

# *Roy Water Conservancy District*

## **Minutes of Board Meeting**

November 15, 2023

5:00 p.m.

The following are minutes of the Board of Trustees regularly scheduled board meeting that was held at Roy Water Conservancy District, located at 5440 Freeway Park Drive, Riverdale, UT 84405, on Wednesday, November 15, 2023, at 5:00 p.m.

**Present:** Mark Ohlin, Chair; Jon S. Ritchie, Vice-Chair; Gary L. Newman, Chad Zito, and Gary S. Adams, Trustees; Rodney Banks, Manager/Treasurer; Phil Durbano, Operations Supervisor; Linda Toupin, District Clerk; and Courtney Harris, Records Clerk.

**I. CALL TO ORDER.** Chair Ohlin called the meeting to order at 5:00 p.m. and welcomed everyone present.

**II. PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was led by Mr. Zito.

**III. APPROVAL OF MINUTES.** Mr. Zito made a motion to accept and approve the minutes of October 11, 2023, Board meeting as written. Mr. Newman seconded the motion. The motion carried unanimously.

### **IV. BUSINESS.**

**A. Public Comments.** As no members of the public were present, Chair Ohlin closed the floor for public comments.

**B. Consideration of 2024 Tentative Budget.** Mr. Banks said there have been no changes to the draft budget presented last month. Mr. Banks said Roy City will not be doing any asphalt overlay projects in areas of interest for the District.

Mr. Ritchie made a motion to approve the 2024 Tentative Budget. Mr. Adams seconded the motion. The motion carried unanimously.

**C. Consideration of Public Hearing Date for 2024 Budget – December 13, 2023, at 6:00 p.m.** Mr. Zito made a motion to hold a public hearing on December 13, 2023, at 6:00 p.m. at the District's office for the purpose of adopting the 2024 Final Budget. Mr. Newman seconded the motion. The motion carried unanimously.

**D. Consideration of Progress Payment for Secondary Water Metering Project Phase 4.** Mr. Banks said Poulsen Construction is making good progress so far.

Mr. Adams made a motion to approve a progress payment for the Secondary Water Metering Project Phase 4 in the amount of \$272,882.75 to Leon Poulsen Construction. Mr. Zito seconded the motion. The motion carried unanimously.

**E. Consideration of Progress Payment for Secondary Water Metering Project Phase 5.** Mr. Banks said Post Construction is progressing well, although not as quickly as they had hoped.

Mr. Ritchie made a motion to approve a progress payment for the Secondary Water Metering Project Phase 5 in the amount of \$145,939.00 to Post Construction. Mr. Newman seconded the motion. The motion carried unanimously.

**F. Consideration of 2023 Vehicles Sale and 2024 Vehicles Purchase.** Mr. Banks said he is hoping the vehicle sale and purchase will take place in March 2024. Mr. Banks said all trucks will be kept until the new ones are received as the timing of new truck delivery is still tentative.

Mr. Zito made a motion to approve the 2023 Vehicles Sale and 2024 Vehicles Purchase. Mr. Adams seconded the motion. The motion carried unanimously.

**G. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC Stockholders Meeting.** Mr. Adams made a motion to appoint the Chair to vote the District's Davis & Weber Counties Canal Company stock and appoint the Vice-Chair and General Manager as alternates. Mr. Zito seconded the motion. The motion carried unanimously.

**H. Consideration of Railrunner Phase 1 and 2 Development Agreement.** Mr. Banks said a Railrunner development agreement was approved in May 2023 with another developer. Mr. Banks said a new developer is breaking the townhome project into three phases and starting a new development agreement process due to numerous changes. Mr. Banks said the proposed development is between 4800 South and 4000 South, in between the Union Pacific railroad tracks and the walking trail. Mr. Banks said the existing water allotment for the property is adequate for the project's secondary water needs.

Mr. Zito made a motion to approve Railrunner Phase 1 and 2 Development Agreement. Mr. Adams seconded the motion. The motion carried unanimously.

