

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
February 12, 2025
5:00 P.M.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF MINUTES**
- IV. BUSINESS**
 - A. Public Comments
 - B. Consideration of Progress Payment for Secondary Water Metering Project Phase 5
 - C. Consideration of Progress Payment for Secondary Water Metering Project Phase 6
 - D. Consideration of Progress Payment for Secondary Water Metering Project Phase 7
 - E. Consideration of Progress Payment for Secondary Water Metering Project Phase 12
 - F. Consideration of Progress Payment for Secondary Water Metering Project Phase 15
 - G. Consideration of UDOT Statewide Utility License Agreement
 - H. Consideration and Award of 6000 South 1950 West Waterline Replacement Project
 - I. Consideration of Roy Liquor Store Development Agreement
 - J. Consideration of Final Payment for District Culinary Service Waterline
- V. REPORTS FROM MANAGER AND TRUSTEES**
 - A. Wilson Irrigation Company Stockholders Meeting – February 11, 2025
 - B. Manager & Trustees Reports
 - C. Review of Monthly Bank Statements and Cancelled Checks
- VI. FINANCIAL REPORT**
 - A. Approval of Monthly Financial Report
- VII. APPROVAL OF EXPENSES**
- VIII. ADJOURNMENT**

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.
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MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.B. 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 \$196,325.61. 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 \$196,325.61 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.C. 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 \$91,620.08. 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 \$91,620.08 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 7**

The District has received a request for a progress payment from Paragon Construction Systems for the Secondary Water Metering Project Phase 7. The progress payment is in the amount of \$120,170.25. 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 7 in the amount of \$120,170.25 to Paragon Construction Systems.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.E. Consideration of Progress Payment for Secondary Water Metering Project Phase 12**

The District has received a request for a progress payment from Yard Masters for the Secondary Water Metering Project Phase 12. The progress payment is in the amount of \$101,242.79. 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 12 in the amount of \$101,242.79 to Yard Masters.”

✧ MEMORANDUM ✧

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.F. Consideration of Progress Payment for Secondary Water Metering Project Phase 15**

The District has received a request for a progress payment from AJC Construction and Excavation for the Secondary Water Metering Project Phase 15. The progress payment is in the amount of \$23,142.00. 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 15 in the amount of \$23,142.00 to AJC Construction and Excavation.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.G. Consideration of UDOT Statewide Utility License Agreement**

UDOT is updating their Statewide Utility License Agreement (SULA) with the District that expired in 2023, but UDOT did not realize it, so they want to renew it now. UDOT wants the District to sign an updated SULA before they will work with us on the design of the District's water main and services in 3500 West for their upcoming reconstruction project. There are a few items that the District's attorney is working with the Attorney General's office to update. Other than that, the District's attorney was good with the majority of the SULA.

A suggested motion would be, "I move that we approve the UDOT Statewide Utility License Agreement Contingent Upon District Attorney Review and Approval."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.H. Consideration and Award of 6000 South 1950 West Waterline Replacement Project**

The District received a bid from E.H. Knudson Construction and several material suppliers to replace the District's 12-inch secondary waterline from 1950 West to 2000 West on 6000 South. The District's Procurement Policy allows for a construction project under \$50,000 to be direct awarded. It is recommended that the District award the replacement of the District's 12-inch secondary waterline from 1950 West to 2000 West on 6000 South to E.H. Knudson Construction and material suppliers in the amount of \$42,000.00.

A suggested motion would be, "I move that we award the replacement of the 6000 South 1950 West Waterline Replacement Project to E.H. Knudson Construction and material suppliers in the amount of \$42,000.00."

✧ MEMORANDUM ✧

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 7, 2025

SUBJECT: **IV.I. Consideration of Roy Liquor Store Development Agreement**

The Roy Liquor Store is located at approximately 3656 West 5600 South in Roy, which is just west of Kent's market on 5600 South. The existing parcel has an existing water allotment. The developer will be required to connect to the existing 1-inch meter and lateral. Otherwise, this is a standard development agreement.

