

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
November 13, 2024
5:00 P.M.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF MINUTES**
- IV. BUSINESS**
 - A. Public Comments
 - B. Consideration of 2025 Tentative Budget
 - C. Consideration of Public Hearing Date for 2025 Budget – December 11, 2024, at 6:00 p.m.
 - D. Consideration of Progress Payment for Secondary Water Metering Project Phase 4
 - E. Consideration of Final Payment for Secondary Water Metering Project Phase 8
 - F. Consideration of Final Payment for Secondary Water Metering Project Phase 11
 - G. Consideration of Progress Payment for Secondary Water Metering Project Phase 12
 - H. Consideration of Progress Payment for Secondary Water Metering Project Phase 13
 - I. Consideration and Award of Secondary Water Metering Project Phase 14
 - J. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC Stockholders Meeting
 - K. Consideration of Reviewed Personnel Policies and Procedures
 - L. Consideration of T-Mobile First Amendment to Site Lease
 - M. Consideration of Resolution 2024-05 Certifying the Petition for Annexation of OC1, LLC Property
- V. REPORTS FROM MANAGER AND TRUSTEES**
 - A. RWCD and West Haven Systems
 - B. Utah Water Summit · October 15, 2024
 - C. UASD Annual Convention · November 6-8, 2024
 - D. Manager and Trustees Reports
 - E. Review of Monthly Bank Statements and Cancelled Checks
- VI. APPROVAL OF FINANCIAL REPORTS**
 - A. Monthly Financial Report
- VII. APPROVAL OF EXPENSES**
- VIII. ADJOURNMENT**

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.B. Consideration of 2025 Tentative Budget**

The tentative budget is for the trustees to review and make any suggestions or comments in this board meeting. The only changes from the draft budget presented in October's board meeting are in the Capital Improvement Expenses. The District was able to confirm that Roy City will be doing some asphalt overlays in 2025 that will impact some of the District's main lines, so that is reflected in the tentative budget. Roy City also has a future roundabout project in the intersection of 3100 West and 6000 South that will impact some of the District's main lines along with the UDOT storm drain project on 6000 South between approximately 1950 West and 2000 West.

A suggested motion would be, "I move that we approve the 2025 Tentative Budget."

2025 TENTATIVE BUDGET

November 13, 2024
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	\$140,000.00	-	\$140,000.00
3036	Registered Vehicle F.I.L.	\$15,000.00	-	\$15,000.00
3037	Delinquent Ad Valorem Tax	\$3,000.00	-	\$3,000.00
Total:		\$158,000.00	\$0.00	\$158,000.00
<u>ASSESSMENTS & SPECIAL ASSESSMENT</u>				
3034	Delinquent Assessments	\$32,000.00	-	\$32,000.00
3035	Direct Charges/Assessments	\$2,605,000.00	-	\$2,605,000.00
3040	Non-Taxable Entity Assessments	\$84,000.00	-	\$84,000.00
3045	Homeowners 1 Yr Only Assmnt.	\$1,000.00	-	\$1,000.00
3050	Homeowners Yearly Assessments	\$13,000.00	-	\$13,000.00
Total:		\$2,735,000.00	\$0.00	\$2,735,000.00
<u>OTHER INCOME</u>				
3016	Cell Tower Leases	\$60,000.00	-	\$60,000.00
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
3156-24	Sale of 2024 Vehicles	\$438,000.00	-	\$438,000.00
3601-25	DWRe Grant	\$5,046,500.00	-	\$5,046,500.00
3602-25	DWRe Bond	\$324,500.00	-	\$324,500.00
3300	Weber Basin - West Haven System	\$0.00	\$250,000.00	\$250,000.00
3301	Weber Basin Administrative Fee	\$0.00	\$12,500.00	\$12,500.00
Total:		\$5,973,000.00	\$262,500.00	\$6,235,500.00
TOTAL ESTIMATED INCOME:		\$8,866,000.00	\$262,500.00	\$9,128,500.00

		<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	\$25,000.00	\$2,200.00	\$27,200.00
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
Total:		\$160,000.00	\$10,200.00	\$170,200.00

2025 TENTATIVE BUDGET

November 13, 2024
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
<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	\$48,000.00	-	\$48,000.00
5106	Wilson Water Assessment	\$2,600.00	-	\$2,600.00
Total:		\$503,600.00	\$0.00	\$503,600.00

<u>ASSOCIATION DUES/WATER CONSERVATION & EDUCATION</u>				
5200	Utah Water Users Association	\$1,500.00	-	\$1,500.00
5201	Association of Special Districts	\$3,200.00	-	\$3,200.00
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:		\$7,300.00	\$0.00	\$7,300.00

<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	\$12,000.00	\$2,000.00	\$14,000.00
5303-0,6	Gross Wages	\$622,000.00	\$128,800.00	\$750,800.00
5303-1,4	Overtime	\$44,000.00	\$11,750.00	\$55,750.00
5303-5,7	Double Time	\$3,000.00	\$1,750.00	\$4,750.00
5303-10	Sick Leave Pay	\$49,250.00	-	\$49,250.00
5303-11	Annual Leave Pay	\$57,750.00	-	\$57,750.00
5303-12,15	Pager Time	\$13,500.00	\$7,000.00	\$20,500.00
5303-13	Compensation Time	\$2,500.00	-	\$2,500.00
5303-14	Holiday Pay	\$35,000.00	-	\$35,000.00
5304	FICA	\$52,750.00	\$8,000.00	\$60,750.00
5305	Federal Tax	\$0.00	-	\$0.00
5306	State Tax	\$0.00	-	\$0.00
5307	Retirement	\$115,750.00	\$19,000.00	\$134,750.00
5308	Health Insurance	\$168,500.00	\$26,000.00	\$194,500.00

2025 TENTATIVE BUDGET

November 13, 2024
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
5309	401K	\$36,500.00	\$6,500.00	\$43,000.00
5311	Unemployment Comp.	\$4,250.00	\$150.00	\$4,400.00
5312	Disability	\$4,250.00	\$550.00	\$4,800.00
Total:		\$1,221,000.00	\$211,500.00	\$1,432,500.00

