

# ***Roy Water Conservancy District***

5440 Freeway Park Drive  
Riverdale, UT 84405

## **AGENDA**

Monthly Board of Trustees' Meeting  
November 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 2026 Tentative Budget
  - C. Consideration of Public Hearing Date for 2026 Budget – December 10, 2025, at 6:00 p.m.
  - D. Consideration of Termination and Release Agreement
  - E. Consideration of Progress Payment for Pump House Switchgear Replacement Project
  - F. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC Stockholders Meeting
  - G. Consideration of Reviewed Personnel Policies and Procedures
  - H. Consideration of Resolution 2025-06 Amended Rules and Regulations
- V. REPORTS FROM MANAGER AND TRUSTEES**
  - A. UASD Annual Convention · November 5-7, 2025
  - B. Manager and Trustees Reports
  - C. Review of Monthly Bank Statements and Cancelled Checks
- VI. APPROVAL OF FINANCIAL REPORTS**
  - A. Monthly Financial Report
- VII. APPROVAL OF EXPENSES**
- VIII. ADJOURNMENT**

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 7, 2025

SUBJECT: **IV.B. Consideration of 2026 Tentative Budget**

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The tentative budget is for the trustees to review and make any suggestions or comments in this board meeting. The only changes from the draft budget presented in October's board meeting are in the Capital Improvement and New Asset Expenses. The District was able to confirm that Roy City will not be doing any asphalt overlays in 2026 that will impact any of the District's main lines, so that is reflected in the tentative budget. The trench box quote was more than what was anticipated so that line item has been increased.

A suggested motion would be, "I move that we approve the 2026 Tentative Budget."

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 7, 2025

SUBJECT: **IV.C. Consideration of Public Hearing Date for 2026 Budget**

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Utah Code Annotated 17B-1-609 and the District's Fiscal Policy Section 8.4 requires that the District's board of trustees establish the time and place of a public hearing to consider the adoption of the final budget.

A suggested motion would be, "I move that we hold a public hearing on December 10, 2025, at 6:00 p.m. at the District's office for the purpose of adopting the 2026 Final Budget."

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 10, 2025

SUBJECT: **IV.D. Consideration of Termination and Release Agreement**

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Unfortunately, things did not work out with the contractor for them to complete the punch list and warranty items for Phase 7 of the Secondary Water Metering Project. After a meeting with the contractor, it was determined that it was in the best interest of all parties to mutually agree to terminate the contract.

A suggested motion for approval would be, “I move that we approve the Termination and Release Agreement for Phase 7 of the Secondary Water Metering Project.”

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 7, 2025

SUBJECT: **IV.E. Consideration of Progress Payment for Pump House Switchgear Replacement Project**

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The District has received an invoice for a progress payment from Lynn Woodward Electric for the Pump House Switchgear Replacement Project. The progress payment is in the amount of \$37,834.22. 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 Pump House Switchgear Replacement Project in the amount of \$37,834.22 to Lynn Woodward Electric.”

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 7, 2025

SUBJECT: **IV.F. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC Stockholders Meeting**

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The Davis & Weber Counties Canal Company (D&WCCC) has their annual stockholders meeting scheduled for December 8, 2025, at 6:30 p.m. In previous years, the board has appointed the Chair to vote the District's stock and Vice-Chair and General Manager as alternates in case the Chair is unable to vote the District's shares.

A suggested motion would be, "I move that we appoint the Chair to vote the District's Davis & Weber Counties Canal Company stock and appoint the Vice-Chair and General Manager as alternates."

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 7, 2025

SUBJECT: **IV.G. Consideration of Reviewed Personnel Policies and Procedures**

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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 for 2025, there are no changes in the Per Diem and Travel Reimbursement Rules (Rules).

There are other changes in the personnel policies listed below:

1. Page 3-6 will clarify how holiday and other leave pay is paid out under the 4/9/4 workweek.
2. Direct Deposit will be required.
3. The compensation adjustment will not exceed CPI plus up to 10% every two years.
4. The District's website was updated to roywater.gov in several places.
5. The new District Clerk's name was updated in several places.
6. There were several technical changes such as spelling and reference to the Utah Local Government Trust's safety program.
7. The largest change is the religious accommodations section has been expanded based on the language of Utah Code Title 67-27-106.

A suggested motion would be, "I move that we approve the Reviewed Personnel Policies and Procedures with the changes and additions as discussed."

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 7, 2025

SUBJECT: **IV.H. Consideration of Resolution 2025-06 Amended Rules and Regulations**

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Upon review of the District's Rules and Regulations which was last amended in 2022, there are a few items that are recommended for approval as follows:

1. It has been recommended that the District accept Weber River Water Users Association stock as another acceptable water interest.
2. Updating references to the District's website to roywater.gov.
3. Adding language to the meter tampering section to clarify exactly what tampering means.

In the future, the trustees will need to consider changes to the watering restrictions and changes to the contracts and petitions.

