

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

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

- | | |
|---|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Gary Newman |
| III. APPROVAL OF MINUTES | |
| A. Approval of February 2024 Board Meeting Minutes | MOTION |
| B. Approval of Public Hearing for Water Revenue Bond, Series 2024 | MOTION |
| IV. BUSINESS | |
| A. Public Comments | |
| B. Consideration and Award of Pump House Switchgear Upgrade Equipment | MOTION |
| C. Consideration of Progress Payment Secondary Water Metering Project Phase 4 | MOTION |
| D. Consideration of Progress Payment Secondary Water Metering Project Phase 5 | MOTION |
| E. Consideration of Progress Payment Secondary Water Metering Project Phase 6 | MOTION |
| F. Consideration of Progress Payment Secondary Water Metering Project Phase 7 | MOTION |
| G. Consideration of Progress Payment Secondary Water Metering Project Phase 8 | MOTION |
| H. Consideration of Leasing Davis and Weber Counties Canal Company Shares to Weber Basin Water Conservancy District | MOTION |
| I. Consideration of Wilson Irrigation Company Shares Lease Agreement | MOTION |
| J. Consideration of Opening PTIF Account for Series 2024 Bond | MOTION |
| K. Consideration of Applicant Contribution for Series 2024 Bond | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Rural Water Annual Conference February 26 – March 1, 2024 | |
| B. Manager & Trustees Reports | |
| C. Review of Monthly Bank Statements and Cancelled Checks | Jon Ritchie |
| VI. APPROVAL OF FINANCIAL REPORTS | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF EXPENSES | |
| A. 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: March 8, 2024

SUBJECT: **IV.B. Consideration and Award of Pump House Switchgear Equipment Upgrade**

SKM, the District's consulting engineering for this project, received communication from five suppliers for the Pump House Switchgear Equipment Upgrade as follows.

Supplier	Bid Amount
Graybar	\$198,320.00
Winn-Marion	\$147,998.00
Royal Wholesale	\$140,662.00
Royal Wholesale with Alternate Items	\$173,464.00
Codale	\$212,783.00
Crum Electric	email indicating no bid

The low bidder is Royal Wholesale for \$140,662.00. The lead time for the equipment is forty-nine (49) weeks. There was only one other supplier that had a shorter lead time, and their bid was higher than Royal Wholesale. Royal Wholesale also has a thirty (30) month warranty. SKM recommends the trustees award the project to Royal Wholesale.

A suggested motion would be, "I move that we award the Pump House Switchgear Equipment Upgrade to Royal Wholesale in the amount of \$140,662."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.C. 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 \$138,611.78. 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 4 in the amount of \$138,611.78 to Leon Poulsen Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.D. 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 \$78,204.00. 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 \$78,204.00 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.E. 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 \$188,603.50. 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 \$188,603.50 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.F. Consideration of Progress Payment for Secondary Water Metering Project Phase 7**

The District has received a request for a progress payment from Paragon Construction Systems for the Secondary Water Metering Project Phase 7. The progress payment is in the amount of \$27,549.53. 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 7 in the amount of \$27,549.53 to Paragon Construction Systems.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.G. 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. The progress payment is in the amount of \$27,170.00. 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 8 in the amount of \$27,170.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.H. Consideration of Leasing Davis and Weber Counties Canal Company Shares to Weber Basin Water Conservancy District**

Since 2014, the District has been leasing some of its Davis and Weber Counties Canal Company (Davis and Weber) shares to Weber Basin Water Conservancy District (Weber Basin). I would like to continue this leasing arrangement between the District and Weber Basin as long as there is enough water to do so. The number of shares leased has been dependent upon Weber Basin's need and Davis and Weber's acre-foot per share declaration. In 2024 the District leased 400 shares, in 2022 and 2021 the District did not lease any shares, in 2020 the District leased 220 shares, in 2019 the District leased 220 shares, in 2018 the District leased 220 shares, in 2017 the District leased 50 shares, in 2016 the District leased 305 shares, in 2015 the District leased 115 shares, and in 2014 the District leased 200 shares.

A suggested motion would be, "I move that we lease the District's Davis and Weber Counties Canal Company shares to Weber Basin Water Conservancy District in an amount to be determined by the General Manager based on Davis and Weber Counties Canal Company's per share declaration."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 11, 2024

SUBJECT: **IV.I. Consideration of Wilson Irrigation Company Shares Lease Agreement**

The District owns twenty-two (22) Wilson Irrigation Company (WIC) shares and the person who leased them for the 2023 irrigation season is interested in leasing them again for the 2024 irrigation season.