A suggested motion would be, "I move that we approve the Roy Liquor Store Development Agreement."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 11, 2025

SUBJECT: **IV.J. Consideration of Final Payment for District Culinary Service Waterline**

The District has received a request for a final payment from BHI Construction for the District Culinary Service Waterline. The final payment is in the amount of \$21,350.00. The items being requested for payment have been verified as installed.

A suggested motion for approval would be, “I move that we approve a Final Payment for the District Culinary Service Waterline in the amount of \$21,350.00 to BHI Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 12, 2025

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

The following is a reminder of upcoming meetings and events:

Board Meeting – February 12, 2025, at 5:00 p.m.
Board Meeting – March 12, 2025, at 5:00 p.m.
Utah Water Law and Workshop – March 17-19, 2025, St. George, UT
Board Meeting – April 9, 2025, at 5:00 p.m.
Board Meeting – May 14, 2025, at 5:00 p.m.
Public Hearing for Allotment of Water – May 14, 2025, at 6:00 p.m.
Public Hearing for Rate Increase – May 14, 2025, at 6:00 p.m.
Board Meeting – June 18, 2025, at 5:00 p.m.
Board Meeting – July 9, 2025, at 5:00 p.m.
NWRA Western Water Seminar – August 6-8, 2025, in Park City
Board Meeting – August 13, 2025, at 5:00 p.m.
Board Meeting – September 10, 2025, at 5:00 p.m.
UWUA Water Summit – October 14, 2025, in Layton, UT
Board Meeting – October 15, 2025, at 5:00 p.m.
UASD Annual – November 5-7, 2025, in Layton, UT
Board Meeting – November 12, 2025, at 5:00 p.m.
Board Meeting – December 10, 2025, at 5:00 p.m.
Public Hearing for Allotment of Water – December 10, 2025, at 6:00 p.m.
Public Hearing for Budget – December 10, 2025, at 6:00 p.m.

As of February 11th, East Canyon is 80% full, Echo Reservoir is 78% full, and the Weber River basin snow water equivalent is approximately 83% of median. Currently almost 99% of the state of Utah is in abnormally dry to extreme drought condition. As of February 6, 2025, the District's boundaries were moved to the moderate drought category.

INTERNAL AUDIT REPORT

February 10, 2025

(JANUARY 31, 2025, STATEMENTS)

YES NO

- | | | |
|-------------------------------------|--------------------------|--|
| ☒ | ☐ | 1. Obtain bank statements unopened. |
| ☒ | ☐ | 2. Review checks for unusual payees. |
| ☒ | ☐ | 3. Review signatures on checks for authenticity. |
| ☒ | ☐ | 4. Review any cash transfers or large debit memos for property. |
| ☒ | ☐ | 5. Question any large or unusual checks that you do not remember discussing or approving. |
| ☒ | ☐ | 6. Summarize your questions. |
| ☒ | ☐ | 7. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| ☒ | ☐ | 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: _____

ZION BANK PURCHASE CARDS

INTERNAL AUDIT REPORT

February 10, 2025

(JANUARY 31, 2025 STATEMENTS)

YES NO

- | | | |
|-------------------------------------|--------------------------|--|
| ☒ | ☐ | 1. Obtain purchase card statements. |
| ☒ | ☐ | 2. Review statements for unusual charges. |
| ☒ | ☐ | 3. Review receipts for charges. |
| ☒ | ☐ | 4. Question any large or unusual charges not previously discussed or approved during board meeting. |
| ☒ | ☐ | 5. Summarize your questions. |
| ☒ | ☐ | 6. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| ☒ | ☐ | 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 - AQ.
8. Purchase Card - Durbano: _____
9. Purchase Card - Thurgood: _____
10. Purchase Card – Doxey: _____
11. Purchase Card - Sandberg: _____
12. Purchase Card – Zesiger: _____
13. Purchase Card - Toupin: _____
14. Purchase Card - Harris: _____

