

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

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

- | | |
|--|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Gary Adams |
| III. APPROVAL OF MINUTES | |
| A. Approval of May 2024 Board Meeting Minutes | MOTION |
| B. Approval of Public Hearing Minutes for Increasing Contract Water Assessments | MOTION |
| C. Approval of Public Hearing Minutes for the Allotment of Water | MOTION |
| D. Approval of Public Hearing Minutes for Levying Contract Assessments | MOTION |
| IV. BUSINESS | |
| A. Public Comments | |
| B. Consideration of 2023 Audit Report by Child Richards CPAs and Advisors | MOTION |
| C. Consideration of Progress Payment for Secondary Water Metering Project Phase 5 | MOTION |
| D. Consideration of Progress Payment for Secondary Water Metering Project Phase 6 | MOTION |
| E. Consideration of Final Payment for Secondary Water Metering Project Phase 8 | MOTION |
| F. Consideration of Progress Payment for Secondary Water Metering Project Phase 9 | MOTION |
| G. Consideration of Cost Sharing Agreement with Davis and Weber Counties Canal Company | MOTION |
| H. Consideration and Award of Secondary Water Metering Project Phase 10 | MOTION |
| I. Consideration of 2024 Certified Tax Rate | MOTION |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Manager & Trustees Reports | |
| B. Review of Monthly Bank Statements and Cancelled Checks | Jon Ritchie |
| VI. APPROVAL OF FINANCIAL REPORTS | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF EXPENSES | MOTION |
| VIII. ADJOURNMENT | MOTION |

<p>In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should call the District at (801) 825-9744, giving at least three (3) working days notice.</p>
--

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 31, 2024

SUBJECT: **IV.B. Consideration of 2023 Audit Report by Child Richards CPAs and Advisors**

Child Richards CPAs and Advisors will present the 2023 audit report, financial statements, and any findings to the board of trustees for consideration.

A suggested motion would be, “I move that we accept the 2023 audit report by Child Richards CPAs and Advisors.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 31, 2024

SUBJECT: **IV.C. 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 \$86,508.90. 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 \$86,508.90 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 31, 2024

SUBJECT: **IV.D. 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 \$17,499.00. 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 6 in the amount of \$17,499.00 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 31, 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 of retainage is in the amount of \$7,712.00. This will complete phase 8 of the secondary water metering project.

A suggested motion for approval would be, “I move that we approve the Final Payment for the Secondary Water Metering Project Phase 8 in the amount of \$7,712.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: June 4, 2024

SUBJECT: **IV.F. Consideration of Progress Payment for Secondary Water Metering Project Phase 9**

The District has received a request for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 9. The progress payment is in the amount of \$117,158.75. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Progress Payment for the Secondary Water Metering Project Phase 9 in the amount of \$117,158.75 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 31, 2024

SUBJECT: **IV.G. Consideration of Cost Sharing Agreement with Davis and Weber Counties Canal Company**

Davis and Weber Counties Canal Company (D&WCCC) has sent the District a cost sharing agreement for the removal of the District's bridge over their canal at the District's access easement. The bridge removal and pavement replacement will occur with D&WCCC's box culvert project that is replacing their aging canal liner. The project is anticipated to occur after October 15, 2024, and before April 1, 2025. The District's attorney has reviewed the agreement, but D&WCCC's attorney has not responded to the District's attorney comments. It is recommended that the Trustees approve the Cost Sharing Agreement subject to the District Attorney's final review and approval.

A suggested motion would be, "I move that we approve the Cost Sharing Agreement with Davis and Weber Counties Canal Company subject to the District Attorney's final review and approval."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: May 31, 2024

SUBJECT: **IV.H. Consideration and Award of Secondary Water Metering Project Phase 10**

The District received bids from two contractors for the Secondary Water Metering Project Phase 10 as follows.

<u>Contractor</u>	<u>Bid Amount</u>
AJC Construction and Excavation	\$170,410.00
E.H. Knudson Construction	\$187,635.00

The low bidder is AJC Construction and Excavation for \$170,410.00.

A suggested motion would be, “I move that we award the Secondary Water Metering Project Phase 10 to AJC Construction and Excavation in the amount of \$170,410.00.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: June 5, 2024

SUBJECT: **IV.I. Consideration of 2024 Certified Tax Rate**

The 2024 certified tax rate as of this memo is 0.000045, which will result in approximately \$144,000 in ad valorem tax revenue. It is recommended the Board of Trustees approve the 2024 Certified Tax Rate.

