

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
August 9, 2023
5:00 P.M.

- 5:00 p.m.
- | | |
|---|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Gary Adams |
| III. APPROVAL OF MINUTES | MOTION |
| IV. BUSINESS | |
| A. Public Comments | |
| B. Appointment of Vice Chair | MOTION |
| C. Consideration of Progress Payment for Secondary Water Metering Project Phase 4 | MOTION |
| D. Consideration of Progress Payment for Secondary Water Metering Project Phase 5 | MOTION |
| E. Consideration of Final Payment for Security Cameras | MOTION |
| F. Consideration of Verizon Wireless Agreement | MOTION |
| G. Consideration of EME Mechanical Development Agreement | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. NWRA Western Water Seminar August 2-4, 2023 | |
| B. Manager and Trustees Reports | |
| C. Review of Monthly Bank Statements and Cancelled Checks | Gary Newman |
| VI. APPROVAL OF FINANCIAL REPORT | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF CHECKS | |
| A. Current Checks | MOTION |
| VIII. ADJOURNMENT | MOTION |

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.

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 4, 2023

SUBJECT: **IV.B. Appointment of Vice Chair**

Section 2.4 of Roy Water Conservancy District's (District) Board of Trustees Bylaws (Bylaws) states,

“Any officer may resign from their office at any time by giving either verbal or written notice to the Board or to the Clerk of the District. A verbal notice of resignation shall be followed by either a written notice to the Board or Clerk of the District or a written confirmation by the Board of the resignation. Any resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise specified in the notice, acceptance of the resignation shall not be necessary to make it effective.”

Gary L. Newman has given notice to the District of his resignation from the office of Vice Chair. Section 2.6 of the District's Bylaws states,

“A vacancy in any office occurring because of death, resignation, removal, disqualification, or otherwise, of an officer may be appointed by the Board for the unexpired portion of the officer's term.”

Therefore, Mr. Newman's resignation will require the trustees to appoint a new Vice Chair to serve the remaining term of his office. The Vice Chair also serves as the Chair of the District's Audit Committee.

A suggested motion for approval would be, “I move that we appoint _____ as Vice Chair of Roy Water Conservancy District's Board of Trustees.

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 4, 2023

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 \$118,916.25. 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 4 in the amount of \$118,916.25 to Leon Poulsen Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 4, 2023

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 \$118,750.00. 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 \$118,750.00 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 4, 2023

SUBJECT: **IV.E. Consideration of Final Payment for Security Cameras**

The District has received a request for a final payment from Stone Security for the installation of the security cameras. The final payment is in the amount of \$28,627.64. The items being requested for payment have been verified as installed. All cameras and devices are working. The payment includes a five year service agreement with Stone Security.

A suggested motion for approval would be, "I move that we approve a Final Payment for the Security Cameras in the amount of \$28,627.64 to Stone Security."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 8, 2023

SUBJECT: **IV.F. Consideration of Verizon Wireless Agreement**

A contract company that Verizon uses contacted me several months ago about renewing the access easement Verizon has with the District and installing fiber optic in the easement. I proposed an amount of money that was more than Verizon was willing to pay and they recently countered the District's proposal with an amount they are willing to pay. I have countered Verizon's offer and I have not heard back from them yet.

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 4, 2023

SUBJECT: **IV.G. Consideration of EME Mechanical Development Agreement**

EME Mechanical is located at approximately 4608 South 3500 West in West Haven which is the southeast corner of the intersection of 3500 West and 4600 South. The existing parcel has an existing water allotment. The developer will be required to install a 1-inch lateral with meter along with anything else required for the parcel to receive secondary water. Otherwise, this is a standard development agreement.

A suggested motion would be, “I move that we approve the EME Mechanical Development Agreement.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: August 9, 2023

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

The following is a reminder of upcoming meetings and events:

Board Meeting – August 9, 2023, at 5:00 p.m.
Board Meeting – September 13, 2023, at 5:00 p.m.
UWUA Summit – September 26, 2023, at 8:30 a.m. Layton, UT
Board Meeting – October 11, 2023, at 5:00 p.m.
UASD Annual Convention – November 8-10, 2023, Layton, UT
Board Meeting – November 15, 2023, at 5:00 p.m.
Christmas Dinner – December 4, 2023, at 6:00 p.m. Timbermine
Board Meeting – December 13, 2023, at 5:00 p.m.
Public Hearing for Allotment of Water – December 13, 2023, at 6:00 p.m.
Public Hearing for Budget – December 13, 2023, at 6:00 p.m.

As of August 8th, East Canyon is 92% full, Echo Reservoir is 82% full, and the Weber River basin water year-to-date precipitation is 141% of median. Currently almost 50% 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.