FINANCIAL REPORT

FEBRUARY 2025

<u>GENERAL FUND</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
Balance as of January 1	\$ 201,178.80	\$ 545,190.18	\$ 281,775.05
Deposits	\$ 1,270,448.49	\$ 1,395,394.30	\$ 874,046.96
Interest	\$ 1,888.85	\$ 3,019.19	\$ 1,154.26
Withdrawals	\$ 1,103,896.91	\$ 1,109,686.31	\$ 121,311.95
Balance as of January 31	\$ 369,619.23	\$ 833,917.36	\$ 1,035,664.32

<u>CAPITAL FACILITIES FUND</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
Balance as of January 1	\$ 138,085.21	\$ 130,912.89	\$ 124,762.81
Deposits	\$ -	\$ -	\$ -
Interest	\$ 551.13	\$ 639.54	\$ 393.84
Withdrawals	\$ -	\$ -	\$ -
Balance as of January 31	\$ 138,636.34	\$ 131,552.43	\$ 125,156.65

<u>WEBER BASIN FUND</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
Balance as of January 1	\$ 676,362.71	\$ 593,135.12	\$ 471,618.27
Deposits	\$ 283,483.19	\$ 259,913.35	\$ 249,662.63
Interest	\$ 3,474.46	\$ 3,727.53	\$ 2,070.81
Withdrawals	\$ 10,579.87	\$ 10,827.75	\$ 5,378.01
Balance as of January 31	\$ 952,740.49	\$ 845,948.25	\$ 717,973.70

<u>CONNECTIONS</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
Connections made during the previous month (January)	15	1	0
Total connections made during the current year	15	1	0
Total active connections	10,892	10,845	10,811

<u>SHARES</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
Shares of D&WCCC Water Stock to date:	1,515.0	1,515.0	1,515.0
Shares of D&WCCC Water Stock leased to date:	144.0	144.0	144.0
Shares of Wilson Irrigation Water Stock to date:	23.0	22.0	21.5

UTAH PUBLIC TREASURER'S INVESTMENT FUND

<u>• OPERATIONS & MAINTENANCE ACCOUNT •</u>	<u>2025</u>	<u>RATE</u>	<u>DATE</u>
Balance as of January 1	\$ 6,737,964.21	4.5451%	Ongoing-Flexible
Deposits (by Weber County)	\$ 371,478.19		
Interest	\$ 25,704.44		
Withdrawals	\$ 385,510.03		
Balance as of January 31	\$ 6,749,636.81		
<u>• METER FUND ACCOUNT •</u>		<u>RATE</u>	<u>DATE</u>
Balance as of January 1	\$ 1,881,888.57	4.5451%	Ongoing-Flexible
Deposits	\$ 85,510.03		
Interest	\$ 7,466.75		
Withdrawals	\$ -		
Balance as of January 31	\$ 1,974,865.35		
<u>• SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT •</u>		<u>RATE</u>	<u>DATE</u>
Balance as of January 1	\$ 370,705.32	4.5451%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 1,430.99		
Withdrawals	\$ -		
Balance as of January 31	\$ 372,136.31		
<u>• SERIES 2024 BOND PROCEEDS METERING PROJECT ACCOUNT •</u>		<u>RATE</u>	<u>DATE</u>
Balance as of January 1	\$ 2,210,835.76	4.5451%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 8,534.23		
Withdrawals	\$ -		
Balance as of January 31	\$ 2,219,369.99		