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	\$40,000.00	-	\$40,000.00
5321	Adjustments & Refunds	\$500.00	-	\$500.00
5323	Computer Hardware & Software	\$45,000.00	-	\$45,000.00
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:		\$134,000.00	\$0.00	\$134,000.00

UTILITIES

5401	Telephone	\$20,000.00	-	\$20,000.00
5402	Dominion Energy	\$7,000.00	-	\$7,000.00
5403	Rocky Mountain Power/Electrical	\$50,000.00	-	\$50,000.00
5404	Culinary Water (Riverdale)	\$2,750.00	-	\$2,750.00
5405	Trash	\$2,000.00	-	\$2,000.00
Total:		\$81,750.00	\$0.00	\$81,750.00

SHOP - MOBILE, EQUIPMENT, SUPPLIES & EXPENSES

5501	Fuel	\$20,000.00	\$7,000.00	\$27,000.00
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
5600	Oxygen, Acetylene & Welding Rod	\$1,000.00	\$500.00	\$1,500.00
5601	Rock & Road Base	\$5,000.00	\$500.00	\$5,500.00
5602	Concrete Products	\$200.00	\$200.00	\$400.00

2025 TENTATIVE BUDGET

November 13, 2024
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
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:	\$64,500.00	\$9,800.00	\$74,300.00
<u>UPKEEP OF GROUNDS</u>				
5700	Maintenance of Entire District Property (30 acres)	\$35,000.00	-	\$35,000.00
	Total:	\$35,000.00	\$0.00	\$35,000.00
<u>STREET REPAIRS</u>				
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	\$500.00	\$2,500.00
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	\$5,500.00	\$39,000.00
<u>PUMPHOUSE & RESERVOIR</u>				
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
<u>PIPELINE & SERVICE LINE MAINTENANCE & SUPPLIES</u>				
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	\$7,500.00	\$5,000.00	\$12,500.00
6105	Service Line Meters, Maintenance & Supplies	\$25,000.00	-	\$25,000.00
	Total:	\$83,500.00	\$7,500.00	\$91,000.00
<u>BOND PAYMENT</u>				
6200	Bond Payment	\$283,000.00	-	\$283,000.00
	Total:	\$283,000.00	\$0.00	\$283,000.00
<u>DEPRECIATION</u>				
6204	Depreciation	\$100,000.00	-	\$100,000.00
	Total:	\$100,000.00	\$0.00	\$100,000.00
<u>O. & M. CAPITAL IMPROVEMENT EXPENSES</u>				
8219-25	Capital Improvement Plan #1 (2025) Replace Mainline Valves	\$40,000.00	-	\$40,000.00
8229-25	Capital Improvement Plan #2 (2025) Connect Unconnected Lots	\$48,000.00	-	\$48,000.00
8282-25	Meter Retrofit 25 DWRe Project RM112	\$7,210,000.00	-	\$7,210,000.00

2025 TENTATIVE BUDGET

November 13, 2024
Board Meeting

		<u>Roy Water</u>	<u>West Haven System</u>	<u>Total</u>
8288-25	Capital Improvement Plan #3 (2025) UDOT 5600 South Project	\$200,000.00	-	\$200,000.00
8289-25	Capital Improvement Plan #4 (2025) Pump House Main Power Gear Upgrade	\$175,000.00	-	\$175,000.00
8290	Capital Improvement Plan #5 (2025) D&WCCC Bridge Replacement Cost Share	\$125,000.00	-	\$125,000.00
8291	Capital Improvement Plan #6 (2025) Waterline Replacement 2050 West from 5200 to 5575 South	\$380,000.00	-	\$380,000.00
8292	Capital Improvement Plan #7 (2025) Waterline Replacement 6000 South from 1950 to 2000 West	\$175,000.00	-	\$175,000.00
8293	Capital Improvement Plan #8 (2025) Waterline Replacement 6000 South 3100 West at Future Roundabout	\$140,000.00	-	\$140,000.00
8294	Capital Improvement Plan #9 (2025) UDOT SR108 (3500 West) Improvements	\$50,000.00	-	\$50,000.00
	Total:	\$8,543,000.00	\$0.00	\$8,543,000.00

NEW ASSETS

8305-25	Truck Upgrades 2025	\$510,000.00	-	\$510,000.00
8338	Customer Database Update	\$15,000.00	-	\$15,000.00
	Total:	\$525,000.00	\$0.00	\$525,000.00

ADMINISTRATIVE ASSESSMENT

8500	Administrative Assessment Fee (5%)	-	\$12,500.00	\$12,500.00
	Total:	\$0.00	\$12,500.00	\$12,500.00

TOTAL ESTIMATED EXPENSE:		\$11,969,150.00	\$262,500.00	\$12,231,650.00
---------------------------------	--	------------------------	---------------------	------------------------

<u>TOTAL INCOME & EXPENSES</u>				
	ESTIMATED INCOME:	\$8,866,000.00	\$262,500.00	\$9,128,500.00
3700	APPROPRIATION FROM NET ASSETS	\$3,103,150.00	\$0.00	\$3,103,150.00
	TOTAL:	\$11,969,150.00	\$262,500.00	\$12,231,650.00
	ESTIMATED EXPENSE:	\$11,969,150.00	\$262,500.00	\$12,231,650.00