A company Roy City is consulting with sent some information regarding a Community Reinvestment Area (CRA) they are proposing for the 67 acres surrounding Harmon's. The proposal is to take 70% of the District's ad valorem tax that is received from this area. This will be approximately \$2,165 per year for twenty years. The consulting company is willing to come and do a presentation in September's board meeting to explain the CRA.

INTERNAL AUDIT REPORT

AUGUST 08, 2023
(JULY 31, 2023, 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 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: _____

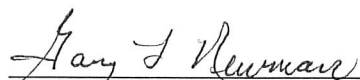
Bank of Utah

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: _____

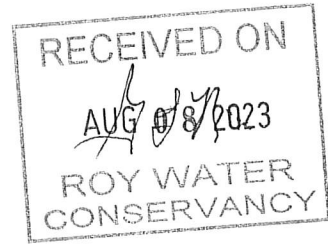
I have completed the above procedures for the month of August 31, 2023, (July 31, 2023 Statements).



Gary L. Newman, Vice-Chair

ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT

AUGUST 08, 2023
(JULY 31, 2023 STATEMENTS)

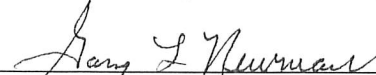


- | YES | NO | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain purchase card statements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review statements for unusual charges. |
| <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 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: _____
8. Purchase Card - Durbano: _____
9. Purchase Card - Thurgood: _____
10. Purchase Card – Doxey: _____
11. Purchase Card - Sandberg: _____
12. Purchase Card - Toupin: _____
13. Purchase Card - Harris: _____

I have completed the above procedures for the month of August 08, 2023, (July 31, 2023 Statements).



Gary L. Newman, Vice-Chair

FINANCIAL REPORT

• AUGUST 2023 •

GENERAL FUND

PREVIOUS MONTH

| | <u>2023</u> | <u>2022</u> | <u>2021</u> |
|----------------------|---------------|---------------|---------------|
| Balance as of July 1 | \$ 680,941.72 | \$ 133,127.21 | \$ 106,539.67 |
| Deposits | \$ 653,333.58 | \$ 221,720.51 | \$ 170,395.16 |
| Interest on checking | \$ 3,379.82 | \$ 148.10 | \$ 37.95 |
| Withdrawals | \$ 541,573.58 | \$ 209,820.48 | \$ 129,827.69 |
| Balance | \$ 796,081.54 | \$ 145,175.34 | \$ 147,145.09 |

TO DATE

| | | | |
|------------------------|---------------|---------------|---------------|
| Balance as of August 1 | \$ 796,081.54 | \$ 145,175.34 | \$ 147,145.09 |
| Deposits | \$ 2,773.76 | \$ 154,705.32 | \$ 76,865.15 |
| Withdrawals | \$ 402,897.15 | \$ 95,938.11 | \$ 37,184.03 |
| Balance | \$ 395,958.15 | \$ 203,942.55 | \$ 186,826.21 |

CAPITAL FACILITIES FUND

| | <u>2023</u> | <u>2022</u> | <u>2021</u> |
|----------------------|---------------|---------------|---------------|
| Balance as of July 1 | \$ 127,548.00 | \$ 123,463.11 | \$ 122,173.58 |
| Deposits | \$ - | \$ - | \$ - |
| Interest on checking | \$ 548.25 | \$ 95.90 | \$ 36.99 |
| Withdrawals | \$ - | \$ - | \$ 319.50 |
| Balance | \$ 128,096.25 | \$ 123,559.01 | \$ 121,891.07 |

TO DATE

| | | | |
|------------------------|---------------|---------------|---------------|
| Balance as of August 1 | \$ 128,096.25 | \$ 123,559.01 | \$ 121,891.07 |
| Deposits | \$ - | \$ - | \$ - |
| Withdrawals | \$ - | \$ - | \$ - |
| Balance | \$ 128,096.25 | \$ 123,559.01 | \$ 121,891.07 |

WEBER BASIN FUND

| | | | |
|------------------------|---------------|---------------|---------------|
| Balance as of August 1 | \$ 665,130.19 | \$ 539,265.46 | \$ 433,120.23 |
|------------------------|---------------|---------------|---------------|

CONNECTIONS

| | <u>2023</u> | <u>2022</u> | <u>2021</u> |
|---|-------------|-------------|-------------|
| Connections made during the previous month (July) | 2 | 3 | 1 |
| Total connections made during the current year | 22 | 13 | 21 |
| Total active connections | 10,833 | 10,809 | 10,791 |

SHARES

| | <u>2023</u> | <u>2022</u> | <u>2021</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: | 21.5 | 21.5 | 20.5 |

UTAH PUBLIC TREASURER'S INVESTMENT FUND

· OPERATIONS & MAINTENANCE ACCOUNT ·

| | <u>2023</u> | <u>RATE</u> | <u>DATE</u> |
|----------------------------|-----------------|-------------|------------------|
| Balance as of July 1 | \$ 3,217,176.06 | 5.1762% | Ongoing-Flexible |
| Deposits (by Weber County) | \$ 7,853.90 | | |
| Interest | \$ 14,167.12 | | |
| Withdrawals (by wire) | \$ 871.31 | | |
| Balance | \$ 3,238,325.77 | | |

