

Roy Water Conservancy District

Minutes of Board Meeting

December 11, 2024

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, December 11, 2024, 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; 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 Chair Ohlin.

III. APPROVAL OF MINUTES. Mr. Newman made a motion to accept and approve the minutes of November 13, 2024, Board meeting as written. Mr. Adams 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. Appointment of Vice Chair of Board of Trustees. Chair Ohlin said in accordance with Article 2.1(a) of Roy Water Conservancy District's Amended and Restated Bylaws of the Board of Trustees Adopted November 11, 2020, "the Board shall hereafter elect from among the members of the board a Vice Chair". Chair Ohlin said the current Vice Chair's term of office expires January 1, 2025, and is becoming the new Chair; therefore, it is necessary for the Board of Trustees to elect a new Vice Chair in accordance with Article 2.2 of the Bylaws. Chair Ohlin said it is recommended that the Board of Trustees follow the procedures as outlined in the Bylaws, and once a Vice Chair of the Board of Trustees of Roy Water Conservancy District is elected, a formal motion be approved to complete the election process. Chair Ohlin asked for nominations from the Board.

Mr. Ritchie nominated Mr. Gary S. Adams for Vice Chair.

Mr. Zito made a motion to elect Gary S. Adams as the Vice Chair of the Board of Trustees beginning January 1, 2025. Mr. Ritchie seconded the motion. The motion carried unanimously.

Chair Ohlin thanked Mr. Ritchie for his service as Vice Chair and welcomed Mr. Adams as Vice Chair for the 3-year term.

C. Consideration of 2024 Fraud Risk Assessment. Mr. Banks said the District is required annually by the State Auditor to perform a Fraud Risk Assessment. Mr. Banks said the questions are the same as the previous year.

Mr. Banks said the assessment asks if the District has adequate basic separation of duties, if the governing body has adopted written policies for conflict of interest, procurement, ethical behavior, etc., and if the entity has a licensed or certified CPA as part of its management team. Mr. Banks said the District answered in the affirmative for all of those, as the District uses Adams & Peterson in audit preparation. Mr. Banks said the

assessment asks if employees and elected officials are required to annually commit in writing to abide by a statement of ethical behavior, if all governing body members have completed entity specific training, if at least one member of the management team receives at least 40 hours of formal training related to finances and accounting, if the entity has or promotes a fraud hotline, if the entity has a formal internal audit function, and if the entity has a formal audit committee. Mr. Banks said the District was able to answer in the affirmative for all questions, giving the District a score of 385 out of 395 possible, putting the District in the “very low” risk level category.

Mr. Banks said the approved assessment will be uploaded to the State Auditor’s website.

Mr. Adams made a motion to accept the 2024 Fraud Risk Assessment. Mr. Newman seconded the motion. The motion carried unanimously.

D. Consideration of Progress Payment for Secondary Water Metering Project Phase 7. Mr. Ritchie made a motion to approve a progress payment for the Secondary Water Metering Project Phase 7 in the amount of \$88,411.16 to Paragon Construction Systems. Mr. Zito seconded the motion. The motion carried unanimously.

E. Consideration of Progress Payment for Secondary Water Metering Project Phase 12. Mr. Adams made a motion to approve a progress payment for the Secondary Water Metering Project Phase 12 in the amount of \$63,013.32 to Yard Masters. Mr. Newman seconded the motion. The motion carried unanimously.

F. Consideration of Progress Payment for Secondary Water Metering Project Phase 13. Mr. Zito made a motion to approve a progress payment for the Secondary Water Metering Project Phase 13 in the amount of \$11,131.00 to AJC Construction and Excavation. Mr. Adams seconded the motion. The motion carried unanimously.

G. Consideration of Progress Payment for Secondary Water Metering Project Phase 14. Mr. Ritchie made a motion to approve a progress payment for Secondary Water Metering Project Phase 14 in the amount of \$142,837.25 to AJC Construction and Excavation. Mr. Zito seconded the motion. The motion carried unanimously.

H. Consideration and Award of Secondary Water Metering Project Phase 15. Mr. Banks said AJC Construction and Excavation was the low bidder and recommends awarding this phase of the metering project to them. Mr. Banks said there are 300 meter installations in this phase.