2025 TENTATIVE BUDGET

November 13, 2024
Board Meeting

Roy Water

West Haven System

Total

IMPACT FEE FUND

CAPITAL FACILITIES INCOME

3027	Interest Income	\$3,500.00
3029	Impact Fees	\$0.00
3035	Reserve Funds (Impact Fee)	\$136,945.12

ESTIMATED INCOME: **\$140,445.12**

CAPITAL FACILITIES EXPENSES

8016	ENG & Contingency 0001-1 to 0015-1	\$24,385.19
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

ESTIMATED EXPENSE: **\$140,445.12**

TOTAL INCOME & EXPENSES

ESTIMATED INCOME: \$140,445.12

ESTIMATED EXPENSE: \$140,445.12

2025 RWCD TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

O & M REVENUE

TAXES COLLECTED BY WEBER COUNTY

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
3030 Ad Valorem Tax	\$140,000.00	\$138,000.00	\$140,284.04
3036 Registered Vehicle F.I.L.	\$15,000.00	\$14,000.00	\$10,109.66
3037 Delinquent Ad Valorem Tax	\$3,000.00	\$3,000.00	\$1,932.39
Total:	\$158,000.00	\$155,000.00	\$152,326.09

ASSESSMENTS & SPECIAL ASSESSMENT

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
3034 Delinquent Assessments	\$32,000.00	\$30,000.00	\$27,316.01
3035 Direct Charges/Assessments	\$2,605,000.00	\$2,580,000.00	\$2,802,043.39
3040 Non-Taxable Entity Assessments	\$84,000.00	\$82,000.00	\$91,711.82
3045 Homeowners 1 Yr Only Assmnt.	\$1,000.00	\$1,000.00	\$62.53
3050 Homeowners Yearly Assessments	\$13,000.00	\$12,000.00	\$13,472.55
Total:	\$2,735,000.00	\$2,705,000.00	\$2,934,606.30

OTHER INCOME

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
3016 Cell Tower Leases	\$60,000.00	\$59,000.00	\$64,945.92
3020 Surplus Water Sales/Wheeling Ch	\$13,000.00	\$13,000.00	\$117,870.75
3028 Interest - Checking & Investments	\$90,000.00	\$90,000.00	\$428,342.33
3150 Misc. Income	\$1,000.00	\$1,000.00	\$410.44
3156-22 Sale of 2022 Vehicles	-	-	\$322,750.00
3156-23 Sale of 2023 Vehicles	-	\$325,000.00	-
3156-24 Sale of 2024 Vehicles	\$438,000.00	-	-
3158-22 Sale of 2022 CAT 938M	-	-	\$210,000.00
3601-23 DWRe Grant	-	-	\$3,866,344.37
3601-24 DWRe Grant	-	\$5,000,000.00	-
3601-25 DWRe Grant	\$5,046,500.00	-	-
3602-23 DWRe Bond	-	-	-
3602-24 DWRe Bond	-	\$2,143,000.00	-
3602-25 DWRe Bond	\$324,500.00	-	-
3700 APPROPRIATION FROM NET ASSETS	\$3,103,150.00	\$1,649,850.00	\$738,973.72
Total:	\$9,076,150.00	\$9,280,850.00	\$5,749,637.53

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
TOTAL INCOME:	\$11,969,150.00	\$12,140,850.00	\$8,836,569.92
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	-1.4%	37.4%	

O. & M. - GENERAL EXPENSE

TRAVEL EXPENSE & DIRECTORS FEES

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
4900 Trustees Fees & Extra Meetings	\$20,000.00	\$20,000.00	\$18,587.40
Total:	\$20,000.00	\$20,000.00	\$18,587.40

2025 RWCD TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

<u>PROFESSIONAL & TECHNICAL SERVICES</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
4906	Engineering	\$75,000.00	\$75,000.00	\$40,625.00
4907	Audit/CPA	\$25,000.00	\$20,000.00	\$14,494.00
4908	Attorney	\$30,000.00	\$30,000.00	\$11,053.10
4909	Advertising, Publishing & Postage	\$30,000.00	\$30,000.00	\$7,040.39
4910	Other Professional Services	\$0.00	\$0.00	\$0.00
Total:		\$160,000.00	\$155,000.00	\$73,212.49

<u>INSURANCE</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
4911	Liability	\$36,000.00	\$36,000.00	\$26,119.72
4912	Workers Compensation	\$10,000.00	\$10,000.00	\$3,435.33
4913	Bonding	\$1,000.00	\$1,000.00	\$0.00
Total:		\$47,000.00	\$47,000.00	\$29,555.05

<u>ASSESSMENTS</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 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	\$15,275.00
5105	Weber Basin Lease Contract	\$48,000.00	\$46,000.00	\$42,855.38
5106	Wilson Water Assessment	\$2,600.00	\$2,500.00	\$2,068.00
Total:		\$503,600.00	\$501,500.00	\$477,849.38

<u>ASSOCIATION DUES/WATER CONSERVATION & EDUCATION</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5200	Utah Water Users Association	\$1,500.00	\$1,500.00	\$500.00
5201	Association of Special Districts	\$3,200.00	\$3,000.00	\$2,848.00
5202	Water Education	\$1,000.00	\$1,000.00	\$0.00
5204	American Water Works	\$700.00	\$700.00	\$255.00
5205-1	Irrigation Caucus	\$400.00	\$400.00	\$400.00
5206-1	Water Conservation (Other)	\$500.00	\$500.00	\$0.00
Total:		\$7,300.00	\$7,100.00	\$4,003.00

<u>WORKSHOPS & TRAINING</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5300	Trustee Workshops/Training	\$22,000.00	\$22,000.00	\$6,315.02
5301	Employee Workshops/Training	\$26,000.00	\$26,000.00	\$14,806.38
Total:		\$48,000.00	\$48,000.00	\$21,121.40

<u>SALARIES & BENEFITS</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5302	Medicare	\$12,000.00	\$10,750.00	\$9,277.62
5303-0,6	Gross Wages	\$622,000.00	\$560,000.00	\$498,321.27
5303-1,4	Overtime	\$44,000.00	\$39,500.00	\$23,812.67
5303-5,7	Double Time	\$3,000.00	\$2,500.00	\$1,441.48
5303-10	Sick Leave Pay	\$49,250.00	\$44,250.00	\$14,509.16

