Roy Water Conservancy District

5440 Freeway Park Drive Riverdale, UT 84405

AGENDA

Monthly Board of Trustees Meeting January 11, 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 A. Approval of December 2022 Board Meeting Minutes B. Approval of Public Hearing for the Allotment of Water Minutes C. Approval of Public Hearing for the Adoption of 2023 Budget Minutes 	MOTION MOTION MOTION
IV.	BUSINESS A. Oath of Office – Mark Ohlin B. Oath of Office – Gary L. Newman C. Consideration of 2022 Audit D. Public Comments	District Clerk District Clerk MOTION
V.	REPORTS FROM MANAGER & TRUSTEES A. D&WCCC Stockholders Meeting – December 15, 2022 B. Manager & Trustees Reports C. Review of Monthly Bank Statements and Cancelled Checks	Gary Newman
VI.	APPROVAL OF FINANCIAL REPORTS A. Monthly Financial Report B. 4 th Quarter 2022 Financial Report	MOTION MOTION
VII.	APPROVAL OF CHECKS A. Final 2022 Checks for Year-End Bills B. Current Checks	MOTION MOTION
VIII.	ADJOURNMENT	MOTION

∞ MEMORANDUM ∞

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: January 6, 2023

SUBJECT: IV.C. Consideration of 2022 Audit

The District is required to have a financial audit performed each year. Although Child Richards CPAs and Advisors (formerly Wood Richards and Associates) has performed the District's financial audit for many years, the board of trustees can appoint another qualified CPA firm to perform this required financial audit. The business item description purposefully does not name a CPA firm so that the trustee making the motion will need to name the firm they would like to appoint to perform the District's annual financial audit.

A <u>suggested</u> motion would be, "I move that we appoint _____ (Child Richards CPAs and Advisors or another qualified CPA if the trustees so choose) to perform the District's 2022 Audit."

MEMORANDUM A

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: January 11, 2023

SUBJECT: V.B. Manager and Trustees Reports

The following is a reminder of upcoming meetings and events:

Board Meeting – January 11, 2023, at 5:00 p.m.

Board Meeting – February 8, 2023, at 5:00 p.m.

Board Meeting – March 8, 2023, at 5:00 p.m.

Utah Water Law and Workshop – March 20-22, 2023, St. George, UT

Board Meeting - April 19, 2023, at 5:00 p.m.

Board Meeting – May 17, 2023, at 5:00 p.m.

Public Hearing for Allotment of Water – May 17, 2023, at 6:00 p.m.

Board Meeting – June 14, 2023, at 5:00 p.m.

Board Meeting - July 12, 2023, at 5:00 p.m.

Board Meeting - August 9, 2023, at 5:00 p.m.

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

Board Meeting - October 11, 2023, at 5:00 p.m.

UASD Annual Convention – November 8-10, 2023, Layton, UT

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

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 January 10th, East Canyon is 57% full, Echo Reservoir is 63% full, and the Weber River basin snow water equivalent is 197% of median. Currently almost 87% of the state of Utah is in severe to exceptional drought condition. As of January 4, 2022, the District's boundaries were moved to the severe drought category.

INTERNAL AUDIT REPORT

JANUARY 10, 2023 (DECEMBER 31, 2022, STATEMENTS)

YES	No	
\boxtimes		1. Obtain bank statements unopened.
Ņ		2. Review checks for unusual payees.
×		3. Review signatures on checks for authenticity.
×		4. Review any cash transfers or large debit memos for property.
区		Question any large or unusual checks that you do not remember discussing or approving.
M		6. Summarize your questions.
囟		7. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin.
囚		8. Obtain replies to questions from Rodney Banks and distribute with the report.
COM	MENTS	5:
<u>B</u> :	ank of U	<u>tah</u>
1. <u>A</u>	ccount N	To. ****0122:
2. <u>A</u>	ccount N	To. ****1928:
3. <u>A</u>	ccount N	To. ****0846:
<u>P</u>	ΓIF	
4. <u>A</u>	ccount N	[o. ****1141 <u>:</u>
5. <u>A</u>	ccount N	o. ****2340:
6. <u>Ac</u>	count N	o. ****6249:
	comple Stateme	eted the above procedures for the month of <u>January 10, 2023</u> (December 31, ents)
-044		Signature Redacted

