

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
May 8, 2024
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 Progress Payment for Secondary Water Metering Project Phase 5 | MOTION |
| C. Consideration of Progress Payment for Secondary Water Metering Project Phase 6 | MOTION |
| D. Consideration of Progress Payment for Secondary Water Metering Project Phase 8 | MOTION |
| E. Consideration and Award of Secondary Water Metering Materials for Board of Water Resources Grant | MOTION |
| F. Consideration of DWRe Contract for Secondary Water Metering Grant RM112 | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Report of RWCD and West Haven Systems Startup | |
| B. Manager & Trustees Reports | |
| C. Review of Monthly Bank Statements and Cancelled Checks | Mark Ohlin |
| VI. APPROVAL OF FINANCIAL REPORTS | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF EXPENSES | MOTION |
| VIII. ADJOURNMENT | MOTION |

<p>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.</p>
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MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 3, 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 \$61,897.25. 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 \$61,897.25 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 3, 2024

SUBJECT: **IV.C. Consideration of Progress Payment for Secondary Water Metering Project Phase 6**

The District has received a request for a progress payment from Post Construction for the Secondary Water Metering Project Phase 6. The progress payment is in the amount of \$148,304.50. 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 6 in the amount of \$148,304.50 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 6, 2024

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 8**

The District has received a request for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 8 soon. The progress payment is in the amount of \$38,289.75. 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 8 in the amount of \$38,289.75 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 6, 2024

SUBJECT: **IV.E. Consideration and Award of Secondary Water Metering Materials for Board of Water Resources Grant**

This project is line item 8282-24 of the 2024 approved budget. The quotes are fittings for approximately 2,600 meters. The District received bids from three material suppliers for this project as follows.

<u>Supplier</u>	<u>Bid Amount</u>
Core and Main	\$1,577,240.20
Mountainland Supply	\$1,617,544.47
Ferguson	\$1,541,168.40

The low bidder is Ferguson for \$1,541,168.40. It is anticipated that some of the material will be delivered in approximately eight weeks and most will be in approximately twenty-four to twenty-eight weeks which will be around October to November 2024. Payment will only be expected when the material arrives. As with the material that was approved and ordered in June 2022 and September 2023, invoices will be submitted to the Board of Water Resources for a 70% reimbursement from the grant and the remaining 30% from the bond.

A suggested motion would be, “I move that we award the Secondary Water Metering Materials for Board of Water Resources Grant to Ferguson in the amount of \$1,541,168.40.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 3, 2024

SUBJECT: **IV.F. Consideration of DWRe Contract for Secondary Water Metering Grant RM112**

The DWRe contract is for the \$5,046,500 grant portion of the secondary water metering DWRe program RM112.

A suggested motion would be, “I move that we approve State of Utah Contract for the secondary water metering project with the Division of Water Resources (DWRe) program RM112.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 8, 2024

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

The following is a reminder of upcoming meetings and events:

Board Meeting – May 8, 2024, at 5:00 p.m.
Public Hearing for Allotment of Water – May 8, 2024, at 6:00 p.m.
Public Hearing for Rate Increase – May 8, 2024, at 6:00 p.m.
Board Meeting – June 5, 2024, at 5:00 p.m.
Board Meeting – July 10, 2024, at 5:00 p.m.
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.
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 May 7th, East Canyon is 88% full, Echo Reservoir is 96% full, and the Weber River basin water year-to-date snow water equivalent is 156% of median. Currently almost 25% 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

MAY 06, 2024

(APRIL 30, 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 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 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 May 06, 2024, (April 30, 2024 Statements).

Signature Redacted

Jon S. Ritchie, Audit Committee Chair

**ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT**

MAY 06, 2024

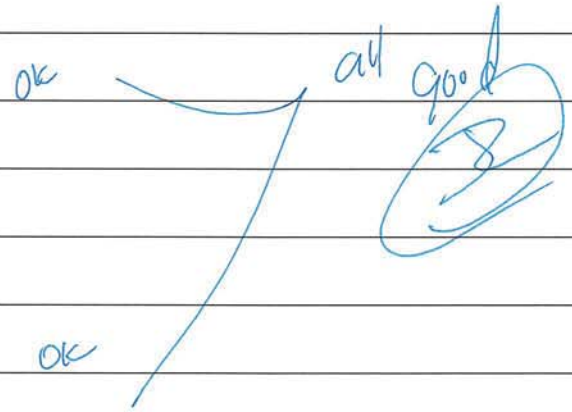
(APRIL 30, 2024 STATEMENTS)

- | 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. <i>no</i> |
| <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: _____
9. Purchase Card - Thurgood: _____
10. Purchase Card - Doxey: _____
11. Purchase Card - Sandberg: *ok* _____
12. Purchase Card - Zesiger: _____
13. Purchase Card - Toupin: _____
14. Purchase Card - Harris: _____

all good



I have completed the above procedures for the month of May 6, 2024, (April 30, 2024 Statements).