A suggested motion would be, "I move that we approve the 2024 Certified Tax Rate."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: June 5, 2024

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

The following is a reminder of upcoming meetings and events:

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 June 4th, East Canyon is 100% full, Echo Reservoir is 100% full, and the Weber River basin water year-to-date precipitation is approximately 115% of median. Currently almost 25% of the state of Utah is in abnormally dry to moderate drought condition. As of April 11, 2023, the District's boundaries were moved to the no drought category.

INTERNAL AUDIT REPORT

JUNE 03, 2024

(APRIL 30, 2024, STATEMENTS)

- | YES | NO | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain bank statements unopened. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review checks for unusual payees. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Review signatures on checks for authenticity. |
| <input 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 type="checkbox"/> | <input checked="" type="checkbox"/> | 8. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____

Bank of Utah

1. Account No. ****0122: _____

2. Account No. ****1928: _____

3. Account No. ****0846: _____

PTIF

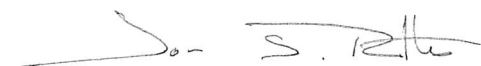
4. Account No. ****1141: _____

5. Account No. ****2340: _____

6. Account No. ****6249: _____

7. Account No. ****7159: _____

I have completed the above procedures for the month of June 03, 2024, (May 31, 2024 Statements).



Jon S. Ritchie, Audit Committee Chair

ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT

JUNE 03, 2024

(MAY 31, 2024 STATEMENTS)

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Obtain purchase card statements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Review statements for unusual charges. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Review receipts for charges. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Question any large or unusual charges not previously discussed or approved during board meeting. |
| <input 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 type="checkbox"/> | <input type="checkbox"/> | 7. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____

1. Zions Bank Control Account: _____
2. Purchase Card - Ohlin: _____
3. Purchase Card - Newman: _____
4. Purchase Card - Adams: _____
5. Purchase Card - Ritchie: _____
6. Purchase Card - Zito: _____
7. Purchase Card - Banks: OK — JR _____
8. Purchase Card - Durbano: _____
9. Purchase Card - Thurgood: all good _____
10. Purchase Card - Doxey: _____
11. Purchase Card - Sandberg: _____
12. Purchase Card - Zesiger: _____
13. Purchase Card - Toupin: OK — JR _____
14. Purchase Card - Harris: _____

I have completed the above procedures for the month of June 03, 2024, (May 31, 2024 Statements).

Jon S. Ritchie
Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT

• JUNE 2024 •

<u>GENERAL FUND</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of May 1	\$ 1,055,501.61	\$ 477,573.56	\$ 137,265.35
Deposits	\$ 1,779,405.98	\$ 686,384.56	\$ 115,540.06
Interest	\$ 4,370.32	\$ 2,426.85	\$ 75.42
Withdrawals	\$ 2,024,964.89	\$ 537,085.28	\$ 134,100.32
Balance as of May 31	\$ 814,313.02	\$ 629,299.69	\$ 118,780.51

<u>CAPITAL FACILITIES FUND</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of May 1	\$ 133,311.84	\$ 126,472.16	\$ 123,324.64
Deposits	\$ -	\$ -	\$ -
Interest	\$ 608.61	\$ 556.10	\$ 62.61
Withdrawals	\$ -	\$ -	\$ -
Balance as of May 31	\$ 133,920.45	\$ 127,028.26	\$ 123,387.25

<u>WEBER BASIN FUND</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of May 1	\$ 826,580.46	\$ 714,301.34	\$ 580,184.14
Deposits	\$ -	\$ -	\$ -
Interest	\$ 3,769.96	\$ 3,083.38	\$ 293.19
Withdrawals	\$ 12,531.17	\$ 21,730.50	\$ 11,547.35
Balance as of May 31	\$ 817,819.25	\$ 695,654.22	\$ 568,929.98

<u>CONNECTIONS</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
Connections made during the previous month (May)	3	4	3
Total connections made during the current year	10	14	9
Total active connections	10,854	10,825	10,805