Gary L. Newman, Vice-Chair

ZION BANK PURCHASE CARDS INTERNAL AUDIT REPORT

JANUARY 10, 2023

(DECEMBER 31, 2022 STATEMENTS)

YES	No	()	Enterprise contraction connections are represented to the contraction of the contraction				
51"		Obtain purchase card statements.	RECEIVED ON				
X		2. Review statements for unusual charges.	JAN 1 0 2022				
X		3. Review receipts for charges.	CONSERVANC				
Ø		 Question any large or unusual charges not previously approved during board meeting. 	ly discussed or				
X		5. Summarize your questions.					
X							
Ø		 Obtain replies to questions from Rodney Banks and report. 	distribute with the				
CO	MMENTS	S:					
1.	Zions Ba	nk Control Account:					
2.	Purchase	Card - Ohlin:					
3.	Purchase	Card – Newman:					
4.	Purchase	Card - Adams:					
5.	Purchase	Card – Ritchie:					
6.		Card – Zito:					
7.	Purchase	Card - Banks:					
8.		Card - Durbano:					
9.		Card - Thurgood:					
10.		Card – Doxey:					
		Card - Sandberg:					
		Card - Toupin:					
		Card - Harris:					
hav		eted the above procedures for the month of January 10, 2	023 (December 31,				
		Gary L. Newman, Vice-	K				
		5 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	~10011				

FINANCIAL REPORT • JANUARY 2023 •

GENERAL FUND					
PREVIOUS MONTH		<u>2023</u>	<u>2022</u>		<u>2021</u>
Balance as of December 1	\$	212,566.71	\$ 175,408.94	\$	194,144.70
Deposits	\$	791,663.20	\$ 869,775.52	\$	841,718.64
Interest on checking	\$	1,382.42	\$ 115.15	\$	193.15
Withdrawals	\$	723,837.28	\$ 297,982.67	\$	218,959.37
Balance	\$	281,775.05	\$ 747,316.94	\$	817,097.12
TO DATE					
Balance as of January 1	\$	281,775.05	\$ 747,316.94		817,097.12
Deposits	\$	36,540.66	\$ 3,208.30		4,301.43
Withdrawals	\$	124,035.15	\$ 372,696.15		413,726.70
Balance	\$	194,280.56	\$ 377,829.09	\$	407,671.85
CAPITAL FACILITIES FUND		2023	2022		<u>2021</u>
Balance as of December 1	\$	124,441.65	\$ 121,752.84		260,114.94
Deposits	\$	-	\$ 1,367.53	\$	-
Interest on checking	\$	321.16	\$ 35.14	\$	112.67
Withdrawals	\$	-	\$ -	\$	-
Balance	\$	124,762.81	\$ 123,155.51	\$	260,227.61
TO DATE					
Balance as of January 1	\$	124,762.81	\$ 123,155.51	\$	260,227.61
Deposits	\$	-	\$ -	\$	-
Withdrawals	\$	-	\$ -	\$	-
Balance	\$	124,762.81	\$ 123,155.51	\$	260,227.61
WEBER BASIN FUND		2023	2022		2021
Balance as of January 1	\$	471,618.27	\$ 370,505.60	\$	273,217.27
CONNECTIONS		2023	2022		2021
Connections made during the previous month (December)		0	0		0
Total connections made during the previous year		15	26		114
Total active connections		10,811	10,796		10,770
SHARES		2023	2022		2021
Shares of D&WCCC Water Stock to date:		1,515.0	1,512.5		1,512.5
Shares of D&WCCC Water Stock leased to date:		144.0	144.0		144.0
Shares of Wilson Irrigation Water Stock to date:		21.5	21.0		20.5
UTAH PUBLIC TREASURER'S INVESTMENT FUND					
· OPERATIONS & MAINTENANCE ACCOUNT			RATE		DATE
Balance as of December 1	\$	3,239,713.54	3.8533%	On	going-Flexible
Deposits (by Weber County)		2,311,124.58	0.000070	011	going hoxidio
Interest	\$	12,491.42			
Withdrawals (by wire)		1,086,367.79			
Balance		4,476,961.75			
METER ELINID ACCOUNT		, ,	DATE		DATE
· METER FUND ACCOUNT · Balance	\$	644,196.61	RATE 3.8533%	On	DATE going-Flexible
	Ψ			011	going mexicie
BOND PROCEEDS METERING PROJECT ACCOUNT	_	<u>2023</u>	RATE		
Balance as of December 1	\$	-	3.8533%		
Deposits		3,643,000.00			
Interest on checking	\$	6,510.46			
Withdrawals	\$	52,372.03			
Balance	\$	3,597,138.43			
TO DATE	_	0.507.100.40			
Balance as of January 1		3,597,138.43			
Deposits	\$	-			
Withdrawals	\$	-			
Balance	\$	3,597,138.43			

