

# *Roy Water Conservancy District*

## **Minutes of Board Meeting**

March 11, 2026

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, March 11, 2026, at 5:00 p.m.

**Present:** Jon S. Ritchie, Chair; Gary S. Adams, Vice-Chair; Chad Zito, Mark Ohlin, and Mike Padovich Trustees; Rodney Banks, Manager/Treasurer; Marci Doolan, District Clerk; and Courtney Harris, Records Clerk.

**I. CALL TO ORDER.** Chair Ritchie 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. Padovich.

**III. APPROVAL OF MINUTES.** Mr. Ohlin made a motion to accept and approve the minutes of February 11, 2026, Board meeting as written. Mr. Adams seconded the motion. The motion carried unanimously.

### **IV. BUSINESS.**

**A. Oath of Office – Jon S. Ritchie.** Mr. Jon S. Ritchie was sworn into office, according to law, by District Clerk Marci Doolan to serve a four (4) year term as Trustee on the Board of Roy Water Conservancy District. Mr. Ritchie's term commenced at noon on January 1, 2026, and will expire at noon on January 1, 2030.

Mrs. Doolan was excused at 5:02 p.m.

**B. Consideration of Leasing Davis and Weber Counties Canal Company Shares to Weber Basin Water Conservancy District.** Mr. Banks said that since 2014 the District has leased varying amounts of its Davis and Weber Counties Canal Company shares to Weber Basin Water Conservancy District. Mr. Banks said there have been a few years when no shares were leased due to drought conditions. Mr. Banks said he will wait until Davis and Weber Counties Canal Company makes their per share declaration and then make a determination of how many shares to lease, if any.

Mr. Adams made a motion to 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 per share declaration. Mr. Zito seconded the motion. The motion carried unanimously.

**C. Consideration of Wilson Irrigation Company Shares Lease Agreement.** Mr. Banks said the District owns twenty-three and one-half Wilson Irrigation Company shares and has leased them for the past few years. Mr. Banks said the same individual who leased the shares last year is interested in leasing the shares again this year. Mr. Banks said the shares are leased for the price of the assessment plus five percent for administrative costs. Mr. Banks said this is a typical lease agreement for water shares. Mr. Banks said the agreement also has a twenty percent call-back feature in case the District needs use of the water at some point during the season.

Mr. Ohlin made a motion to approve the Wilson Irrigation Company Shares Lease Agreement. Mr. Padovich seconded the motion. The motion carried unanimously.

**D. Consideration of URS Automatic Enrollment Plan.** Mr. Banks said Utah Retirement Systems is implementing a new recordkeeping software called AUREUS. Mr. Banks said URS will be offering an automatic enrollment plan, which helps newly hired employees to reach their retirement goals by automatically enrolling

them in a retirement contribution plan. Mr. Banks said new employees can opt-out if they choose not to participate. Mr. Banks said two percent of their wages will be automatically contributed to a Roth 457(b) plan, and contributions will be automatically escalated by one percent per year up to fifteen percent unless the employee opts out.

Mr. Banks said existing employees will have the option to opt-in to the escalation portion. Mr. Banks said the District will also be able to participate in a Roth 401(k) or Roth 457(b).

Mr. Padovich made a motion to approve the Utah Retirement Systems Automatic Enrollment Plan Policy. Mr. Ohlin seconded the motion. The motion carried unanimously.

**E. Consideration of Parking and Backing Policy.** Mr. Banks said Utah Local Governments Trust has requested that the District adopt a policy addressing parking and backing in order to allow the District to continue participating in their Tier 1 insurance rate schedule, which is the Trust's best insurance rates.

Mr. Banks said the recommendations in the policy are that drivers of District vehicles pull vehicles through parking stalls where possible rather than backing out of a parking stall. Mr. Banks said employees should also conduct a walk-around of the vehicle before operating, and each vehicle should have a cone that can be placed at the rear bumper of the vehicle to encourage or remind the employee to conduct a walk-around. Mr. Banks said it is recommended an employee uses a spotter while backing when available. Mr. Banks said the policy states that vehicles are backed the least distance possible.