2025 RWCD TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

5303-11	Annual Leave Pay	\$57,750.00	\$52,000.00	\$53,511.21
5303-12,15	Pager Time	\$13,500.00	\$12,000.00	\$7,693.30
5303-13	Compensation Time	\$2,500.00	\$2,250.00	\$0.00
5303-14	Holiday Pay	\$35,000.00	\$31,500.00	\$29,272.96
5304	FICA	\$52,750.00	\$47,500.00	\$39,521.58
5305	Federal Tax	\$0.00	\$0.00	\$0.00
5306	State Tax	\$0.00	\$0.00	\$0.00
5307	Retirement	\$115,750.00	\$103,750.00	\$93,754.37
5308	Health Insurance	\$168,500.00	\$151,750.00	\$136,714.59
5309	401K	\$36,500.00	\$32,750.00	\$35,927.18
5311	Unemployment Comp.	\$4,250.00	\$3,750.00	\$842.80
5312	Disability	\$4,250.00	\$3,750.00	\$3,650.07
	Total:	\$1,221,000.00	\$1,098,000.00	\$948,250.26

OFFICE EXPENSES

2025 Estimated

2024 Estimated

2023 Actual

5315	General Office Expenses	\$20,000.00	\$20,000.00	\$10,873.52
5316	Office Travel Reimbursement	\$1,500.00	\$1,500.00	\$170.06
5317	Managers Expense	\$1,500.00	\$1,500.00	\$104.85
5318	Air Conditioning & Heating	\$2,000.00	\$2,000.00	\$0.00
5319	Computer Tech. Repair & Agrmnts	\$40,000.00	\$35,000.00	\$21,945.25
5321	Adjustments & Refunds	\$500.00	\$500.00	\$0.00
5323	Computer Hardware & Software	\$45,000.00	\$40,000.00	\$21,050.52
5324	Radio Maintenance	\$1,000.00	\$1,000.00	\$290.00
5325	Bldg Cleaning & Maint. Supplies	\$500.00	\$500.00	\$233.30
5326	Janitorial Services	\$4,000.00	\$4,000.00	\$2,930.00
5327	Office Improvements	\$15,000.00	\$15,000.00	\$2,516.00
5328	Conservation Study & Incentives	\$3,000.00	\$3,000.00	\$0.00
	Total:	\$134,000.00	\$124,000.00	\$60,113.50

UTILITIES

2025 Estimated

2024 Estimated

2023 Actual

5401	Telephone	\$20,000.00	\$20,000.00	\$16,572.38
5402	Dominion Energy	\$7,000.00	\$7,000.00	\$5,254.26
5403	Rocky Mountain Power/Electrical	\$50,000.00	\$45,000.00	\$49,595.81
5404	Culinary Water (Riverdale)	\$2,750.00	\$2,750.00	\$2,046.91
5405	Trash	\$2,000.00	\$2,000.00	\$1,706.88
	Total:	\$81,750.00	\$76,750.00	\$75,176.24

SHOP - MOBILE EQUIPMENT SUPPLIES & REPAIRS

2025 Estimated

2024 Estimated

2023 Actual

5501	Fuel	\$20,000.00	\$18,000.00	\$15,879.92
5502	Oil, Grease & Filters	\$1,250.00	\$1,250.00	\$1,238.13
5503	Tires	\$7,500.00	\$7,500.00	\$1,385.59

2025 RWCD TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

5504	Batteries	\$300.00	\$300.00	\$0.00
5505	Equipment Repair	\$5,000.00	\$5,000.00	\$4,238.08
5506	Equipment Tune-Up	\$750.00	\$750.00	\$109.90
5507	Truck Repair & Registration	\$1,500.00	\$1,500.00	\$66.67
5509	Portable Equipment	\$2,500.00	\$2,500.00	\$896.64
5510	Small Hand Tools - Shop	\$2,000.00	\$2,000.00	\$1,854.98
5511	Small Tools - Trucks	\$2,000.00	\$2,000.00	\$1,738.04
5512	Equipment Rental	\$1,000.00	\$1,000.00	\$382.50
5600	Oxygen, Acetylene & Welding Rod	\$1,000.00	\$1,000.00	\$636.51
5601	Rock & Road Base	\$5,000.00	\$3,000.00	\$1,424.77
5602	Concrete Products	\$200.00	\$200.00	\$0.00
5603	Nuts & Bolts	\$500.00	\$500.00	\$130.58
5604	Uniforms	\$5,000.00	\$5,000.00	\$1,807.62
5605	Safety Equipment	\$1,000.00	\$1,000.00	\$284.85
5606	Shop Clean & Maint. Supplies	\$1,000.00	\$1,000.00	\$621.50
5608	Building Maintenance (Shop)	\$2,000.00	\$2,000.00	\$1,594.87
5609	Shop Improvements	\$5,000.00	\$5,000.00	\$459.99
	Total:	\$64,500.00	\$60,500.00	\$34,751.14
<hr/>				
	<u>UPKEEP OF GROUNDS</u>	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5700	Maintenance of Entire District Property (30 acres)	\$35,000.00	\$30,000.00	\$30,613.46
	Total:	\$35,000.00	\$30,000.00	\$30,613.46
<hr/>				
	<u>STREET REPAIRS</u>	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5900	Asphalt	\$2,500.00	\$2,500.00	\$1,336.75
5901	Contractor	\$25,000.00	\$25,000.00	\$10,659.00
5902	Concrete	\$2,000.00	\$2,000.00	\$452.00
5903	Roy City Cut & Patch Fees	\$3,000.00	\$3,000.00	\$985.25
5904	Dispose Concrete & Asphalt	\$1,000.00	\$1,000.00	\$0.00
	Total:	\$33,500.00	\$33,500.00	\$13,433.00
<hr/>				
	<u>PUMPHOUSE & RESERVOIR</u>	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
6000	Reservoir & Pumphouse	\$75,000.00	\$75,000.00	\$31,607.01
6001	Inlet Screen Repairs	\$4,000.00	\$4,000.00	\$0.00
	Total:	\$79,000.00	\$79,000.00	\$31,607.01
<hr/>				
	<u>PIPELINE & SERVICE LINE MAINTENANCE & SUPPLIES</u>	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
6100	Pipeline Maintenance & Supplies	\$50,000.00	\$50,000.00	\$17,555.93
6101	Welding of Pipeline	\$1,000.00	\$1,000.00	\$0.00
6102	Blue Stakes	\$7,500.00	\$5,500.00	\$8,831.14
6105	Service Line Meters, Maintenance & Supplies	\$25,000.00	25,000.00	\$19,908.21
	Total:	\$83,500.00	\$81,500.00	\$46,295.28