· METER FUND ACCOUNT ·

| | | | |
|---------|---------------|---------|------------------|
| Balance | \$ 617,875.97 | 5.1762% | Ongoing-Flexible |
|---------|---------------|---------|------------------|

· BOND PROCEEDS METERING PROJECT ACCOUNT ·

| | <u>2023</u> | <u>RATE</u> | <u>DATE</u> |
|----------------------|-----------------|-------------|------------------|
| Balance as of July 1 | \$ 2,809,093.59 | 5.1762% | Ongoing-Flexible |
| Deposits | \$ - | | |
| Interest on checking | \$ 12,211.57 | | |
| Withdrawals | \$ 64,768.63 | | |
| Balance | \$ 2,756,536.53 | | |

2:22 PM
08/09/23

ROY WATER CONSERVANCY DISTRICT
O&M Checks

August 9, 2023
Name

Num

Amount

Aug 9, 23

| | | |
|-------|------------------------------------|---------------|
| 20629 | Chad Zito | -\$275.02 |
| 20630 | Gary L. Newman | -\$200.02 |
| 20631 | Gary S. Adams | -\$275.02 |
| 20632 | Jon S. Ritchie | -\$200.02 |
| 20633 | Mark W. Ohlin | -\$275.02 |
| 20634 | Ace Recycling & Disposal | -\$137.59 |
| 20635 | Adams & Petersen CPA's | -\$4,989.00 |
| 20636 | Blue Stakes of Utah | -\$929.70 |
| 20637 | Clear Link IT, LLC | -\$2,824.49 |
| 20638 | Clyde Snow & Sessions | -\$2,160.00 |
| 20639 | Comcast | -\$733.59 |
| 20640 | Dominion Energy | -\$47.56 |
| 20641 | Durk's Plumbing Supply, Inc. | -\$3,020.02 |
| 20642 | Durk's Plumbing Supply, Inc. | -\$51.18 |
| 20643 | E.H. Knudson Construction Company | -\$3,314.00 |
| 20644 | Ferguson Waterworks | -\$4,341.60 |
| 20645 | Ferguson Waterworks | -\$4,480.81 |
| 20646 | Fuel Network | -\$1,881.05 |
| 20647 | Home Depot | -\$328.17 |
| 20648 | J. D. Young & Son Landscape | -\$2,053.00 |
| 20649 | Jerry's Plumbing Specialties | -\$89.60 |
| 20650 | Jerry's Plumbing Specialties | -\$330.91 |
| 20651 | Leon Poulsen Construction Co. | -\$118,916.25 |
| 20652 | Linde Gas & Equipment, Inc. | -\$41.96 |
| 20653 | Mountainland Supply Company | -\$38.91 |
| 20654 | Mountainland Supply Company | -\$452.42 |
| 20655 | National Battery Sales | -\$12.04 |
| 20656 | Nickerson Company, Inc. | -\$17,160.00 |
| 20657 | O'Reilly Automotive | -\$453.60 |
| 20658 | Opticare Vision Services | -\$96.30 |
| 20659 | PEHP Group Insurance | -\$13,202.92 |
| 20660 | Post Asphalt Paving & Construction | -\$118,750.00 |
| 20661 | Riverdale City Corporation | -\$178.47 |
| 20662 | Rocky Mountain Power | -\$8,869.74 |
| 20663 | Roy City Public Works | -\$985.25 |
| 20664 | Sam's Club | -\$230.72 |
| 20665 | South Fork Hardware - Roy | -\$68.47 |
| 20666 | Spotless Window Washing | -\$520.00 |
| 20667 | Stone Security, LLC | -\$28,627.64 |
| 20668 | The Data Center, LLC | -\$707.25 |
| 20669 | Timbermine Restaurant (V) | -\$100.00 |
| 20670 | Utah Local Governments Trust | -\$415.88 |
| 20671 | Verizon | -\$399.94 |
| 20672 | Wasatch Civil Engineering | -\$114.50 |
| 20673 | Wasatch Civil Engineering | -\$687.01 |
| 20674 | Wasatch Civil Engineering | -\$11,011.38 |
| 20675 | Weber Basin Water Cons. District | -\$42,150.97 |
| 20676 | WSP USA Inc. | -\$2,787.75 |
| 20677 | Rocky Mountain Power | -\$40.50 |
| 20678 | Rocky Mountain Power | -\$10.26 |
| 20679 | Utah State Tax Commission | -\$2,571.00 |
| 20680 | AFLAC | -\$176.65 |
| 20681 | Rodney D. Banks | -\$182.00 |

Aug 9, 23

TOTAL

-\$402,897.15