

Roy Water Conservancy District

Minutes of Board Meeting

September 10, 2025

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, September 10, 2025, at 5:00 p.m.

Present: Jon S. Ritchie, Chair; Gary S. Adams, Vice-Chair; Gary L. Newman, Chad Zito, and Mark Ohlin, Trustees; Rodney Banks, Manager/Treasurer; 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. Ohlin.

III. APPROVAL OF MINUTES. Mr. Newman made a motion to accept and approve the minutes of August 13, 2025, Board meeting as written. Mr. Zito seconded the motion. The motion carried unanimously.

IV. BUSINESS.

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

B. Consideration of Final Payment for Secondary Water Metering Project Phase 12. Mr. Banks said Yard Masters has completed the punchlist for Phase 12.

Mr. Ohlin made a motion to approve a final payment for the Secondary Water Metering Project Phase 12 in the amount of \$25,907.70 to Yard Masters. Mr. Adams seconded the motion. The motion carried unanimously.

C. Consideration of Final Payment for Secondary Water Metering Project Phase 15. Mr. Banks said AJC Construction and Excavation has completed the punchlist for Phase 15.

Mr. Adams made a motion to approve a final payment for the Secondary Water Metering Project Phase 15 in the amount of \$20,439.00 to AJC Construction and Excavation. Mr. Newman seconded the motion. The motion carried unanimously.

D. Consideration and Award of Pump House Switchgear Replacement Project. Mr. Banks said all the equipment for the project has been received by the District and is ready for installation. Mr. Banks said bids were solicited and a mandatory pre-bid meeting was held, which was attended by four contractors. Mr. Banks said only one bid was received, from Lynn Woodward Electric, and it was much less than the engineer's estimate and within the budgeted amount. Mr. Banks contacted the District's Attorney to make sure the bid process was followed correctly and the one bid received can be awarded by the Trustees if they choose to do so. Mr. Banks said if the Trustees choose to reject the bid, the bid process will need to be started over. Mr. Banks said there are time limitations because the project needs to be completed by the end of the year in order to have the pump house switchgear ready for next water season.

Mr. Ohlin made a motion to award the Pump House Switchgear Replacement Project to Lynn Woodward Electric in the amount of their bid. Mr. Zito seconded the motion. The motion carried unanimously.

Mr. Banks said the bid received from Lynn Woodward Electric was \$79,674.00, which was half of the engineer's estimate.

E. Consideration of 2025 Vehicles Sale and 2026 Vehicles Purchase. Mr. Banks said purchase prices were about 3% higher this year.

Mr. Adams made a motion to approve the 2025 vehicles sale and 2026 vehicles purchase. Mr. Ohlin seconded the motion. The motion carried unanimously.

F. Consideration of Construction Standards, Specifications, and Drawings Update. Mr. Banks said some recent UDOT projects brought to light the need for revisions and updates to the District's construction standards, specifications, and drawings. Mr. Banks said changes include removing the requirement for curb stops as they are no longer needed, as well as requiring specific main line fittings or their equivalent.

Mr. Newman made a motion to approve the Construction Standards, Specifications, and Drawings dated September 10, 2025. Mr. Zito seconded the motion. The motion carried unanimously.

V. REPORTS FROM MANAGER AND TRUSTEES.

A. Manager & Trustees Reports. Mr. Banks said antennas for the Sensus towers should be delivered around October 1st, and construction of the towers should start shortly thereafter.

Mr. Banks reminded the Trustees that the mandatory annual Board Member training for Open and Public Meetings will be held on November 5, 2025, as part of the UASD Annual Convention in Layton.

Mr. Banks said there is only one meter the District is aware of that needs to be installed. Mr. Banks said the service is on a shotcoat main, so it will need to be installed once water is out for the year.

Mr. Banks said as of September 9th, East Canyon was 67% full, Echo was 46% full, and the Weber River Basin year to date precipitation was 87% of median. Mr. Banks said soil moisture was 26%, with median being 23%. Mr. Banks said currently 100% of the state is in moderate to extreme drought condition. Mr. Banks said as of August 31st the District's water users were using about 5% more water than at the same time last year.

B. Review of Monthly Bank Statements and Cancelled Checks. Mr. Adams said the audit committee, consisting of himself, Mr. Banks, and Mrs. Doolan, met September 8, 2025, 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. Zito made a motion to approve the monthly financial report. Mr. Newman seconded the motion. The motion carried unanimously.

VII. APPROVAL OF EXPENSES. Mr. Ohlin made a motion to approve expenses for September 10, 2025. Mr. Adams seconded the motion. The motion carried unanimously.

VIII. ADJOURNMENT. Mr. Adams made a motion to adjourn at 5:25 p.m. Mr. Zito seconded the motion. The motion carried unanimously.

October 15, 2025
Minutes Approved

/s/ Jon S. Ritchie, Chair

/s/ Recording Secretary