2025 RWCD TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

<u>BOND PAYMENT</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
6200	Bond Payment	\$283,000.00	\$283,000.00	\$35,114.46
Total:		\$283,000.00	\$283,000.00	\$35,114.46

<u>DEPRECIATION</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 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>		
8219-23	Capital Improvement Plan #1 (2023) Replace Mainline Valves	-	-	\$34,429.38
8219-24	Capital Improvement Plan #1 (2024) Replace Mainline Valves	-	\$40,000.00	-
8219-25	Capital Improvement Plan #1 (2025) Replace Mainline Valves	\$40,000.00	-	-
8229-23	Capital Improvement Plan #2 (2023) Connect Unconnected Lots	-	-	-\$4,353.75
8229-24	Capital Improvement Plan #2 (2024) Connect Unconnected Lots	-	\$48,000.00	-
8229-25	Capital Improvement Plan #2 (2025) Connect Unconnected Lots	\$48,000.00	-	-
8282-23	Meter Retrofit 23 DWRe Project RM006	-	-	\$5,826,852.47
8282-24	Meter Retrofit 24 DWRe Project RM0006 and RM112	-	\$7,143,000.00	-
8282-25	Meter Retrofit 25 DWRe Project RM112 Capital Improvement Plan #3 (2023)	\$7,210,000.00	-	-
8283-23	Secondary Water Valve Replacement Project - Various Locations Capital Improvement Plan #4 (2023)	-	-	\$155,642.38
8284-23	Secondary Water Line Replacement Project -5500 South Between 2300 West and 2350 West Capital Improvement Plan #5 (2023)	-	-	\$2,219.13
8285	Secondary Water Line Replacement Project -3725 South Between 1900 West and 2150 West Capital Improvement Plan #6 (2023)	-	-	\$222,910.69
8286	Secondary Water Line Replacement Project - 2275 West Between 6000 South and 6100 South Capital Improvement Plan #7 (2023)	-	-	\$68,771.54
8287	Secondary Water Line Replacement Project - 2400 West Between 4200 South and 4350 South Capital Improvement Plan #8 (2023)	-	-	\$81,668.76
8288	Replace Transmission Lines Under I-15 and Freeway Park Drive Capital Improvement Plan #8 (2024)	-	-	\$0.00
8288-24	UDOT 5600 South Project Capital Improvement Plan #3 (2025)	-	\$1,500,000.00	-
8288-25	UDOT 5600 South Project Capital Improvement Plan #7 (2024)	\$200,000.00	-	-
8289-24	Pump House Main Power Gear Upgrade Capital Improvement Plan #4 (2025)	-	\$125,000.00	-
8289-25	Pump House Main Power Gear Upgrade Capital Improvement Plan #5 (2025)	\$175,000.00	-	-
8290	D&WCCC Bridge Replacement Cost Share Capital Improvement Plan #6 (2025)	\$125,000.00	-	-
8291	Waterline Replacement 2050 West from 5200 to 5575 South Capital Improvement Plan #7 (2025)	\$380,000.00	-	-
8292	Waterline Replacement 6000 South from 1950 to 2000 West	\$175,000.00	-	-

2025 RWCD TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

8293	Capital Improvement Plan #8 (2025) Waterline Replacement 6000 South 3100 West at Future Roundabout	\$140,000.00	-	-
8294	Capital Improvement Plan #9 (2025) UDOT SR108 (3500 West) Improvements	\$50,000.00	-	-
	Total:	\$8,543,000.00	\$8,856,000.00	\$6,388,140.60

NEW ASSETS

		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
8305-23	Truck Upgrades 2023	-	-	\$343,090.70
8305-24	Truck Upgrades 2024	-	\$510,000.00	-
8305-25	Truck Upgrades 2025	\$510,000.00	-	-
8326-23	2023 CAT 914	-	-	\$172,166.76
8333	2023 Mini Excavator	-	-	\$14,600.00
8334	20' Utility Trailer	-	-	\$16,825.61
8335	Asphalt Saw	-	-	\$8,550.00
8336	Security Cameras	-	-	\$28,627.64
8337	Trimble R780 Rover	-	\$30,000.00	-
8338	Customer Database Update	\$15,000.00	-	-
	Total:	\$525,000.00	\$540,000.00	\$583,860.71

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
TOTAL EXPENSE:	\$11,969,150.00	\$12,140,850.00	\$8,836,569.92
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	-1.4%	37.4%	

<u>TOTAL INCOME & EXPENSES</u>	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
INCOME:	\$11,969,150.00	\$12,140,850.00	\$8,836,569.92
EXPENSE:	\$11,969,150.00	\$12,140,850.00	\$8,836,569.92

2025 RWCD TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024

Board Meeting

IMPACT FEE FUND

<u>CAPITAL FACILITIES INCOME</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
3027	Interest Income	\$3,500.00	\$3,500.00	\$6,150.08
3029	Impact Fees	\$0.00	\$0.00	\$0.00
3035	Reserve Funds (Impact Fee)	\$136,945.12	\$129,782.96	\$0.00
<i>INCOME:</i>		\$140,445.12	\$133,282.96	\$6,150.08

<u>CAPITAL FACILITIES EXPENSES</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
8016	ENG & Contingency 0001-1 to 0015-1	\$24,385.19	\$17,223.03	\$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>		\$140,445.12	\$133,282.96	\$0.00