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ROY WATER CONSERVANCY DISTRICT 2022 Profit & Loss Budget vs. Actual January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income	50 405 74	50,000,00	105.71
3016 · Cell Tower Leases	56,425.71	56,000.00	425.71
3020 · Surplus Water Sales/Wheeling Ch	4,837.88	13,000.00	-8,162.12
3028 · Interest-Checking & Investments 3030 · Ad Valorem Tax	64,808.33 132,805.69	20,000.00 127,500.00	44,808.33
	25,583.41	30,000.00	5,305.69 -4,416.59
3034 · Delinquent Assessments 3035 · Direct Charges/Assessments	2,354,574.04	2,285,000.00	69,574.04
3036 · Registered Vehicle F.I.L.	9,138.34	13,500.00	-4,361.66
3037 · Delinquent Ad Valorem Tax	1,881.53	2,500.00	-618.47
3040 · Non-Taxable Entity Assessments	81,645.49	65,000.00	16,645.49
3045 · Homeowners 1 Yr Only Assmnt.	0.00	1,000.00	-1,000.00
3050 · Homeowners Yearly Assessments	11,539.82	5,000.00	6,539.82
3150 · Misc. Income	80.00	1,000.00	-920.00
3156-22 · Sale of 2022 Vehicles	0.00	290,000.00	-290,000.00
3158-21 · Sale of 2022 CAT 938M Purc 2021	0.00	175,000.00	-175,000.00
3300 · Weber Basin - West Haven System	242,688.62	230,000.00	12,688.62
3301 · Weber Basin Administrative Fee	0.00	11,500.00	-11,500.00
3601-21 · WaterSmart Grant R22AP00053	75,000.00	75,000.00	0.00
Total Income	3,061,008.86	3,401,000.00	-339,991.14
Gross Profit	3,061,008.86	3,401,000.00	-339,991.14
Expense			
4900 · Trustees Fees & Extra Meetings	17,989.61	20,000.00	-2,010.39
4903 · Scada	0.00	1,500.00	-1,500.00
4906 · Engineering	44,739.60	52,500.00	-7,760.40
4907 · Audit / CPA	15,246.00	20,000.00	-4,754.00
4908 · Attorney	7,976.75	33,000.00	-25,023.25
4909 · Advertising & Publishing	7,512.83	31,000.00	-23,487.17
4911 · Liability	22,661.21	38,000.00	-15,338.79
4912 · Workers Compensation	4,531.87	12,500.00	-7,968.13
4913 · Bonding	0.00	1,000.00	-1,000.00
5100 · Roy City Water Rental	23,751.00	25,000.00	-1,249.00
5101 · D & W Water Assessment	393,900.00	379,000.00	14,900.00
5103 · Other Water Rental	20,787.50	15,000.00	5,787.50
5105 · Weber Basin Lease Contract	42,329.58	44,000.00	-1,670.42
5106 · Wilson Water Assessment	1,890.00	2,000.00	-110.00
5200 · Utah Water Users Association	500.00	1,500.00	-1,000.00
5201 · Association Special Districts	2,091.00	3,000.00	-909.00
5202 · Water Education	132.14	1,000.00	-867.86
5204 · American Water Works	248.00	700.00	-452.00
5205-1 · Irrigation Caucus	400.00	400.00	0.00
5206-1 · Water Conservation (Other)	0.00	500.00	-500.00
5300 · Director Workshops/Training	4,321.34 8,767.38	22,000.00 26,000.00	-17,678.66
5301 · Employee Workshops/Training 5302 · Medicare	9,707.86	10,300.00	-17,232.62 -592.14