Mr. Adams made a motion to award the Secondary Water Metering Project Phase 15 to AJC Construction and Excavation in the amount of \$289,125.00. Mr. Newman seconded the motion. The motion carried unanimously.

I. Consideration and Award of District Culinary Service Waterline. Mr. Banks said BHI Construction is working on Riverdale City’s culinary water mainline in Freeway Park Drive, so the District decided to replace the current service line to the District. Mr. Banks said because the price was under \$50,000, District policy allows a direct award.

Mr. Newman made a motion to award the District Culinary Water Service to BHI Construction in the amount of \$25,750.00. Mr. Zito seconded the motion. The motion carried unanimously.

J. Consideration of 2025 Holidays. Mr. Newman made a motion to approve the 2025 Holidays. Mr. Ritchie seconded the motion. The motion carried unanimously.

K. Consideration of 2025 Conferences. Mr. Banks said the conferences are presented to the Trustees every year for budget purposes.

Mr. Adams made a motion to approve the 2025 Conferences. Mr. Zito seconded the motion. The motion carried unanimously.

L. Consideration of 2025 Board Meetings and Public Hearings. Mr. Banks said Board meetings are generally held on the second Wednesday of each month, but there will be a conflict in October. Mr. Banks asked if the Board would prefer the first or third Wednesday of October 2025. The Board decided to hold the October Board meeting on the third Wednesday, and the meeting schedule reflecting that date will be published to the Utah Public Notice website.

Mr. Adams made a motion to approve the 2025 Board Meetings and Public Hearings. Mr. Ritchie seconded the motion. The motion carried unanimously.

M. Consideration of Resolution 2024-06 for Annexing Certain Real Property into the Boundaries of Roy Water Conservancy District. Mr. Banks said the approval of this resolution will start a time-limit of 30 days from today in which the District will need to submit everything to the Lieutenant Governor's office for the annexation. Mr. Banks said he is waiting for a local entity plat approved by the Weber County Surveyor to be submitted by the developer of the property. Once that is received, Mr. Banks will send everything to Attorney Rose to submit to the Lieutenant Governor's office, where they will review and issue a Certification of Annexation. Mr. Banks said it will then be recorded at the Weber County Recorder's office, finalizing the process.

Mr. Newman made a motion to adopt Resolution 2024-06 for Annexing Certain Real Property into the Boundaries of Roy Water Conservancy District. Mr. Adams seconded the motion. The motion carried unanimously.

V. REPORTS FROM MANAGER AND TRUSTEES.

A. Manager & Trustees Reports. Mr. Banks said Opticare, which the District uses for eye insurance, is going out of business. Mr. Banks said PEHP is in the process of transitioning to another insurance company called EyeMed, which is comparable in price to Opticare.

Mr. Banks said there are no Trustee reappointments for 2025.

Mr. Banks said Whitaker Construction has almost completed work on the transmission lines. Mr. Banks said BHI Construction is moving along on the D&WCCC box culvert.

Mr. Banks said the Davis & Weber Counties Canal Company Stockholders meeting will be held December 17, 2024, at 6:30 p.m.

Mr. Banks said as of the end of November, 7,080 meter pits have been installed. Mr. Banks said the first grant has been spent, and the District has spent about \$1 million of the second grant for the Secondary Water Metering Project.

Mr. Banks said as of December 10th, East Canyon was 73% full, Echo was 67% full, and the Weber River Basin water year-to-date precipitation was 72% of median. Mr. Banks said soil moisture was at about 46%, compared to 53% last year. Mr. Banks said currently about 85% of the state is in abnormally dry to moderate drought conditions.

B. Review of Monthly Bank Statements and Cancelled Checks. Mr. Ritchie said the audit committee, consisting of himself, Mr. Banks, and Ms. Toupin, met December 9, 2024, 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. Adams 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 for December 11, 2024. Mr. Newman seconded the motion. The motion carried unanimously.

VIII. ADJOURNMENT. Mr. Newman made a motion to adjourn at 5:36 p.m. Mr. Adams seconded the motion. The motion carried unanimously.

Minutes Approved

Jon S. Ritchie, Chair

Recording Secretary