<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:	22.5	21.5	21.5

<u>UTAH PUBLIC TREASURER'S INVESTMENT FUND</u>			
<u>OPERATIONS & MAINTENANCE ACCOUNT</u>	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of May 1	\$ 3,880,796.28	5.4314%	Ongoing-Flexible
Deposits (by Weber County)	\$ 7,426.95		
Interest	\$ 17,924.38		
Withdrawals	\$ 1,330.69		
Balance as of May 31	\$ 3,904,816.92		
<u>METER FUND ACCOUNT</u>		<u>RATE</u>	<u>DATE</u>
Balance as of May 1	\$ 1,287,038.45	5.4314%	Ongoing-Flexible
Deposits	\$ 1,330.69		
Interest	\$ 5,939.07		
Withdrawals	\$ -		
Balance as of May 31	\$ 1,294,308.21		
<u>SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT</u>		<u>RATE</u>	<u>DATE</u>
Balance as of May 1	\$ 1,026,056.91	5.4314%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 4,186.02		
Withdrawals	\$ 229,814.42		
Balance as of May 31	\$ 800,428.51		
<u>SERIES 2024 BOND PROCEEDS METERING PROJECT ACCOUNT</u>		<u>RATE</u>	<u>DATE</u>
Balance as of May 1	\$ 2,150,670.08	5.4314%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 9,921.00		
Withdrawals	\$ -		
Balance as of May 31	\$ 2,160,591.08		

3:47 PM
06/05/24

ROY WATER CONSERVANCY DISTRICT
O&M Checks
June 5 - 6, 2024

	Num	Name	Amount
Jun 5 - 6, 24			
	ACH	Chad Zito	-275.00
	ACH	Gary L. Newman	-200.00
	ACH	Gary S. Adams	-275.00
	ACH	Jon S. Ritchie	-200.00
	ACH	Mark W. Ohlin	-275.00
	21243	AJC Construction & Excavation	-117,158.75
	21244	Boman & Kemp Manufacturing, Inc.	-66.80
	21245	Clear Link IT, LLC	-2,051.00
	21246	Core & Main LP	-865.60
	21247	Durk's Plumbing Supply, Inc.	-9.17
	21248	Ewing Irrigation Products	-375.51
	21249	Ferguson Waterworks	-3,600.66
	21250	Ferguson Waterworks	-59,462.49
	21251	Herrick Industrial Supply Company	-657.30
	21252	Jan-Pro of Utah	-265.00
	21253	Les Olson Company	-98.56
	21254	LGG Industrial, Inc.	-176.22
	21255	Linde Gas & Equipment, Inc.	-42.95
	21256	Mountainland Supply Company	-183.46
	21257	Mountainland Supply Company	-499.16
	21258	O'Reilly Automotive	-37.78
	21259	PEHP Group Insurance	-14,032.45
	21260	PEHP Long-Term Disability	-257.24
	21261	PEHP Long-Term Disability	-266.52
	21262	Post Asphalt Paving & Construction	-86,508.90
	21263	Post Asphalt Paving & Construction	-17,499.00
	21264	Premier Vehicle Installation, Inc.	-1,473.50
	21265	SKM, Incorporated	-265.00
	21266	South Fork Hardware - Roy	-54.44
	21267	T & J Trailer, Inc.	-32.20
	21268	USA Blue Book	-43.96
	21269	Courtney L. Harris	-8.04
	21270	AFLAC	-176.65
	21271	Ferguson Waterworks	-376.78
	21272	Ferguson Waterworks	-30,967.21
	21273	Fuel Network	-2,000.17
	21274	Meterworks	-5,780.45
	21275	Mountainland Supply Company	-502.27
	21276	Smith & Edwards Co. Ogden	-188.12
	EFT	Dominion Energy	-257.17
	EFT	Riverdale City Corporation	-177.91
	EFT	Zions Bank	-1,552.72
	ACH	Courtney L. Harris	-2,140.22
	ACH	Justin J. Sandberg	-1,920.63
	ACH	Kent D. Thurgood	-2,635.38
	ACH	Linda A. Toupin	-1,920.48
	ACH	Nathan S. Doxey	-3,304.43
	ACH	Philip W. Durbano	-2,487.17
	ACH	Rodney D. Banks	-4,031.66
	ACH	Wyatt R. Zesiger	-1,389.73
Jun 5 - 6, 24		TOTAL	-369,025.81