5303-00 · Gross Wages-RWCD	457,616.65	443,000.00	-592.14 14,616.65
3303-00 - GIOSS Wages-RWCD	437,010.03	443,000.00	Page 1
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ROY WATER CONSERVANCY DISTRICT 2022 Profit & Loss Budget vs. Actual January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
5303-01 · Overtime-RWCD	19,216.92	31,500.00	-12,283.08
5303-04 · Overtime-West Haven	9,156.90	8,250.00	906.90
5303-05 · Double Time-RWCD	1,289.76	2,000.00	-710.24
5303-06 · Gross Wages-West Haven	62,876.39	123,750.00	-60,873.61
5303-07 · Double Time-West Haven	858.42	1,550.00	-691.58
5303-10 · Sick Leave Pay	20,658.55	29,000.00	-8,341.45
5303-11 · Annual Leave Pay	46,802.73	32,500.00	14,302.73
5303-12 · Pager Time-RWCD	7,728.33	9,500.00	-1,771.67
5303-13 · Compensation Time	0.00	1,750.00	-1,750.00
5303-14 · Holiday Pay	26,967.36	25,000.00	1,967.36
5303-15 · Pager Time-West Haven	5,315.90	6,250.00	-934.10
5303-20 · Vehicle Compensation	4,136.19		
5304 · FICA	41,259.80	44,750.00	-3,490.20
5307 · Retirement	100,600.41	99,000.00	1,600.41
5308-04 · Medical FSA (Pre Tax)	-336.11		
5308 · Health Insurance	148,904.69	143,000.00	5,904.69
5309 · 401K	34,833.50	31,250.00	3,583.50
5311 · Unemployment Comp.	890.51	3,100.00	-2,209.49
5312 · Disability	2,805.19	3,500.00	-694.81
5315 · General Office Expenses	7,997.99	20,000.00	-12,002.01
5316 · Office Travel Reimbursement	192.19	1,500.00	-1,307.81
5317 · Managers Expense	368.62	1,500.00	-1,131.38
5318 · Air Conditioning & Heating	0.00	2,000.00	-2,000.00
5319 · Computer Tech. Repair & Agrmnts	19,207.00	18,000.00	1,207.00
5321 · Adjustments & Refunds	0.00	500.00	-500.00
5323 · Computer Hardware & Software	11,515.35	15,000.00	-3,484.65
5324 · Radio Maintenance	0.00	1,000.00	-1,000.00
5325 · Bldg Cleaning & Maint. Supplies	248.86	500.00	-251.14
5326 · Janitorial Services	2,757.50	3,000.00	-242.50
5327 · Office Improvements	0.00	5,000.00	-5,000.00
5328 · Conservation Study & Incentives	0.00	3,000.00	-3,000.00
5401 · Telephone	13,527.07	20,000.00	-6,472.93
5402 · Dominion Energy	4,012.84	4,500.00	-487.16
5403 · Rocky Mountain Power/Electrical	28,152.83	65,000.00	-36,847.17
5404 · Culinary Water (Riverdale)	1,885.23	2,500.00	-614.77
5405 · Trash	1,659.83	1,750.00	-90.17
5501 · Fuel	18,812.98	16,000.00	2,812.98
5502 · Oil, Grease & Filters	472.85	1,250.00	-777.15
5503 · Tires	0.00	2,000.00	-2,000.00
5504 · Batteries	219.44	300.00	-80.56
5505 · Equipment Repair	2,196.64	5,000.00	-2,803.36
5506 · Equipment Tune-Up	241.48	750.00	-508.52
5507 · Truck Repair & Registration	15.00	1,500.00	-1,485.00
5509 · Portable Equipment	1,864.43	3,000.00	-1,135.57