<u>TOTAL INCOME & EXPENSES</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
INCOME:		\$140,445.12	\$133,282.96	\$6,150.08
RESERVE FUNDS:				
EXPENSE:		\$140,445.12	\$133,282.96	\$0.00
PERCENT DIFFERENCE FROM PREVIOUS YEAR:		5.4%	1.3%	

2025 WEST HAVEN TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

O & M REVENUE

<u>OTHER INCOME</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
3300	Weber Basin - West Haven System	\$250,000.00	\$240,000.00	\$249,662.63
3301	Weber Basin Administrative Fee	\$12,500.00	\$12,000.00	\$0.00
Total:		\$262,500.00	\$252,000.00	\$249,662.63

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
TOTAL INCOME:	\$262,500.00	\$252,000.00	\$249,662.63
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	4.2%	0.0%	

O. & M. - GENERAL EXPENSE

<u>PROFESSIONAL & TECHNICAL SERVICES</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
4903	Scada	\$1,500.00	\$1,500.00	\$1,271.98
4906	Engineering	\$2,500.00	\$2,500.00	\$0.00
4907	Audit/CPA	\$2,200.00	\$2,000.00	\$1,800.00
4908	Attorney	\$3,000.00	\$3,000.00	\$0.00
4909	Advertising, Publishing & Postage	\$1,000.00	\$1,000.00	\$0.00
Total:		\$10,200.00	\$10,000.00	\$3,071.98

<u>INSURANCE</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
4911	Liability	\$2,000.00	\$2,000.00	\$0.00
4912	Workers Compensation	\$2,500.00	\$2,500.00	\$937.15
Total:		\$4,500.00	\$4,500.00	\$937.15

<u>SALARIES & BENEFITS</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5302	Medicare	\$2,000.00	\$1,900.00	\$1,231.92
5303-0,6	Gross Wages	\$128,800.00	\$126,500.00	\$65,630.28
5303-1,4	Overtime	\$11,750.00	\$11,600.00	\$11,267.22
5303-5,7	Double Time	\$1,750.00	\$1,600.00	\$1,092.00
5303-12,15	Pager Time	\$7,000.00	\$6,500.00	\$5,473.14
5304	FICA	\$8,000.00	\$7,500.00	\$5,247.81
5307	Retirement	\$19,000.00	\$18,000.00	\$12,449.03
5308	Health Insurance	\$26,000.00	\$24,000.00	\$18,153.43
5309	401K	\$6,500.00	\$5,500.00	\$4,770.53
5311	Unemployment Comp.	\$150.00	\$100.00	\$111.91
5312	Disability	\$550.00	\$500.00	\$430.24
Total:		\$211,500.00	\$203,700.00	\$125,857.51

<u>SHOP - MOBILE EQUIPMENT SUPPLIES & REPAIRS</u>		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5501	Fuel	\$7,000.00	\$7,000.00	\$4,890.28
5509	Portable Equipment	\$500.00	\$500.00	\$0.00
5511	Small Tools - Trucks	\$500.00	\$500.00	\$0.00
5512	Equipment Rental	\$500.00	\$500.00	\$0.00

2025 WEST HAVEN TENTATIVE BUDGET COMPARISON

11/12/2024

November 13, 2024
Board Meeting

5600	Oxygen, Acetylene & Welding Rod	\$500.00	\$500.00	\$0.00
5601	Rock & Road Base	\$500.00	\$500.00	\$53.00
5602	Concrete Products	\$200.00	\$200.00	\$0.00
5603	Nuts & Bolts	\$100.00	\$100.00	\$0.00
Total:		\$9,800.00	\$9,800.00	\$4,943.28

STREET REPAIRS

		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
5900	Asphalt	\$1,000.00	\$1,000.00	\$850.00
5901	Contractor	\$3,000.00	\$3,000.00	\$0.00
5902	Concrete	\$500.00	\$0.00	\$445.44
5904	Dispose Concrete & Asphalt	\$1,000.00	\$1,000.00	\$0.00
Total:		\$5,500.00	\$5,000.00	\$1,295.44

PUMPHOUSE & RESERVOIR

		<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 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>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
6100	Pipeline Maintenance & Supplies	\$2,500.00	\$2,500.00	\$139.06
6101	Welding of Pipeline	-	-	-
6102	Blue Stakes	\$5,000.00	\$3,500.00	\$4,889.66
Total:		\$7,500.00	\$6,000.00	\$5,028.72

	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
TOTAL EXPENSE:	\$262,500.00	\$252,000.00	\$141,134.08
PERCENT DIFFERENCE FROM PREVIOUS YEAR:	4.2%	0.0%	

<u>TOTAL INCOME & EXPENSES</u>	<u>2025 Estimated</u>	<u>2024 Estimated</u>	<u>2023 Actual</u>
INCOME:	\$262,500.00	\$252,000.00	\$249,662.63
EXPENSE:	\$262,500.00	\$252,000.00	\$141,134.08

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.C. Consideration of Public Hearing Date for 2025 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 11, 2024, at 6:00 p.m. at the District's office for the purpose of adopting the 2025 Final Budget."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

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 \$87,761.68. This is a partial retention release.

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 \$87,761.68 to Leon Poulsen Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.E. Consideration of Final Payment for Secondary Water Metering Project Phase 8**

The District has received a request for a final payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 8. The final payment is in the amount of \$2,230.00. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Final Payment for the Secondary Water Metering Project Phase 8 in the amount of \$2,230.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.F. Consideration of Final Payment for Secondary Water Metering Project Phase 11**

The District has received a request for a final payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 11. The final payment is in the amount of \$7,685.75. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Final Payment for the Secondary Water Metering Project Phase 11 in the amount of \$7,685.75 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.G. Consideration of Progress Payment for Secondary Water Metering Project Phase 12**

The District has received a request for a progress payment from Yard Masters for the Secondary Water Metering Project Phase 12. The progress payment is in the amount of \$76,106.16. 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 12 in the amount of \$76,106.16 to Yard Masters.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.H. Consideration of Progress Payment for Secondary Water Metering Project Phase 13**

The District has received a request for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 13. The progress payments are in the amount of \$96,824.00. 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 13 in the amount of \$96,824.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.I. Consideration and Award of Secondary Water Metering Project Phase 14**

The District received bids from three contractors for the Secondary Water Metering Project Phase 14 as follows.