**I. Consideration of Reviewed Personnel Policies and Procedures.** Mr. Banks said state code requires the District to review personnel policies annually to ensure they conform to state and federal requirements. Mr. Banks said changes have occurred regarding per diem and travel reimbursement rates for Trustees. Mr. Banks said the in-state and out-of-state travel meal reimbursement rate was increased to \$54 per day. Mr. Banks said some in-state lodging rates changed, and the mileage reimbursement for private vehicles changed from 56¢ to 62¢ per mile.

Mr. Banks said the only change for District employees is the mileage rate for reimbursement for private vehicles increased from 58.5¢ to 65.5¢ per mile.

Mr. Zito made a motion to accept the reviewed Personnel Policies and Procedures with the changes and additions as discussed. Mr. Newman seconded the motion. The motion carried unanimously.

**J. Consideration of Surplus Property.** Mr. Banks said the items for surplus this year are seven iPhones with an anticipated sale price of more than \$200 each, so the Board needs to approve of the disposal in accordance with the District's procurement policy.

Mr. Newman made a motion to approve the Surplus Property to be disposed of by the District's General Manager. Mr. Ritchie seconded the motion. The motion carried unanimously.

## **V. REPORTS FROM MANAGER AND TRUSTEES.**

**A. Report of RWCD and West Haven Systems.** Mr. Durbano said things improved after Connex was contacted to fix the leaks they caused during fiber installation prior to system start-up in May, although new contractors are going to be in the area with another fiber installation. Mr. Durbano said he anticipates the same problems again next year at start-up. Mr. Durbano said West Haven system operation went well.

**B. UASD Annual Convention · November 8-10, 2023.** Mr. Banks said the sessions he attended were really good. Chair Ohlin said the session regarding Artificial Intelligence was very interesting and informative.

**C. Manager & Trustees Reports.** Mr. Banks reminded the Trustees to fill out and sign the ethics pledge and conflict of interest statement as required annually in relation to the Fraud Risk Assessment.

Mr. Banks congratulated Mr. Zito and Mr. Adams on being reappointed to the Board of Trustees by the Weber County Commission.

Mr. Banks said he attended several more meetings in regard to using a customer portal designed and maintained by Weber Basin, and more firmly believes it is the direction the District should go. Mr. Banks confirmed with the Division of Water Resources that the Weber Basin customer portal would fulfill the obligations of the grant received from the Division of Water Resources.

Mr. Banks said the District has spent about \$5.6 million so far on the metering project, with 2,132 meters installed. Mr. Banks said he has received an official committal letter from the Division of Water Resources for the additional \$5 million in grant money. Mr. Banks said the District will be looking to close on a \$1.839 million bond, and he will be preparing a request for proposal for financial services. Mr. Banks said the goal is to close on the bond in March 2024. Mr. Banks said there are still backorders on meters and radios, so contractors are currently installing jumpers until meters are received.

Mr. Banks said as of November 14<sup>th</sup>, East Canyon was 82% full, Echo was 85% full, and the water year-to-date precipitation was 86% of median. Mr. Banks said almost 26% of the state is in abnormally dry to moderate drought condition.

Mr. Banks said he and Mr. Durbano are still working through some issues with UDOT regarding the 5600 South project. Mr. Banks said the District has forged a good relationship so far with the contractor for the project.

**D. Review of Monthly Bank Statements and Cancelled Checks.** Mr. Ritchie said the audit committee, consisting of himself, Mr. Banks, and Ms. Toupin, met November 14, 2023, and reported no problems or issues with the monthly bank statements, credit card statements, and cancelled checks.

## **VI. APPROVAL OF FINANCIAL REPORTS.**

**A. Monthly Financial Report.** Mr. Ritchie made a motion to approve the monthly financial report. Mr. Zito seconded the motion. The motion carried unanimously.

## **VII. APPROVAL OF CHECKS.**

**A. Current Checks.** Mr. Zito made a motion to approve the checks for November 15, 2023. Mr. Newman seconded the motion. The motion carried unanimously.

**VIII. ADJOURNMENT.** Mr. Newman made a motion to adjourn at 5:38 p.m. Mr. Adams seconded the motion. The motion carried unanimously.

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Minutes Approved

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Mark Ohlin, Chair

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Recording Secretary