A suggested motion would be, “I move that we approve the Wilson Irrigation Company Shares Lease Agreement.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.J. Consideration of Opening PTIF Account for Series 2024 Bond**

In order to keep the Series 2024 Bond funds for the secondary water metering project separate, the Board of Water Resources (BWRe) requires the District to open a separate Public Treasurers Investment Fund (PTIF) to deposit those funds into once the bond closes. The District's Fiscal Policy requires the board of trustees approve opening all financial accounts.

A suggested motion would be, "I move that we approve opening a PTIF account to deposit the Board of Water Resources Series 2024 Bond funds into."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 8, 2024

SUBJECT: **IV.K. Consideration of Applicant Contribution for Series 2024 Bond**

As a part of receiving the secondary water metering project grant money and bond funds, the District as applicant is required to deposit some of their own funds into the newly opened PTIF account. The applicant contribution amount is \$324,500, the bond fund amount is \$1,839,000, and the grant fund amount is \$5,046,500. The applicant contribution and bond funds will be drawn out of the account as reimbursements for the secondary water metering project are submitted to the Board of Water Resources each month.

A suggested motion would be, “I move that we approve transferring \$324,500 from the District’s O&M PTIF account into the Series 2024 Bond PTIF account.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: March 13, 2024

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

The following is a reminder of upcoming meetings and events:

Board Meeting – March 13, 2024, at 5:00 p.m.
Utah Water Law and Workshop – March 18-20, 2024, St. George, UT
Board Meeting – April 17, 2024, at 5:00 p.m.
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 March 12th, East Canyon is 89% full, Echo Reservoir is 74% full, and the Weber River basin water year-to-date snow water equivalent is 129% of median. Currently almost 33% 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

MARCH 11, 2024

(FEBRUARY 29, 2024, STATEMENTS)

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Obtain bank statements unopened. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Review checks for unusual payees. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Review signatures on checks for authenticity. |
| <input 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 type="checkbox"/> | <input type="checkbox"/> | 6. Summarize your questions. |
| <input 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: _____

I have completed the above procedures for the month of March 11, 2024, (February 29, 2024 Statements).



Jon S. Ritchie, Audit Committee Chair

**ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT**

MARCH 11, 2024

(FEBRUARY 29, 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 type="checkbox"/> | <input checked="" 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: OK
7. Purchase Card - Banks: OK J
8. Purchase Card - Durbano: _____
9. Purchase Card - Thurgood: OK
10. Purchase Card – Doxey: OK
11. Purchase Card - Sandberg: OK
12. Purchase Card - Toupin: OK
13. Purchase Card - Harris: _____

I have completed the above procedures for the month of March 11, 2024, (February 29, 2023 Statements).



Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT
• MARCH 2024 •

<u>GENERAL FUND</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of February 1	\$ 833,917.36	\$ 1,035,664.32	\$ 511,298.14
Deposits	\$ 923,911.05	\$ 974,032.22	\$ 5,521.72
Interest	\$ 2,736.76	\$ 1,303.98	\$ 108.48
Withdrawals	\$ 887,832.98	\$ 988,708.64	\$ 212,369.75
Balance as of February 29	\$ 872,732.19	\$ 1,022,291.88	\$ 304,558.59

<u>CAPITAL FACILITIES FUND</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of February 1	\$ 131,552.43	\$ 125,156.65	\$ 123,192.42
Deposits	\$ -	\$ -	\$ -
Interest	\$ 565.24	\$ 385.00	\$ 35.37
Withdrawals	\$ -	\$ -	\$ -
Balance as of February 29	\$ 132,117.67	\$ 125,541.65	\$ 123,227.79

<u>WEBER BASIN FUND</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of February 1	\$ 845,948.25	\$ 717,973.70	\$ 606,408.56
Deposits	\$ -	\$ -	\$ -
Interest	\$ 3,612.71	\$ 2,201.66	\$ 174.11
Withdrawals	\$ 9,313.13	\$ 4,028.84	\$ -
Balance as of February 29	\$ 840,247.83	\$ 716,146.52	\$ 606,582.67

<u>CONNECTIONS</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Connections made during the previous month (February)	4	0	2
Total connections made during the current year	5	0	2
Total active connections	10,849	10,811	10,798

