

Roy Water Conservancy District

5440 South Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
September 8, 2021
5:00 P.M.

- | | | |
|-----------|---|------------|
| 5:00 p.m. | I. CALL TO ORDER | Chair Zito |
| | II. PLEDGE OF ALLEGIANCE | Chad Zito |
| | III. APPROVAL OF MINUTES | MOTION |
| | IV. BUSINESS | |
| | A. Consideration of 2021 Vehicles Sale and 2022 Vehicles Purchase | MOTION |
| | B. Consideration of 2022 Colorado Vehicle Purchase | MOTION |
| | C. Consideration of Reviewed Personnel Policies and Procedures | MOTION |
| | D. Public Comments | |
| | V. REPORTS FROM MANAGER AND TRUSTEES | |
| | A. Manager & Trustees Reports | |
| | B. Review of Monthly Bank Statements and Cancelled Checks | Mark Ohlin |
| | VI. APPROVAL OF FINANCIAL REPORT | |
| | A. Monthly Financial Report | MOTION |
| | VII. APPROVAL OF 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.

FINANCIAL REPORT

• SEPTEMBER 2021 •

GENERAL FUND

PREVIOUS MONTH

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Balance as of August 1	\$ 147,145.09	\$ 76,446.97	\$ 63,548.53
Deposits	\$ 92,581.71	\$ 166,171.84	\$ 147,065.66
Interest on checking	\$ 45.26	\$ 61.51	\$ 187.57
Withdrawals	\$ 112,271.07	\$ 163,480.25	\$ 124,762.06
Balance	\$ 127,500.99	\$ 79,200.07	\$ 86,039.70

TO DATE

Balance as of September 1	\$ 127,500.99	\$ 79,200.07	\$ 86,039.70
Deposits	\$ 150,000.00	\$ 552,869.71	\$ 278,349.00
Withdrawals	\$ 69,639.29	\$ 483,406.19	\$ 232,246.85
Balance	\$ 207,861.70	\$ 148,663.59	\$ 132,141.85

CAPITAL FACILITIES FUND

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Balance as of August 1	\$ 121,891.07	\$ 259,554.00	\$ 254,031.75
Deposits	\$ -	\$ -	\$ -
Interest on checking	\$ 38.40	\$ 169.10	\$ 601.95
Withdrawals	\$ 274.31	\$ -	\$ -
Balance	\$ 121,655.16	\$ 259,723.10	\$ 254,633.70

TO DATE

Balance as of September 1	\$ 121,655.16	\$ 259,723.10	\$ 254,633.70
Deposits	\$ -	\$ -	\$ -
Withdrawals	\$ -	\$ -	\$ -
Balance	\$ 121,655.16	\$ 259,723.10	\$ 254,633.70

WEBER BASIN FUND

Balance as of September 1	\$ 420,386.45	\$ 330,091.26	\$ 245,666.82
---------------------------	---------------	---------------	---------------

CONNECTIONS

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Connections made during the previous month (August)	2	4	1
Total connections made during the current year	23	110	119
Total active connections	10,793	10,766	10,653

SHARES

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Shares of D&WCCC Water Stock to date:	1,512.5	1,512.5	1,509.5
Shares of D&WCCC Water Stock leased to date:	144.0	144.0	144.0
Shares of Wilson Irrigation Water Stock to date:	21.0	20.5	20.5

UTAH PUBLIC TREASURER'S INVESTMENT FUND

· OPERATIONS & MAINTENANCE ACCOUNT ·

		<u>RATE</u>	<u>DATE</u>
Balance as of August 1	\$ 3,759,220.00	0.3284%	Ongoing-Flexible
Deposits (by Weber County)	\$ 16,638.53		
Interest	\$ 1,038.83		
Withdrawals (by wire)	\$ 75,000.00		
Balance	\$ 3,701,897.36		

· CAPITAL FACILITIES ACCOUNT ·

Balance	\$ 1,366.40	0.3275%	Ongoing-Flexible
---------	-------------	---------	------------------