1:08 PM
02/12/25

ROY WATER CONSERVANCY DISTRICT
O&M Checks

January 9 through February 12, 2025

	Num	Name	Amount
Jan 9 - Feb 12, 25			
	EFT	Enbridge Gas	-\$515.40
	EFT	Zions Bank	-\$4,042.45
	ACH	Courtney L. Harris	-\$2,181.96
	ACH	Justin J. Sandberg	-\$1,982.61
	ACH	Kent D. Thurgood	-\$2,428.27
	ACH	Linda A. Toupin	-\$2,128.27
	ACH	Nathan S. Doxey	-\$2,078.46
	ACH	Philip W. Durbano	-\$2,542.87
	ACH	Rodney D. Banks	-\$4,372.80
	ACH	Wyatt R. Zesiger	-\$1,405.43
	EFT	Utah Unemployment Compensation Fi	-\$37.48
	EFT	Comcast	-\$315.74
	EFT	Home Depot	-\$204.85
	EFT	Riverdale City Corporation	-\$188.59
	EFT	Rocky Mountain Power	-\$31.15
	EFT	Rocky Mountain Power	-\$10.26
	ACH	Rodney D. Banks	-\$4,372.80
	ACH	Courtney L. Harris	-\$2,269.63
	ACH	Justin J. Sandberg	-\$1,982.61
	ACH	Kent D. Thurgood	-\$2,428.27
	ACH	Linda A. Toupin	-\$2,135.34
	ACH	Nathan S. Doxey	-\$2,038.12
	ACH	Philip W. Durbano	-\$2,542.87
	ACH	Wyatt R. Zesiger	-\$1,405.44
	21569	Appstructure, LLC	-\$6,750.00
	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
	21570	Ace Recycling & Disposal	-\$143.47
	21571	AJC Construction & Excavation	-\$23,142.00
	21572	BH Inc.	-\$21,350.00
	21573	Blue Stakes of Utah	-\$986.25
	21574	Clear Link IT, LLC	-\$13,250.93
	21575	Clyde Snow & Sessions	-\$40.00
	21576	Commercial Tire, Inc	-\$428.50
	21577	Desert Diamond Industries, LLC	-\$815.00
	21578	Durk's Plumbing Supply, Inc.	-\$23.66
	21579	Durk's Plumbing Supply, Inc.	-\$39.70
	21580	E.H. Knudson Construction Company	-\$16,000.00
	21581	Ferguson Waterworks	-\$31,781.49
	21582	Ferguson Waterworks	-\$14,637.24
	21583	Fuel Network	-\$1,262.38

ROY WATER CONSERVANCY DISTRICT
O&M Checks

January 9 through February 12, 2025

Num	Name	Amount
21584	Intermountain Workmed	-\$75.00
21585	J. D. Young & Son Landscape	-\$2,053.00
21586	Jerry's Plumbing Specialties	-\$454.53
21587	Jerry's Plumbing Specialties	-\$381.22
21588	LaRose Paving Inc.	-\$850.00
21589	LaRose Paving Inc.	-\$8,275.00
21590	Linde Gas & Equipment, Inc.	-\$44.87
21591	Meterworks	-\$13,748.81
21592	Monroe Avex, LLC	-\$200.00
21593	Monroe Avex, LLC	-\$23.80
21594	Mountainland Supply Company	-\$15,347.55
21595	O'Reilly Automotive	-\$83.99
21596	Paragon Construction Systems	-\$120,170.25
21597	PEHP Group Insurance	-\$14,594.19
21598	PEHP Long-Term Disability	-\$342.43
21599	PEHP Long-Term Disability	-\$410.07
21600	Post Asphalt Paving & Construction	-\$127,170.00
21601	Post Asphalt Paving & Construction	-\$69,155.61
21602	Post Asphalt Paving & Construction	-\$65,870.00
21603	Post Asphalt Paving & Construction	-\$25,750.08
21604	Pro-Cut Concrete Cutting, Inc.	-\$612.00
21605	Sam T. Evans Pickup Cover & Trailer	-\$1,599.99
21606	Staker Parson Companies	-\$933.50
21607	T & J Trailer, Inc.	-\$4.75
21608	The Posy Place	-\$82.95
21609	Weber Basin Water Cons. District	-\$290,786.96
21610	Wilson Irrigation Company	-\$2,346.00
21611	WSP USA Inc.	-\$2,522.68
21612	Yard Masters, Inc.	-\$101,242.79
21613	Wasatch Civil Engineering	-\$4,276.00
21614	Wasatch Civil Engineering	-\$6,671.25
21615	AFLAC	-\$176.65
21616	Utah State Tax Commission	-\$3,804.00
21617	Courtney L. Harris	-\$11.08
TOTAL		<u><u>-\$1,055,588.29</u></u>

Jan 9 - Feb 12, 25