<u>Contractor</u>	<u>Bid Amount</u>
AJC Construction and Excavation	\$285,475.00
E.H. Knudson Construction	\$309,440.00
LaRose Paving	\$353,250.00

The low bidder is AJC Construction and Excavation for \$285,475.00.

A suggested motion would be, “I move that we award the Secondary Water Metering Project Phase 14 to AJC Construction and Excavation in the amount of \$285,475.00.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.J. 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 17, 2024, 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 8, 2024

SUBJECT: **IV.K. 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 2024, there are a few items that changed in the Per Diem and Travel Reimbursement Rules (Rules). The main change is that the trustees can be included in the employee Rules if the Rule changes are adopted by the trustees. The following is a list of changes for the Rules:

1. Trustees are now included, so there will be one set of Rules.
2. Some of the lodging rates changed which will match the GSA per diem rates.
3. The mileage reimbursement for private vehicles will match the current IRS business mileage rate.
4. Other technical changes such as references to forms.

The other changes in the personnel policies are in the holidays where the observance of the Juneteenth holiday will match the federal observance, the definition of Veterans Day is corrected, and there is an addition to address religious accommodations as referenced in U.C.A. 67-27-106.

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 8, 2024

SUBJECT: **IV.L. Consideration of T-Mobile First Amendment to Site Lease**

The District is proposing to T-Mobile a monthly payment with an annual increase that is the same as the current terms of the site lease which expires June 30, 2029. The initial term of the First Amendment to Site Lease (Lease) will terminate on June 30, 2034. T-Mobile will have the option to renew the Lease in 2034, 2039, 2044, and 2049. The Lease will terminate on June 30, 2054, but T-Mobile can choose to negotiate a new lease at that time or before. It is recommended that the Trustees approve the Lease contingent upon Attorney approval and T-Mobile accepting the proposed terms of the Lease.

A suggested motion would be, “I move that we approve the T-Mobile First Amendment to Site Lease contingent upon Attorney approval and T-Mobile accepting the proposed terms.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 8, 2024

SUBJECT: **IV.M. Consideration of Resolution 2024-05 Certifying the Petition for Annexation of OC1, LLC Property**

Nicole Visconti, the managing member of OC1, LLC has submitted a petition for annexation of parcel 08-022-0104 which is located at approximately 3625 Midland Drive in West Haven. The District has been informed that West Haven City has an ordinance which requires new commercial developments to provide secondary water. The District has a 4-inch secondary water main in 3600 South Street which ends at approximately 2664 West which is west of the OC1, LLC property. The District's secondary water main is closer than any of Weber Basin Water Conservancy District's (Weber Basin) existing secondary water infrastructure and Weber Basin has sent a letter to the District indicating they do not have any intention of serving the surrounding property.

Brent Rose, the District's attorney has prepared Resolution 2024-05 certifying the petition for annexation and providing for notice thereof of the OC1, LLC property. In consultation with Brad Jensen, the District's engineer, there does not appear to be any concerns about serving the OC1, LLC property from an engineering perspective. The District has been informed that the developer will bring in either Wilson Irrigation Company or Davis and Weber Counties Canal Company shares to provide water to this development.

A suggested motion would be, "I move that we adopt Resolution 2024-05 Certifying the Petition for Annexation and Providing for Notice Thereof of the OC1, LLC property."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 13, 2024

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

The following is a reminder of upcoming meetings and events:

Board Meeting – November 13, 2024, at 5:00 p.m.

Board Meeting – December 11, 2024, at 5:00 p.m.

Christmas Party December 12, 2024, at 6:00 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 November 12th, East Canyon is 72% full, Echo Reservoir is 62% full, and the Weber River basin water year-to-date precipitation is approximately 71% of median (new water year began October 1st). Currently almost 98% 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

November 12, 2024

(OCTOBER 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 type="checkbox"/> | <input checked="" 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: _____

*All Verif
Goud.*

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



Jon S. Ritchie, Audit Committee Chair

ZION BANK PURCHASE CARDS

INTERNAL AUDIT REPORT

NOVEMBER 12, 2024

(OCTOBER 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 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 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. <i>not</i> |

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: _____
12. Purchase Card – Zesiger: _____
13. Purchase Card - Toupin: *OK* _____
14. Purchase Card - Harris: _____

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


Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT
• NOVEMBER 2024 •

GENERAL FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of October 1	\$ 1,327,388.38	\$ 361,497.60	\$ 328,548.35
Deposits	\$ 3,100,622.95	\$ 999,860.73	\$ 401,876.04
Interest	\$ 6,614.69	\$ 2,024.61	\$ 813.76
Withdrawals	\$ 3,916,987.05	\$ 1,034,032.84	\$ 573,926.56
Balance as of October 31	\$ 517,638.97	\$ 329,350.10	\$ 157,311.59

CAPITAL FACILITIES FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of October 1	\$ 136,334.83	\$ 129,181.43	\$ 123,917.99
Deposits	\$ -	\$ -	\$ -
Interest	\$ 610.29	\$ 601.53	\$ 246.21
Withdrawals	\$ -	\$ -	\$ -
Balance as of October 31	\$ 136,945.12	\$ 129,782.96	\$ 124,164.20

WEBER BASIN FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of October 1	\$ 721,429.03	\$ 629,945.21	\$ 511,042.11
Deposits	\$ -	\$ -	\$ -
Interest	\$ 3,200.25	\$ 2,901.13	\$ 996.12
Withdrawals	\$ 18,445.34	\$ 16,853.05	\$ 22,144.22
Balance as of October 31	\$ 706,183.94	\$ 615,993.29	\$ 489,894.01

