

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
August 14, 2024
5:00 P.M.

- | | |
|--|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Gary Newman |
| 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 9 | MOTION |
| D. Consideration of Progress Payment for Secondary Water Metering Project Phase 10 | MOTION |
| E. Consideration and Award of Secondary Water Metering Project Phase 11 | MOTION |
| F. Consideration and Award of Secondary Water Metering Project Phase 12 | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Manager and 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: August 9, 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 \$142,196.00. 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 \$142,196.00 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 9, 2024

SUBJECT: **IV.C. Consideration of Final Payment for Secondary Water Metering Project Phase 9**

The District has received a request for a final payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 9. The final payment of retainage is in the amount of \$8,265.25. This will complete phase 9 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 9 in the amount of \$8,265.25 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 9, 2024

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 10**

The District has received two requests for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 10. The progress payments are in the amount of \$126,920.00. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve Progress Payments for the Secondary Water Metering Project Phase 10 in the amount of \$126,920.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 9, 2024

SUBJECT: **IV.E. Consideration and Award of Secondary Water Metering Project Phase 11**

The District received bids from three contractors for the Secondary Water Metering Project Phase 11 as follows.

<u>Contractor</u>	<u>Bid Amount</u>
AJC Construction and Excavation	\$174,625.00
E.H. Knudson Construction	\$205,280.00
LaRose Paving	\$230,750.00

The low bidder is AJC Construction and Excavation for \$174,625.00.

A suggested motion would be, “I move that we award the Secondary Water Metering Project Phase 11 to AJC Construction and Excavation in the amount of \$174,625.00.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 9, 2024

SUBJECT: **IV.F. Consideration and Award of Secondary Water Metering Project Phase 12**

The District received bids from five contractors for the Secondary Water Metering Project Phase 12 as follows.

Contractor	Bid Amount
Yard Masters	\$ 456,391.00
Braegger and Sons Construction	\$ 805,550.00
Leon Poulsen Construction	\$ 892,785.00
Paragon Construction Systems	\$1,078,142.00
EXC Construction	\$1,516,800.00

The low bidder is Yard Masters for \$456,391.00.

A suggested motion would be, “I move that we award the Secondary Water Metering Project Phase 12 to Yard Masters in the amount of \$456,391.00.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 14, 2024

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

The following is a reminder of upcoming meetings and events:

Board Meeting – August 14, 2024, at 5:00 p.m.
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 August 13th, East Canyon is 85% full, Echo Reservoir is 65% full, and the Weber River basin water year-to-date precipitation is approximately 113% of median. Currently almost 90% 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

AUGUST 12, 2024

(JULY 31, 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 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: _____
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 August 12, 2024, (July 31, 2024 Statements).


Jon S. Ritchie, Audit Committee Chair

**ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT**

AUGUST 12, 2024

(JULY 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: OK
9. Purchase Card - Thurgood: _____
10. Purchase Card - Doxey: _____
11. Purchase Card - Sandberg: _____
12. Purchase Card - Zesiger: _____
13. Purchase Card - Toupin: OK
14. Purchase Card - Harris: _____

All Good

I have completed the above procedures for the month of August 12, 2024, (July 31, 2024 Statements).

Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT

• **AUGUST 2024** •

GENERAL FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of July 1	\$ 734,096.44	\$ 680,941.72	\$ 133,127.21
Deposits	\$ 1,643,458.72	\$ 653,333.58	\$ 221,720.51
Interest	\$ 3,198.57	\$ 3,379.82	\$ 148.10
Withdrawals	\$ 1,004,805.69	\$ 541,573.58	\$ 209,820.48
Balance as of July 31	\$ 1,375,948.04	\$ 796,081.54	\$ 145,175.34

CAPITAL FACILITIES FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of July 1	\$ 134,472.13	\$ 127,548.00	\$ 123,463.11
Deposits	\$ -	\$ -	\$ -
Interest	\$ 651.80	\$ 548.25	\$ 95.90
Withdrawals	\$ -	\$ -	\$ -
Balance as of July 31	\$ 135,123.93	\$ 128,096.25	\$ 123,559.01

WEBER BASIN FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of July 1	\$ 792,032.02	\$ 698,500.49	\$ 555,951.83
Deposits	\$ -	\$ -	\$ -
Interest	\$ 3,784.87	\$ 2,913.68	\$ 426.09
Withdrawals	\$ 23,069.68	\$ 36,283.98	\$ 17,112.46
Balance as of July 31	\$ 772,747.21	\$ 665,130.19	\$ 539,265.46

CONNECTIONS

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Connections made during the previous month (July)	16	2	3
Total connections made during the current year	28	22	13
Total active connections	10,872	10,833	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:	22.5	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 July 1	\$ 3,932,595.18	5.4310%	Ongoing-Flexible
Deposits (by Weber County)	\$ 16,018.94		
Interest	\$ 17,426.60		
Withdrawals	\$ 302,740.08		
Balance as of July 31	\$ 3,663,300.64		

• **METER FUND ACCOUNT** •

		<u>RATE</u>	<u>DATE</u>
Balance as of July 1	\$ 1,301,774.12	5.4310%	Ongoing-Flexible
Deposits	\$ 2,740.08		
Interest	\$ 6,011.10		
Withdrawals	\$ -		
Balance as of July 31	\$ 1,310,525.30		

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

		<u>RATE</u>	<u>DATE</u>
Balance as of July 1	\$ 589,039.00	5.4310%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 2,173.51		
Withdrawals	\$ 228,292.16		
Balance as of July 31	\$ 362,920.35		