1:31 PM
09/08/21

ROY WATER CONSERVANCY DISTRICT

O&M Checks

September 8, 2021

	Num	Name	Amount
Sep 8, 21	19143	CHAD ZITO	-\$275.00
	19144	DARL R FIELD	-\$275.00
	19145	GARY L. NEWMAN	-\$275.00
	19146	JAY L. COTTLE	-\$275.00
	19147	MARK W. OHLIN	-\$275.00
	19148	ACE RECYCLING & DISPOSAL	-\$121.23
	19149	ADVANCED CLIMATE ENGINEERING	-\$491.00
	19150	BLUE STAKES OF UTAH	-\$557.10
	19151	CLEAR LINK IT, LLC	-\$1,400.00
	19152	DAVIS & WEBER COUNTIES CANAL (V)	-\$5,500.00
	19153	E.H. KNUDSON CONSTRUCTION	-\$1,735.00
	19154	FERGUSON ENTERPRISES	-\$1,440.77
	19155	FUEL NETWORK	-\$1,466.70
	19156	HERRICK INDUSTRIAL SUPPLY CO.	-\$20.85
	19157	HOME DEPOT	-\$204.38
	19158	J. D. YOUNG & SON LANDSCAPE	-\$2,053.00
	19159	J.U.B. ENGINEERS, INC.	-\$62.34
	19160	JAN-PRO of Utah	-\$215.00
	19161	LES OLSON COMPANY	-\$124.39
	19162	PEHP Group Insurance	-\$11,795.40
	19163	PRAXAIR DISTRIBUTION, INC.	-\$38.12
	19164	PRO-CUT CONCRETE CUTTING, INC.	-\$325.00
	19165	RIVERDALE CITY	-\$142.39
	19166	ROCKY MOUNTAIN POWER	-\$10.26
	19167	ROCKY MOUNTAIN POWER	-\$3.19
	19168	ROCKY MOUNTAIN VALVES	-\$1,000.00
	19169	ROY CITY CORPORATION	-\$22,837.50
	19170	SAM'S CLUB	-\$38.38
	19171	SKM, Incorporated	-\$876.12
	19172	SOUTH FORK HARDWARE - ROY	-\$19.98
	19173	THE DATA CENTER, LLC	-\$567.76
	19174	TRULY NOLEN OF AMERICA, INC.	-\$171.00
	19175	UTAH LOCAL GOVERNMENTS TRUST	-\$796.19
	19176	UTAH WATER USERS ASSOCIATION	-\$275.00
	19177	VERIZON WIRELESS (V)	-\$408.11
	19178	ZIONS BANK	-\$1,177.74
	19179	UTAH STATE TAX COMMISSION	-\$2,271.00
	19180	AFLAC	-\$131.80
	19181	Darrell Oleson or Kyle and Lenzy Oleson	-\$5,512.50
	19182	ROBERT BYRAM & SONS LLC	-\$2,887.50
	19183	J. DARRELL & LA VERA BYRAM	-\$262.50
	19184	WILLIAM K. & LINDA BYRAM FAMILY TRUST	-\$262.50
	19185	VERL D. & INGRID BYRAM FAMILY TRUST	-\$262.50
	19186	COMCAST	-\$563.80
	19187	PEHP LTD Program	-\$236.29
Sep 8, 21		TOTAL	-\$69,639.29

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 3, 2021

SUBJECT: **IV.A. Consideration of 2021 District Vehicles Sale**

Listed below is the sale/trade-in value of each District truck in comparison to the truck purchase and other costs.

<u>Truck</u>	<u>Purchase Price</u>	<u>Labor to Remove and Replace Light Bar and Toolbox</u>	<u>TOTAL</u>	<u>Estimated Sale Price</u>	<u>Price Difference</u>
2021 Chevrolet Silverado 3500	\$55,732.25	\$37.94	\$55,770.19	\$56,000.00	\$229.81
2021 Chevrolet Silverado 3500	\$57,384.00	\$37.94	\$57,421.94	\$58,000.00	\$578.06
2021 Chevrolet Silverado 3500	\$59,938.00	\$37.94	\$59,975.94	\$60,000.00	\$24.06
2021 Chevrolet Silverado 3500	\$58,273.00	\$37.94	\$58,310.94	\$59,000.00	\$689.06
2021 Chevrolet Silverado 3500	\$57,384.00	\$37.94	\$57,421.94	\$58,000.00	\$578.06
TOTAL	\$288,711.25	\$189.70	\$288,900.95	\$291,000.00	\$2,099.05
				per truck average per year	\$524.76
				per truck average per month	\$43.73