5510 · Small Hand Tools - Shop	1,005.89	2,000.00	-994.11
5511 · Small Tools - Trucks	648.45	2,500.00	-1,851.55
5512 · Equipment Rental	0.00	1,500.00	-1,500.00
5600 · Oxygen, Acetylene & Welding Rod	688.60	1,500.00	-811.40
5601 · Rock & Road Base	1,358.46	3,500.00	-2,141.54
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ROY WATER CONSERVANCY DISTRICT 2022 Profit & Loss Budget vs. Actual January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
5602 · Concrete Products	0.00	400.00	-400.00
5603 · Nuts & Bolts	109.52	600.00	-490.48
5604 · Uniforms	373.91	2,000.00	-1,626.09
5605 · Safety Equipment	0.00	1,000.00	-1,000.00
5606 · Shop Clean & Maint. Supplies	525.68	1,000.00	-474.32
5608 · Building Maintenance (Shop)	880.20	2,000.00	-1,119.80
5609 · Shop Improvements	0.00	5,000.00	-5,000.00
5700 · District Property Maintenance	28,089.34	30,000.00	-1,910.66
5900 · Asphalt	0.00	3,500.00	-3,500.00
5901 · Contractor	15,125.00	28,000.00	-12,875.00
5902 · Concrete	49.43	2,000.00	-1,950.57
5903 · Roy City Cut & Patch Fees	0.00	3,000.00	-3,000.00
5904 · Dispose Concrete & Asphalt	0.00	2,000.00	-2,000.00
6000 · Reservoir & Pumphouse	9,910.11	50,000.00	-40,089.89
6001 · Inlet Screen Repairs	470.61	5,000.00	-4,529.39
6100 · Pipeline Maintenance & Supplies	25,523.47	27,500.00	-1,976.53
6101 · Welding of Pipeline	650.00	1,000.00	-350.00
6102 · Blue Stakes	7,162.86	9,000.00	-1,837.14
6204 · Depreciation 8219-22 · CF Plan #1 Mainline Valves 22	497,233.00	100,000.00 40,000.00	397,233.00
8229-22 · CF Plan #1 Mainline valves 22	35,160.00 32,869.69	48,000.00	-4,840.00 15 130.31
8262-21 · WaterSmart Grant R22AP00053-21	137,537.93	287,500.00	-15,130.31 -149,962.07
8279 · CF Plan #4 2600 W 5800 S Replac	234,559.72	385,446.00	-150,886.28
8280 · CF Plan #5 1950 W 5100 S Replac	72,114.77	102,787.00	-30,672.23
8281 · CF Plan #6 4250 S 2350 W Connec	25,958.39	32,729.00	-6,770.61
8282-22 · Meter Retrofit DWRe Grant	1,050,061.49	1,500,000.00	-449,938.51
8305-22 · Truck Upgrades 2022	298,487.00	306,000.00	-7,513.00
8326-22 · 2022 CAT 938M	0.00	190,000.00	-190,000.00
8332 · 2022 Colorado	39,965.00	42,000.00	-2,035.00
Total Expense	4,252,932.41	5,191,562.00	-938,629.59
Net Ordinary Income	-1,191,923.55	-1,790,562.00	598,638.45
Other Income/Expense Other Income			
3700 · Appropriation From Net Assets	0.00	1,802,062.00	-1,802,062.00
Total Other Income	0.00	1,802,062.00	-1,802,062.00
Other Expense 8500 · Weber Basin Admin Expense	0.00	11,500.00	-11,500.00
Total Other Expense	0.00	11,500.00	-11,500.00
Net Other Income	0.00	1,790,562.00	-1,790,562.00
Net Income	-1,191,923.55	0.00	-1,191,923.55

