ritchie made a motion to approve the 2025 Tentative Budget. Mr. Zito seconded the motion. The motion carried unanimously.

C. Consideration of Public Hearing for 2025 Budget – December 11, 2024, at 6:00 p.m. Mr. Adams made a motion to hold a public hearing on December 11, 2024, at 6:00 p.m., at the District's office for the purpose of adopting the 2025 Final Budget. Mr. Newman seconded the motion. The motion carried unanimously.

D. Consideration of Progress Payment for Secondary Water Metering Project Phase 4. Mr. Zito made a motion to approve a progress payment for the Secondary Water Metering Project Phase 4 in the amount of \$87,761.68 to Leon Poulsen Construction. Mr. Ritchie seconded the motion. The motion carried unanimously.

E. Consideration of Final Payment for Secondary Water Metering Project Phase 8. Mr. Adams made a motion to approve a final payment for the Secondary Water Metering Project Phase 8 in the amount of \$2,230.00 to AJC Construction and Excavation. Mr. Zito seconded the motion. The motion carried unanimously.

F. Consideration of Final Payment for Secondary Water Metering Project Phase 11. Mr. Ritchie made a motion to approve a final payment for the Secondary Water Metering Project Phase 11 in the amount of

\$7,685.75 to AJC Construction and Excavation. Mr. Newman seconded the motion. The motion carried unanimously.

G. 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 \$76,106.16 to Yard Masters. Mr. Adams seconded the motion. The motion carried unanimously.

H. Consideration of Progress Payment for Secondary Water Metering Project Phase 13. Mr. Newman made a motion to approve a progress payment for the Secondary Water Metering Project Phase 13 in the amount of \$96,824.00 to AJC Construction and Excavation. Mr. Zito seconded the motion. The motion carried unanimously.

I. Consideration and Award of Secondary Water Metering Project Phase 14. Mr. Zito made a motion to award the Secondary Water Metering Project Phase 14 to AJC Construction and Excavation in the amount of \$285,475.00. Mr. Newman seconded the motion. The motion carried unanimously.

J. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC Stockholders Meeting. Mr. Banks said the stockholders meeting this year is on December 17, 2024, at 6:30 p.m.

Mr. Adams made a motion to appoint the Chair to vote the District's Davis & Weber Counties Canal Company stock and appoint the Vice-Chair and General Manager as alternates. Mr. Ritchie seconded the motion. The motion carried unanimously.

K. Consideration of Reviewed Personnel Policies and Procedures. Mr. Banks said state code requires the District to review its personnel policies and procedures to make sure they follow federal and state law. Mr. Banks said one of the changes was made to the travel policy, so Trustees and employees can use the same per diem and travel reimbursement rules. Mr. Banks said lodging rates will match the GSA per diem rates, and mileage reimbursement for private vehicles will match the current IRS business mileage rate.

Mr. Banks said the holidays were updated to reflect changes in observance of the Juneteenth holiday, which will now match the federal observance, and the definition of Veterans Day was corrected.

Mr. Banks said an addition was made to address religious accommodations as referenced in U.C.A. 67-27-106. Mr. Banks said there is a possibility the section will be expanded next year.

Mr. Newman made a motion to accept the Reviewed Personnel Policies and Procedures with the changes and additions as discussed. Mr. Adams seconded the motion. The motion carried unanimously.

L. Consideration of T-Mobile First Amendment to Site Lease. Mr. Banks said he has been in negotiations with a representative of T-Mobile to amend their site lease. Mr. Banks said the current site lease does not expire until June 30, 2029, and this amendment gives T-Mobile the option to renew the site lease until June 30, 2054.

Mr. Banks said it was requested by T-Mobile to have the Trustees approve the amendment first, so Mr. Banks recommends the Trustees approve the site lease amendments contingent upon attorney approval and T-Mobile accepting the proposal.

Mr. Ritchie made a motion to approve the T-Mobile First Amendment to Site Lease contingent upon Attorney approval and T-Mobile accepting the proposed terms. Mr. Newman seconded the motion. The motion carried unanimously.

M. Consideration of Resolution 2024-05 Certifying the Petition for Annexation of OC1, LLC Property. Mr. Banks said OC1, LLC submitted a petition for annexation of a parcel at approximately 3625 Midland Drive in West Haven. Mr. Banks said West Haven City has an ordinance requiring secondary water for outdoor watering on new developments. Mr. Banks said Weber Basin Water Conservancy District sent a letter to the District saying they are unable to serve the parcel. Mr. Banks said the District has a main line on 3600 South, which can serve the development once the property is annexed into the District. Mr. Banks said the annexation process is simplified due to OC1, LLC being the only owner involved. Mr. Banks said once the petition for annexation is certified by Board resolution, the annexation process will proceed.

Mr. Adams made a motion to adopt Resolution 2024-05 Certifying the Petition for Annexation and Providing for Notice Thereof of the OC1, LLC property. Mr. Newman seconded the motion. The motion carried unanimously.

V. REPORTS FROM MANAGER AND TRUSTEES.

A. RWCD and West Haven Systems. Mr. Durbano said the season went well, and the transmission lines were emptied quickly to enable UDOT work on I-15. Mr. Banks said the District is still purchasing copper sulfate and adding it to the reservoir to eliminate or decrease clam shrimp in the system.

B. Utah Water Summit · October 15, 2024. Mr. Banks attended the meeting and said the topics were good as they pertained to both small and large water districts.

C. UASD Annual Convention · November 6-8, 2024. Mr. Banks said the Open & Public Meetings training is required annually for all Board members, and the entire Board member training is required within a year after reappointment to the Board. Chair Ohlin said the security and AI portions of the convention were interesting and informative.

D. Manager & Trustees Reports. Mr. Banks said the Trustees and employees are required annually to complete the conflicts of interest and ethics forms.

Mr. Banks reminded the Board that the next meeting will include election of a Vice-Chair. Mr. Banks said there are no trustee reappointments for 2025.

Mr. Banks said Whitaker Construction had installed the carrier pipe for the transmission lines. Mr. Banks said the D&WCCC box culvert is progressing, and the bridge demolition will take place in the coming week.

Mr. Banks said the District has spent all \$10 million of the first grant and \$723,000 of the second grant, with 6,511 meter pits being installed through the end of October. Mr. Banks said the District has received all the meters ordered and about 6,000 radios.

Mr. Banks said as of November 12th, East Canyon was 72% full, Echo was 62% full, and the Weber River Basin water year-to-date was 71% of median. Mr. Banks said currently almost 98% of the state is in abnormally dry to moderate drought conditions. Mr. Banks said the District's connections used about 19% more water this season than the previous year.

E. Review of Monthly Bank Statements and Cancelled Checks. Mr. Ritchie said the audit committee, consisting of himself, Mr. Banks, and Ms. Toupin, met November 12, 2024, 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. Zito seconded the motion. The motion carried unanimously.

VII. APPROVAL OF EXPENSES. Mr. Zito made a motion to approve expenses for November 13, 2024. Mr. Newman seconded the motion. The motion carried unanimously.

VIII. ADJOURNMENT. Mr. Newman made a motion to adjourn at 5:54 p.m. Mr. Zito seconded the motion. The motion carried unanimously.

Minutes Approved

Mark Ohlin, Chair

Recording Secretary