Mr. Banks said ULGT has also encouraged participation in a safety program called Franklin Covey 360, but after looking into the program, it did not make financial sense for the District.

Mr. Adams made a motion to approve the Parking and Backing Policy as recommended by Utah Local Governments Trust. Mr. Zito seconded the motion. The motion carried unanimously.

**F. Consideration of The Grand at 56 Development Agreement.** Mr. Banks said this property is located on the northwest corner of 5600 South and 2700 West at 2748 West 5600 South and has had water allocated previously. Mr. Banks said it is a townhome development, and the developer will be required to install a 1-inch meter and lateral.

Mr. Zito made a motion to approve The Grand at 56 Development Agreement. Mr. Ohlin seconded the motion. The motion carried unanimously.

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

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

**A. Manager & Trustees Reports.** Mr. Banks said the field staff attended the ConExpo convention the previous week.

Mr. Banks said Gary Newman would be receiving a posthumous award at the Utah Water Users Association Workshop, and Mr. Newman's family would be in attendance.

Mr. Banks said the water rate study is nearing completion and will be presented at the April Board meeting. Mr. Banks said the new water rate, if adopted, will be calculated using a formula that includes costs for operation and maintenance, meter installation and replacement, and water. Mr. Banks said this change is an intermediate step between the rate schedule the District currently uses and the upcoming bill by the gallon rate structure. Mr. Banks said the water duty has historically been 3 acre-feet per acre, but studies by Utah State University have shown turfgrass uses 2.2 acre-feet per acre. Mr. Banks said the new rate structure will include the irrigable area of a property multiplied by the water duty, so Mr. Banks said the water duty will need to be decided upon.

Mr. Banks asked the Board their opinion on a date to start water for the season. Mr. Banks said in a good or normal water year, the District typically starts up around April 15<sup>th</sup>. Mr. Banks said Weber Basin, as a junior water right holder, will receive less water this year and will not start loading their system until May 1<sup>st</sup> with a recommendation that the water not be used until May 15<sup>th</sup>. Mr. Banks said Weber Basin has already determined they will shut down October 1<sup>st</sup>. Mr. Banks said as D&W had not yet announced when they are starting, the dates being considered for the District are April 20<sup>th</sup> or April 27<sup>th</sup>. Mr. Zito said the District should fill its reservoir and wait to load the system until April 27<sup>th</sup> to be more in line with the startup dates of neighboring secondary water systems. Mr. Banks said the Board still has time to decide on a date.

The Operations Review was set for April 8, 2026, at 4 p.m.

Mr. Banks said the District has spent about \$13.722 million of the \$15 million grant. Mr. Banks has a goal of March 30<sup>th</sup> to close everything out related to the grant and bond. Mr. Banks said the state will take back the remaining grant money to redistribute to other entities that need funds for their secondary water metering projects. Mr. Banks said the District is in the process of setting up employee training for Sensus software related to the meters. Mr. Banks said the meter portal is still being worked on, and the District has received a proposal from WSP for help with signing customers up for the meter portal.

Mr. Banks said as of March 10<sup>th</sup>, East Canyon was at 77%, Echo was at 61%, and the Weber River Basin snow water equivalent was 60% of median. Mr. Banks said soil moisture was at 71% with median being 59%. Mr. Banks said 100% of the state is in moderate to extreme drought condition.

**B. Review of Monthly Bank Statements and Cancelled Checks.** Mr. Adams said the audit committee, consisting of himself, Mr. Banks, and Mrs. Doolan, met March 9, 2026, and reported no problems or issues with the monthly bank statements, credit card statements, and cancelled checks.

## **VI. FINANCIAL REPORT.**

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

**VII. APPROVAL OF EXPENSES.** Mr. Zito made a motion to approve expenses as of March 11, 2026. Mr. Adams seconded the motion. The motion carried unanimously.

**VIII. ADJOURNMENT.** Mr. Padovich made a motion to adjourn at 6:13 p.m. Mr. Ohlin seconded the motion. The motion carried unanimously.

April 8, 2026

Minutes Approved

/s/ Jon S. Ritchie, Chair

/s/ Recording Secretary