CONNECTIONS

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Connections made during the previous month (October)	1	3	0
Total connections made during the current year	32	30	13
Total active connections	10,876	10,841	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 Stock to date:	23.0	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 October 1	\$ 3,270,064.05	5.0377%	Ongoing-Flexible
Deposits (by Weber County)	\$ 2,263,936.29		
Interest	\$ 15,268.73		
Withdrawals	\$ 2,834.22		
Balance as of October 31	\$ 5,546,434.85		

· METER FUND ACCOUNT ·

		<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 1,328,655.42	5.0377%	Ongoing-Flexible
Deposits	\$ 2,834.22		
Interest	\$ 5,691.82		
Withdrawals	\$ -		
Balance as of October 31	\$ 1,337,181.46		

· SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT ·

		<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 366,182.04	5.0377%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 1,566.75		
Withdrawals	\$ -		
Balance as of October 31	\$ 367,748.79		

· SERIES 2024 BOND PROCEEDS METERING PROJECT ACCOUNT ·

		<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 2,183,859.52	5.0377%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 9,343.85		
Withdrawals	\$ -		
Balance as of October 31	\$ 2,193,203.37		

ROY WATER CONSERVANCY DISTRICT
O&M Checks

October 10 through November 13, 2024

	Num	Name	Amount
Oct 10 - Nov 13, 24			
	ACH	Courtney L. Harris	-2,128.70
	ACH	Justin J. Sandberg	-1,931.25
	ACH	Kent D. Thurgood	-2,750.09
	ACH	Linda A. Toupin	-2,079.24
	ACH	Nathan S. Doxey	-2,231.10
	ACH	Philip W. Durbano	-3,369.73
	ACH	Rodney D. Banks	-4,004.54
	ACH	Wyatt R. Zesiger	-1,367.96
	EFT	Dominion Energy	-45.11
	EFT	Zions Bank	-921.64
	EFT	Utah Unemployment Compensation Fund	-121.40
	EFT	Comcast	-791.79
	EFT	Rocky Mountain Power	-10,524.54
	EFT	Home Depot	-204.28
	ACH	Courtney L. Harris	-2,154.94
	ACH	Justin J. Sandberg	-2,269.08
	ACH	Kent D. Thurgood	-2,360.70
	ACH	Linda A. Toupin	-2,079.23
	ACH	Nathan S. Doxey	-2,231.10
	ACH	Philip W. Durbano	-2,435.81
	ACH	Rodney D. Banks	-4,004.56
	ACH	Wyatt R. Zesiger	-1,768.52
	21446	Clyde Snow & Sessions	-560.00
	21447	Opticare Vision Services	-102.72
	21448	WSP USA Inc.	-4,433.97
	21449	Crown Trophy of Ogden	-90.00
	EFT	Riverdale City Corporation	-181.91
	EFT	Rocky Mountain Power	-10.26
	EFT	Rocky Mountain Power	-39.53
	EFT	Utah Local Governments Trust	-404.48
	ACH	Courtney L. Harris	-2,128.69
	ACH	Justin J. Sandberg	-2,301.62
	ACH	Kent D. Thurgood	-2,360.71
	ACH	Linda A. Toupin	-2,099.75
	ACH	Nathan S. Doxey	-3,107.87
	ACH	Philip W. Durbano	-2,625.75
	ACH	Rodney D. Banks	-4,004.56
	ACH	Wyatt R. Zesiger	-1,497.55
	ACH	Justin J. Sandberg	-1,181.97
	ACH	Philip W. Durbano	-3,083.83
	EFT	Rocky Mountain Power	-6,341.78
	21450	Ace Recycling & Disposal	-145.03
	21451	Blue Stakes of Utah	-795.60
	21452	Clear Link IT, LLC	-2,051.00

**ROY WATER CONSERVANCY DISTRICT
O&M Checks**

October 10 through November 13, 2024

Num	Name	Amount
21453	Ferguson Waterworks	-463.60
21454	Ferguson Waterworks	-216,720.06
21455	Ferguson Waterworks	-783.60
21456	Fuel Network	-1,756.48
21457	Herrick Industrial Supply Company	-358.75
21458	J. D. Young & Son Landscape	-2,053.00
21459	Jan-Pro of Utah	-265.00
21460	KJ Mechanical, Inc.	-6,200.00
21461	Leon Poulsen Construction Co.	-87,761.68
21462	Linde Gas & Equipment, Inc.	-42.95
21463	Mountainland Supply Company	-35,833.75
21464	NJG Corporation	-2,386.60
21465	Opticare Vision Services	-123.12
21466	PEHP Group Insurance	-15,142.13
21467	PEHP Long-Term Disability	-278.95
21468	PEHP Long-Term Disability	-278.31
21469	Weber Basin Water Cons. District	-28,266.25
21470	WSP USA Inc.	-1,829.89
21471	Yard Masters, Inc.	-76,106.16
21472	Utah State Division of Finance	-13,179.49
21473	Utah State Division of Finance	-36,429.99
21474	AJC Construction & Excavation	-2,230.00
21475	AJC Construction & Excavation	-7,685.75
21476	AJC Construction & Excavation	-96,824.00
21477	Utah State Tax Commission	-2,701.00
21478	AFLAC	-176.65
21479	Gary S. Adams	-39.76
21480	Gary L. Newman	-11.16
21481	Mark W. Ohlin	-39.76
21482	Jon S. Ritchie	-11.16
21483	Chad Zito	-11.16
21484	Linda A. Toupin	-74.32
21485	Rodney Banks	-10.00
21486	Wasatch Civil Engineering	-4,463.13
21487	Wasatch Civil Engineering	-772.88
21488	Wasatch Civil Engineering	-171.75
21489	Wasatch Civil Engineering	-2,763.50
21490	Wasatch Civil Engineering	-12,614.51
21491	Ferguson Waterworks	-1,567.20
	TOTAL	-749,751.34

Oct 10 - Nov 13, 24