ROY WATER CONSERVANCY DISTRICT O&M Year End Checks

December 15, 2022 through December 31, 2022

Dec 15, '22 - Dec 31,'22

Dec 15, '22 - Dec 31, 22

Num	Name	Amount
20134	Clear Link IT, LLC	-\$1,655.00
20135	Gilmore & Bell, P.C.	-\$3,800.00
20136	State of Utah Natural Resources	-\$21,400.00
20137	William L. Prater, LLC	-\$3,760.00
20138	Zions Public Finance	-\$12,500.00
20139	Courtney L. Harris	-\$1,898.60
20140	Justin J. Sandberg	-\$1,729.26
20141	Kent D. Thurgood	-\$2,124.15
20142	Linda A. Toupin	-\$1,932.38
20143	Nathan S. Doxey	-\$1,757.19
20144	Philip W. Durbano	-\$2,164.15
20145	Rodney D. Banks	-\$3,726.39
20146-20150	January 2023 Checks	\$0.00
20151	January 2023 Check	\$0.00
20152	Bolt & Nut Supply Co.	-\$17.29
20153	Boman & Kemp Manufacturing, Inc.	-\$253.00
20154	Clear Link IT, LLC	-\$1,020.75
20155	Clyde Snow & Sessons	-\$342.00
20156	Clyde Snow & Sessons	-\$1,394.00
20157	January 2023 Check	\$0.00
20158	January 2023 Check	\$0.00
20159	Dominion Energy	-\$764.84
20160	Ferguson Waterworks	-\$1,546.40
20161	Ferguson Waterworks	-\$309,396.32
20162	J. D. Young & Son Landscape	-\$2,053.00
20163	January 2023 Check	\$0.00
20164	Linde Gas & Equipment, Inc.	
20165	Mountainland Supply Company	-\$250.93
20166	PEHP Group Insurance	-\$11,007.00 -\$12,448.26
20167	Riverdale City Corporation	
20168	Rocky Mountain Power	-\$163.15
20169	Sam's Club	-\$14.97
20170	Utah Association of Special Districts	-\$280.68
20170	Utah Local Governments Trust	-\$2,848.00
20171		-\$772.26
	Verizon (V)	-\$406.62
20173	January 2023 Check	\$0.00
20174	Home Depot	-\$476.37
20175	Home Depot	-\$2,040.00
20176	Courtney L. Harris	-\$42.50
20177	Linda A. Toupin	-\$32.51
20178	AFLAC	-\$176.65
20179	Utah State Tax Commission	-\$2,853.00
20180	Fuel Network	-\$907.95
20181	Rocky Mountain Power	-\$27.08
20182	Rocky Mountain Power	-\$36.83
EFT	Zions Bank	-\$2,129.73
TOTAL		-\$412,149.21

ROY WATER CONSERVANCY DISTRICT O&M Checks

January 1, 2023 through January 11, 2023

lan	4	122	- Jan	44	22
Jall	١,	23	- Jall	11.	43

Jan 1, '23 - Jan 11, 23

Num	Name	Amount
20146	Ob ad 7th	0075.04
20146	Chad Zito	-\$275.01
20147	Gary L. Newman	-\$255.42
20148	Gary S. Adams	-\$275.01
20149	Jon S. Ritchie	-\$200.01
20150	Mark W. Ohlin	-\$330.42
20151	Ace Recycling & Disposal	-\$146.37
20152	2022 Check	\$0.00
20153	2022 Check	\$0.00
20154	Clear Link IT, LLC	-\$1,720.00
20155	2022 Check	\$0.00
20156	2022 Check	\$0.00
20157	Comcast	-\$746.05
20158	Costco Membership	-\$450.45
20159	2022 Check	\$0.00
20160	2022 Check	\$0.00
20161	2022 Check	\$0.00
20162	2022 Check	\$0.00
20163	Jan-Pro of Utah	-\$215.00
20164	2022 Check	\$0.00
20165	2022 Check	\$0.00
20166	PEHP Group Insurance	-\$12,448.26
20167	2022 Check	\$0.00
20168	2022 Check	\$0.00
20169	2022 Check	\$0.00
20170	Utah Association of Special Districts	-\$2,848.00
20171	Utah Local Governments Trust	-\$772.26
20172	2022 Check	\$0.00
20173	Weber County Recorder	-\$600.00
TOTAL		-\$21,282.26