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 3, 2021

SUBJECT: **IV.A. Consideration of 2022 District Vehicles Purchase**

Listed below is the sale/trade-in value of each District truck in comparison to the truck purchase and other costs.

Truck	Purchase Price	Labor to Remove and Replace Light		TOTAL	Anticipated Sale	
		Bar and Toolbox			Price	Price Difference
2022 Chevrolet Silverado 3500	\$59,847.00	\$37.94		\$59,884.94	\$58,000.00	(\$1,884.94)
2022 Chevrolet Silverado 3500	\$59,892.00	\$37.94		\$59,929.94	\$58,000.00	(\$1,929.94)
2022 Chevrolet Silverado 3500	\$63,939.00	\$37.94		\$63,976.94	\$62,000.00	(\$1,976.94)
2022 Chevrolet Silverado 3500	\$62,569.00	\$37.94		\$62,606.94	\$61,000.00	(\$1,606.94)
2022 Chevrolet Silverado 3500	\$59,448.00	\$37.94		\$59,485.94	\$58,000.00	(\$1,485.94)
TOTAL	\$305,695.00	\$189.70		\$305,884.70	\$297,000.00	(\$8,884.70)
					per truck average per year	(\$1,776.94)
					per truck average per month	(\$148.08)

Truck	Purchase Price	Labor to Remove and Replace Light		TOTAL	Anticipated Sale	
		Bar and Toolbox			Price	Price Difference
2022 GMC Sierra 3500	\$61,164.00	\$37.94		\$61,201.94	\$59,000.00	(\$2,201.94)
2022 GMC Sierra 3500	\$61,164.00	\$37.94		\$61,201.94	\$59,000.00	(\$2,201.94)
2022 GMC Sierra 3500	\$62,941.00	\$37.94		\$62,978.94	\$60,000.00	(\$2,978.94)
2022 GMC Sierra 3500	\$62,177.00	\$37.94		\$62,214.94	\$60,000.00	(\$2,214.94)
2022 GMC Sierra 3500	\$61,164.00	\$37.94		\$61,201.94	\$59,000.00	(\$2,201.94)
TOTAL	\$308,610.00	\$189.70		\$308,799.70	\$297,000.00	(\$11,799.70)
					per truck average per year	(\$2,359.94)
					per truck average per month	(\$196.66)

Truck	Purchase Price	Labor to Remove and Replace Light		TOTAL	Anticipated Sale	
		Bar and Toolbox			Price	Price Difference
2022 Ford F350	\$61,043.00	\$37.94		\$61,080.94	\$55,000.00	(\$6,080.94)
2022 Ford F350	\$61,043.00	\$37.94		\$61,080.94	\$56,500.00	(\$4,580.94)
2022 Ford F350	\$62,817.00	\$37.94		\$62,854.94	\$57,500.00	(\$5,354.94)
2022 Ford F350	\$62,054.00	\$37.94		\$62,091.94	\$57,000.00	(\$5,091.94)
2022 Ford F350	\$61,043.00	\$37.94		\$61,080.94	\$56,500.00	(\$4,580.94)
TOTAL	\$308,000.00	\$189.70		\$308,189.70	\$282,500.00	(\$25,689.70)
					per truck average per year	(\$5,137.94)
					per truck average per month	(\$428.16)