Signature Redacted

Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT

• MAY 2024 •

GENERAL FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of April 1	\$ 292,719.26	\$ 378,394.08	\$ 209,446.55
Deposits	\$ 2,391,542.33	\$ 992,800.11	\$ 130,859.60
Interest	\$ 3,042.55	\$ 1,945.08	\$ 70.70
Withdrawals	\$ 1,631,802.53	\$ 895,565.71	\$ 203,111.50
Balance as of April 30	\$ 1,055,501.61	\$ 477,573.56	\$ 137,265.35

CAPITAL FACILITIES FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of April 1	\$ 132,685.56	\$ 126,022.97	\$ 123,274.55
Deposits	\$ -	\$ -	\$ -
Interest	\$ 626.28	\$ 449.19	\$ 50.09
Withdrawals	\$ -	\$ -	\$ -
Balance as of April 30	\$ 133,311.84	\$ 126,472.16	\$ 123,324.64

WEBER BASIN FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of April 1	\$ 831,556.01	\$ 718,892.21	\$ 592,273.71
Deposits	\$ -	\$ -	\$ -
Interest	\$ 3,917.09	\$ 2,552.25	\$ 240.29
Withdrawals	\$ 8,892.64	\$ 7,143.12	\$ 12,329.86
Balance as of April 30	\$ 826,580.46	\$ 714,301.34	\$ 580,184.14

CONNECTIONS

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Connections made during the previous month (April)	2	0	4
Total connections made during the current year	7	10	6
Total active connections	10,851	10,821	10,802

SHARES

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Shares of D&WCCC Water Stock to date:	1,515.0	1,515.0	1,512.5
Shares of D&WCCC Water Stock leased to date:	144.0	144.0	144.0
Shares of Wilson Irrigation Water Stock to date:	22.0	21.5	21.0

UTAH PUBLIC TREASURER'S INVESTMENT FUND

• OPERATIONS & MAINTENANCE ACCOUNT •

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of April 1	\$ 4,352,574.28	5.4469%	Ongoing-Flexible
Deposits (by Weber County)	\$ 10,631.20		
Interest	\$ 19,440.18		
Withdrawals	\$ 501,849.38		
Balance as of April 30	\$ 3,880,796.28		

• METER FUND ACCOUNT •

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of April 1	\$ 1,279,456.70	5.4469%	Ongoing-Flexible
Deposits	\$ 1,849.38		
Interest	\$ 5,732.37		
Withdrawals	\$ -		
Balance as of April 30	\$ 1,287,038.45		

• SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT •

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of April 1	\$ 1,448,844.85	5.4469%	Ongoing-Flexible
Deposits	\$ 984,707.14		
Interest	\$ 5,515.01		
Withdrawals	\$ 1,413,010.09		
Balance as of April 30	\$ 1,026,056.91		

• SERIES 2024 BOND PROCEEDS METERING PROJECT ACCOUNT •

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of April 1	\$ 2,169,356.56	5.4469%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 9,686.52		
Withdrawals	\$ 28,373.00		
Balance as of April 30	\$ 2,150,670.08		

3:16 PM
05/08/24

ROY WATER CONSERVANCY DISTRICT

O&M Checks

May 8 - 9, 2024

May 8 - 9, 24

Num	Name	Amount
EFT	Dominion Energy	-\$470.51
EFT	Riverdale City Corporation	-\$176.79
EFT	Zions Bank	-\$2,797.26
EFT	Home Depot	-\$479.47
EFT	Sam's Club	-\$160.84
21208	Ace Recycling & Disposal	-\$140.94
21209	AJC Construction & Excavation	-\$38,289.75
21210	Blue Stakes of Utah	-\$1,224.00
21211	Clear Link IT, LLC	-\$2,760.25
21212	Core & Main LP	-\$1,532.73
21213	Durk's Plumbing Supply, Inc.	-\$161.56
21214	E.H. Knudson Construction Company	-\$34,997.76
21215	Ferguson Waterworks	-\$11,788.82
21216	Ferguson Waterworks	-\$338,294.74
21217	Fuel Network	-\$2,457.13
21218	J. D. Young & Son Landscape	-\$2,053.00
21219	Jan-Pro of Utah	-\$265.00
21220	Lake Welding Services	-\$2,775.00
21221	Linde Gas & Equipment, Inc.	-\$43.75
21222	PEHP Group Insurance	-\$14,032.45
21223	Post Asphalt Paving & Construction	-\$148,304.50
21224	Post Asphalt Paving & Construction	-\$61,897.25
21225	Rocky Mountain Valves	-\$300.00
21226	South Fork Hardware - Roy	-\$68.94
21227	Staker Parson Companies	-\$780.49
21228	Utah Water Users Association	-\$500.00
21229	Mountainland Supply Company	-\$2,636.59
21230	Mountainland Supply Company	-\$6,473.98
21231	Opticare Vision Services	-\$102.72
21232	AFLAC	-\$176.65
21233	Utah State Tax Commission	-\$1,187.00
21234	Utah State Tax Commission	-\$1,340.00
21235	Young Automotive Group	-\$75,698.00
ACH	Courtney L. Harris	-\$2,183.63
ACH	Justin J. Sandberg	-\$1,920.63
ACH	Kent D. Thurgood	-\$2,308.28
ACH	Linda A. Toupin	-\$1,950.77
ACH	Nathan S. Doxey	-\$2,170.00
ACH	Philip W. Durbano	-\$2,392.21
ACH	Rodney D. Banks	-\$4,031.66
ACH	Wyatt R. Zesiger	-\$1,469.24
ACH	Justin J. Sandberg	-\$1,278.57
ACH	Kent D. Thurgood	-\$2,447.68
ACH	Nathan S. Doxey	-\$2,337.72
ACH	Philip W. Durbano	-\$1,846.80
ACH	Wyatt R. Zesiger	-\$969.26
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
	TOTAL	-\$782,899.37

May 8 - 9, 24