<u>SHARES</u>	<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

<u>UTAH PUBLIC TREASURER'S INVESTMENT FUND</u>	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
· OPERATIONS & MAINTENANCE ACCOUNT ·			
Balance as of February 1	\$ 4,483,161.63	5.4808%	Ongoing-Flexible
Deposits (by Weber County)	\$ 687.39		
Interest	\$ 19,524.32		
Withdrawals	\$ 1.27		
Balance as of February 29	\$ 4,503,372.07		
· METER FUND ACCOUNT ·			
Balance as of February 1	\$ 1,241,193.38	5.4808%	Ongoing-Flexible
Deposits	\$ 1.27		
Interest	\$ 5,404.87		
Withdrawals	\$ -		
Balance as of February 29	\$ 1,246,599.52		
· SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT ·			
Balance as of February 1	\$ 1,892,216.74	5.4808%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 7,912.53		
Withdrawals	\$ 272,433.16		
Balance as of February 29	\$ 1,627,696.11		

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03/13/24

ROY WATER CONSERVANCY DISTRICT

O&M Checks

March 13 - 14, 2024

	Num	Name	Amount
Mar 13 - 14, 24	21110	Ace Recycling & Disposal	-\$139.61
	21111	AJC Construction & Excavation	-\$27,170.00
	21112	Blue Stakes of Utah	-\$1,080.90
	21113	Clear Link IT, LLC	-\$2,187.00
	21114	Clyde Snow & Sessions	-\$440.00
	21115	Durk's Plumbing Supply, Inc.	-\$51.20
	21116	Ferguson Waterworks	-\$672.78
	21117	Fuel Network	-\$1,277.00
	21118	Grainger, Inc.	-\$682.54
	21119	Home Depot	-\$108.35
	21120	J. D. Young & Son Landscape	-\$2,053.00
	21121	Jan-Pro of Utah	-\$265.00
	21122	Leon Poulsen Construction Co.	-\$138,611.78
	21123	Les Olson Company	-\$89.83
	21124	Linde Gas & Equipment, Inc.	-\$43.75
	21125	Ferguson Waterworks	-\$26,909.94
	21126	Mountainland Supply Company	-\$1,639.24
	21127	Opticare Vision Services	-\$96.30
	21128	Paragon Construction Systems	-\$27,549.53
	21129	PEHP Group Insurance	-\$13,289.42
	21130	Post Asphalt Paving & Construction	-\$188,603.50
	21131	Post Asphalt Paving & Construction	-\$78,204.00
	21132	Rocky Mountain Valves	-\$350.00
	21133	SKM, Incorporated	-\$3,000.00
	21134	Truly Nolen of America, Inc.	-\$200.00
	21135	Wasatch Civil Engineering	-\$921.63
	21136	Wasatch Civil Engineering	-\$343.50
	21137	Wasatch Civil Engineering	-\$1,301.00
	21138	Weber Basin Water Cons. District	-\$79,560.00
	21139	Weber Basin Water Cons. District	-\$23,865.52
	21140	WSP USA Inc.	-\$2,340.05
	21141	PEHP Long-Term Disability	-\$262.48
	21142	Rodney Banks	-\$167.00
	21143	AFLAC	-\$176.65
	21144	Utah State Tax Commission	-\$3,630.00
	21145	Nathan S. Doxey	-\$226.00
	21146	Kent D. Thurgood	-\$226.00
	21147	Justin J. Sandberg	-\$226.00
	21148	Courtney Harris	-\$632.24
	EFT	Comcast	-\$781.78
	EFT	Riverdale City Corporation	-\$177.35
	EFT	Rocky Mountain Power	-\$10.26
	EFT	Verizon	-\$403.29
	EFT	Zions Bank	-\$4,095.29
	EFT	Rocky Mountain Power	-\$30.18
	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
	ACH	Courtney L. Harris	-\$2,105.90
	ACH	Justin J. Sandberg	-\$1,920.62
	ACH	Kent D. Thurgood	-\$2,308.28
	ACH	Linda A. Toupin	-\$1,952.35
	ACH	Nathan S. Doxey	-\$1,913.71
	ACH	Philip W. Durbano	-\$2,392.22
	ACH	Rodney D. Banks	-\$4,031.66
Mar 13 - 14, 24		TOTAL	-\$651,940.73