Truck	Purchase Price	Labor to Remove and Replace Light		TOTAL	Anticipated Sale	
		Bar and Toolbox			Price	Price Difference
2022 Ram 3500	\$62,376.00	\$37.94		\$62,413.94	\$53,000.00	(\$9,413.94)
2022 Ram 3500	\$62,376.00	\$37.94		\$62,413.94	\$54,000.00	(\$8,413.94)
2022 Ram 3500	\$64,188.00	\$37.94		\$64,225.94	\$55,000.00	(\$9,225.94)
2022 Ram 3500	\$63,409.00	\$37.94		\$63,446.94	\$54,500.00	(\$8,946.94)
2022 Ram 3500	\$62,376.00	\$37.94		\$62,413.94	\$54,000.00	(\$8,413.94)
TOTAL	\$314,725.00	\$189.70		\$314,914.70	\$270,500.00	(\$44,414.70)
					per truck average per year	(\$8,882.94)
					per truck average per month	(\$740.25)

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 3, 2021

SUBJECT: **IV.B. Consideration of 2022 Colorado Purchase**

There has been internal discussion for a few years now regarding purchasing a small truck for multiple purposes. The purposes would be for the Water Education and Enforcement employee to use during the irrigation season, the field employees to use between the time their vehicles are sold and the new vehicles are purchased (usually two months and sometimes more), the employees to use for errands such as bank deposits, and for the general manager to use during the time their vehicle is sold and their new vehicle is purchased.

Due to the amount of money earned on the sale of the trucks in 2020 and the anticipated amount that will be earned in 2021, this vehicle would be more than paid for using these funds. The plan would be for this vehicle to be kept for four or so years until such time it would be sold and a new one purchased to replace it. The purchase price for the 2022 Chevy Colorado is \$42,000.00

A suggested motion for approval would be, “I move that we approve the 2022 Colorado Vehicle Purchase.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 3, 2021

SUBJECT: **IV.C. 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, there are a couple of items that changed for 2021 in the Per Diem and Travel Reimbursement Rules for Trustees and Employees. The following is a list of changes for both the Trustees and Employees:

1. A few of the Utah locations for lodging reimbursement were increased.
2. The mileage reimbursement for private vehicles decreased from 58 cents to 56 cents per mile.

Another item which was added to the Personnel Policies and Procedures was a reference in Chapter 9.4 regarding the Utah Medical Cannabis Act (Utah Code Title 26-61a).

Otherwise, there were no other items we noticed in the Personnel Policies and Procedures that were changed by state or federal law for 2021.

A suggested motion would be, “I move that we accept the Reviewed Personnel Policies and Procedures with the changes as discussed.”

- (35) Being involved in the creation, publication or dissemination of any derogatory, denigrating, defamatory or threatening communication, either written or oral, regarding the District, any of its employees, supervisors, managers, vendors or customers, or the services that the District provides;
- (36) Engaging in intimidating, coercive, abusive, rude, disrespectful, harassing or threatening conduct or language toward managers, supervisors, other employees, vendors, customers or any other person;
- (37) Repeatedly being unavailable to work the employee's regularly scheduled shift;
- (38) Gambling on District property;
- (39) Abusing or violating the District's policy relating to annual leave, sick leave, holiday leave, family and medical leave, funeral leave, jury duty leave, military leave, or any other District-provided benefits;
- (40) Smoking or otherwise using tobacco in unauthorized areas or at unauthorized times;
- (41) Violating any applicable federal, state or local law, rule or regulation; or
- (42) Engaging in any illegal, unethical, abusive or unsafe act.

9.4 ALCOHOL AND DRUG FREE WORKPLACE

(a) **General.** The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988, 41 U.S.C. 701 through 707, by providing for a safe and productive work environment that is free from impaired performance caused by employee use or abuse of alcohol, controlled substances and/or medication. This policy is designed to educate, counsel, and increase awareness of the dangers of drugs; and to prohibit and discourage the detrimental use of drugs among the employees and volunteers of the District. This policy also acknowledges the Utah Medical Cannabis Act Title 26-61a, Utah Code Ann., 1953, as amended and any provisions of this policy that conflict with the Utah Medical Cannabis Act, the Act shall prevail.