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

		<u>RATE</u>	<u>DATE</u>
Balance as of July 1	\$ 2,170,249.97	5.4310%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 9,972.87		
Withdrawals	\$ 15,815.55		
Balance as of July 31	\$ 2,164,407.29		

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ROY WATER CONSERVANCY DISTRICT

O&M Checks

July 11 through August 14, 2024

	Num	Name	Amount
Jul 11 - Aug 14, 24			
	EFT	Dominion Energy	-\$100.97
	EFT	Zions Bank	-\$5,125.26
	ACH	Wyatt R. Zesiger	-\$1,584.91
	ACH	Chad Zito	-\$275.01
	ACH	Gary L. Newman	-\$200.01
	ACH	Gary S. Adams	-\$275.01
	ACH	Jon S. Ritchie	-\$200.01
	ACH	Mark W. Ohlin	-\$275.01
	ACH	Courtney L. Harris	-\$2,160.01
	ACH	Justin J. Sandberg	-\$1,920.63
	ACH	Kent D. Thurgood	-\$2,308.28
	ACH	Linda A. Toupin	-\$2,066.48
	ACH	Nathan S. Doxey	-\$2,169.98
	ACH	Philip W. Durbano	-\$4,130.76
	ACH	Rodney D. Banks	-\$3,997.54
	EFT	Utah Unemployment Compensation Fund	-\$391.14
	21327	Clyde Snow & Sessions	-\$160.00
	21328	Connection Media Company	-\$899.00
	21329	Opticare Vision Services	-\$102.72
	21330	PEHP Long-Term Disability	-\$307.45
	21331	PEHP Long-Term Disability	-\$350.61
	21332	WSP USA Inc.	-\$3,046.33
	21333	Clyde Snow & Sessions	-\$440.00
	EFT	Comcast	-\$777.67
	EFT	Sam's Club	-\$66.72
	EFT	Home Depot	-\$179.14
	EFT	Riverdale City Corporation	-\$177.91
	EFT	Rocky Mountain Power	-\$10.26
	EFT	Rocky Mountain Power	-\$39.05
	EFT	Utah Local Governments Trust	-\$26,215.54
	ACH	Courtney L. Harris	-\$2,175.13
	ACH	Justin J. Sandberg	-\$2,300.75
	ACH	Kent D. Thurgood	-\$2,902.21
	ACH	Linda A. Toupin	-\$2,085.00
	ACH	Nathan S. Doxey	-\$2,173.00
	ACH	Philip W. Durbano	-\$2,396.21
	ACH	Rodney D. Banks	-\$4,004.56
	ACH	Wyatt R. Zesiger	-\$1,367.96
	EFT	Dominion Energy	-\$46.15
	EFT	Rocky Mountain Power	-\$6,036.01
	ACH	Chad Zito	-\$275.02
	ACH	Gary L. Newman	-\$200.02
	ACH	Gary S. Adams	-\$275.02
	ACH	Jon S. Ritchie	-\$200.02
	ACH	Mark W. Ohlin	-\$275.02
	21334	AAA Excavation Inc.	-\$1,500.00
	21335	Ace Recycling & Disposal	-\$139.22
	21336	AJC Construction & Excavation	-\$126,920.00
	21337	Blue Stakes of Utah	-\$940.50
	21338	Buffalo Bros. Tire Outfitters, Inc.	-\$35.00
	21339	C.A.L. Ranch Store	-\$74.97
	21340	Clear Link IT, LLC	-\$2,051.00
	21341	Clyde Snow & Sessions	-\$800.00
	21342	Durk's Plumbing Supply, Inc.	-\$33.53
	21343	Durk's Plumbing Supply, Inc.	-\$75.72

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ROY WATER CONSERVANCY DISTRICT

O&M Checks

July 11 through August 14, 2024

Num	Name	Amount
21344	Ferguson Waterworks	-\$2,069.22
21345	Ferguson Waterworks	-\$136,127.79
21346	Fuel Network	-\$1,874.40
21347	Grainger, Inc.	-\$323.81
21348	J. D. Young & Son Landscape	-\$2,053.00
21349	Jan-Pro of Utah	-\$265.00
21350	LaRose Paving Inc.	-\$7,000.00
21351	LGG Industrial, Inc.	-\$214.12
21352	Linde Gas & Equipment, Inc.	-\$85.55
21353	Meterworks	-\$23,662.06
21354	Mountainland Supply Company	-\$1,243.82
21355	Voided	\$0.00
21356	O'Reilly Automotive	-\$113.46
21357	Oldcastle Infrastructure	-\$530.00
21358	Opticare Vision Services	-\$102.72
21359	PEHP Group Insurance	-\$14,371.95
21360	Post Asphalt Paving & Construction	-\$142,196.00
21361	Royal Wholesale Electric	-\$3,014.29
21362	SKM, Incorporated	-\$1,946.57
21363	South Fork Hardware - Roy	-\$14.95
21364	Wasatch Civil Engineering	-\$937.13
21365	Wasatch Civil Engineering	-\$7,420.01
21366	Weber Basin Water Cons. District	-\$255,536.67
21367	WSP USA Inc.	-\$1,773.54
EFT	Zions Bank	-\$2,529.11
21368	Wasatch Civil Engineering	-\$458.00
21369	AFLAC	-\$176.65
21370	Utah State Tax Commission	-\$2,931.00
21371	Mountainland Supply Company	-\$24,592.21
Jul 11 - Aug 14, 24	TOTAL	<u><u>-\$852,798.46</u></u>