(b) **Employee Responsibilities.**

- (1) No employee shall unlawfully manufacture, dispense, possess, use or distribute any controlled substance, medication or alcohol.
- (2) Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisors within five (5) days after the conviction.
- (3) No employee shall consume alcoholic beverages immediately before work, during work hours while at work, during breaks or during lunch.
- (4) No employee shall be impaired by alcohol, illegal drugs, or medication during work hours.
- (5) No employee shall represent the District in an official capacity while impaired by alcohol, illegal drugs or medication.
- (6) No employee using medication that may impair performance shall operate a motor vehicle on behalf of the District.
- (7) If an employee is using prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to their supervisor.
- (8) An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, or medication shall notify the impaired employee's supervisor and/or the General Manager.

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: September 8, 2021

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

The following is a reminder of upcoming meetings and events:

Board Meeting – September 8, 2021 at 5:00 p.m.
Summer BBQ – September 9, 2021 at 6:00 p.m.
UWUA Summit – October 12, 2021 at 8:00 a.m. in Provo
Board Meeting – October 13, 2021 at 5:00 p.m.
UASD Annual Convention – November 3 – 5, 2021 in Provo
Board Meeting – November 17, 2021 at 5:00 p.m.
Board Meeting – December 8, 2021 at 5:00 p.m.
Public Hearing for Allotment of Water – December 8, 2021, at 6:00 p.m.
Public Hearing for 2022 Budget – December 8, 2021, at 6:00 p.m.
D&WCCC Stockholders Meeting – December 15, 2021 at 6:30 p.m.

As of September 7th, East Canyon is 45% full, Echo Reservoir is 13% full, and the Weber River basin precipitation is 73% of normal which most went into the soil and did not make it to the reservoirs. Currently 100% of the state of Utah is in severe to exceptional drought condition. As of August 12, 2021, the District's boundaries are in the worst category which is exceptional drought.

Reminder of Summer BBQ September 9th at 6:00 pm.

The District is being considered for another \$75,000 WaterSMART grant for installation of 100 more meters. This will be phase 3 of the meter retrofit project with WaterSMART grants.

INTERNAL AUDIT REPORT

SEPTEMBER 7, 2021

(AUGUST 2021 STATEMENTS)

- | YES | NO | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Obtain bank statements unopened. <i>NO STATEMENTS AT THIS TIME</i> |
| <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: *WILL OPEN BANK STATEMENTS WHEN WE RECEIVE.*
ALL APPEARS TO BE IN ORDER

Bank of Utah

- O & M Account No. [REDACTED] 0122: _____
- C.F. Account No. [REDACTED] 1928: _____
- Weber Basin Account No. [REDACTED] 0846: _____

Zions Bank

- Account No. [REDACTED] 9775 (Bond): Account Closed 04-30-2021.

PTIF

- O & M Account No. 1141: _____
- C.F. Account No. 2340: _____

I have completed the above procedures for the month of September 7, 2021 (August 2021 Statements).



Mark W. Ohlin, Vice-Chair

ZION BANK CREDIT CARDS
INTERNAL AUDIT REPORT


SEPTEMBER 07, 2021
(AUGUST 2021 STATEMENTS)

- | YES | NO | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain credit 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: NO PROBLEMS WITH CREDIT CARDS OR STATEMENTS TO THE BEST OF MY ABILITY.

- ✓ 1. Zions Bank Control Account: OK
- 2. Jay Cottle Credit Card: Card turned in to office on 04-15-2021.
- 3. Darl Field Credit Card: _____
- 4. Gary Newman Credit Card: _____
- 5. Mark Ohlin Credit Card: Card turned in to office.
- 6. Chad Zito Credit Card: _____
- ✓ 7. Rodney Banks Credit Card: OK
- ✓ 8. Phil Durbano Credit Card: OK
- ✓ 9. Kent Thurgood Credit Card: OK
- ✓ 10. Nathan Doxey Credit Card: OK
- 11. Justin Sandberg Credit Card: NO CARD
- ✓ 12. Linda Toupin Credit Card: Card turned in to office. OK
- ✓ 13. Courtney Harris Credit Card: OK

I have completed the above procedures for the month of September 07, 2021 (August 2021 Statements).



Mark W. Ohlin, Vice-Chair