A suggested motion would be, "I move that we approve Resolution 2025-06 Amended Rules and Regulations with the amendments as discussed."

# MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: November 12, 2025

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

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The following is a reminder of upcoming meetings and events:

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 November 11<sup>th</sup>, East Canyon is 65% full, Echo Reservoir is 42% full, and the Weber River basin year to date precipitation, which began on October 1<sup>st</sup>, is approximately 123% of median with soil moisture at 56% (median is 51%). Currently 100% of the state of Utah is in moderate to extreme drought condition. As of July 3, 2025, the District's boundaries were moved to the moderate drought category.

# MEMORANDUM

TO: Board of Trustees

FROM: Gary S. Adams, Audit Committee Chair

DATE: November 13, 2025

SUBJECT: **V.C. Review of Monthly Bank Statements and Cancelled Checks**

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Mr. Adams said the audit committee met November 10, 2025, and reported no problems or issues with the monthly banks statements, credit card statements, and cancelled checks.

**FINANCIAL REPORT  
NOVEMBER 2025**

**GENERAL FUND**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Balance as of October 1	\$ 262,202.05	\$ 1,327,388.38	\$ 361,497.60
Deposits	\$ 675,879.78	\$ 3,100,622.95	\$ 999,860.73
Interest	\$ 1,626.97	\$ 6,614.69	\$ 2,024.61
Withdrawals	\$ 339,902.40	\$ 3,916,987.05	\$ 1,034,032.84
Balance as of October 31	\$ 599,806.40	\$ 517,638.97	\$ 329,350.10

**CAPITAL FACILITIES FUND**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Balance as of October 1	\$ 138,484.77	\$ 136,334.83	\$ 129,181.43
Deposits	\$ -	\$ -	\$ -
Interest	\$ 506.11	\$ 610.29	\$ 601.53
Withdrawals	\$ 2,176.00	\$ -	\$ -
Balance as of October 31	\$ 136,814.88	\$ 136,945.12	\$ 129,782.96

**WEBER BASIN FUND**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Balance as of October 1	\$ 758,368.63	\$ 721,429.03	\$ 629,945.21
Deposits	\$ -	\$ -	\$ -
Interest	\$ 2,701.37	\$ 3,200.25	\$ 2,901.13
Withdrawals	\$ 26,937.76	\$ 18,445.34	\$ 16,853.05
Balance as of October 31	\$ 734,132.24	\$ 706,183.94	\$ 615,993.29

**CONNECTIONS**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Connections made during the previous month (October)	0	1	3
Total connections made during the current year	30	32	30
Total active connections	10,907	10,876	10,841

**SHARES**

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Shares of D&WCCC Water Stock to date:	1,517.5	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 Stock to date:	23.5	23.0	21.5

**UTAH PUBLIC TREASURER'S INVESTMENT FUND**

**· OPERATIONS & MAINTENANCE ACCOUNT ·**

	<u>2025</u>	<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 5,326,611.66	4.2704%	Ongoing-Flexible
Deposits (by Weber County)	\$ 17,444.54		
Interest	\$ 18,302.85		
Withdrawals	\$ 603,749.15		
Balance as of October 31	\$ 4,758,609.90		

**· METER FUND ACCOUNT ·**

		<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 2,089,066.71	4.2704%	Ongoing-Flexible
Deposits	\$ 3,749.15		
Interest	\$ 7,585.24		
Withdrawals	\$ -		
Balance as of October 31	\$ 2,100,401.10		

**· SERIES 2022 BOND PROCEEDS METERING PROJECT ACCOUNT ·**

		<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 383,310.92	4.2704%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 1,390.24		
Withdrawals	\$ -		
Balance as of October 31	\$ 384,701.16		

**· SERIES 2024 BOND PROCEEDS METERING PROJECT ACCOUNT ·**

		<u>RATE</u>	<u>DATE</u>
Balance as of October 1	\$ 2,286,013.84	4.2704%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 8,291.22		
Withdrawals	\$ -		
Balance as of October 31	\$ 2,294,305.06		

**ROY WATER CONSERVANCY DISTRICT**  
**O&M Checks**

October 16 through November 12, 2025

	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>Oct 16 - Nov 12, 25</b>			
	ACH	Banks, Rodney D.	-4,367.56
	ACH	Doolan, Marci H.	-1,903.68
	ACH	Doxey, Nathan S.	-2,088.83
	ACH	Durbano, Philip W.	-3,613.03
	ACH	Harris, Courtney L.	-2,252.81
	ACH	Newman, Gary L.	-200.01
	ACH	Ohlin, Mark W.	-275.01
	ACH	Protzman, Heather S.	-1,424.24
	ACH	Ritchie, Jon S.	-200.01
	ACH	Sandberg, Justin J.	-2,354.09
	ACH	Thurgood, Kent D.	-2,220.90
	ACH	Zesiger, Wyatt R.	-1,509.02
	ACH	Adams, Gary S.	-275.01
	ACH	Zito, Chad	-275.01
	EFT	Utah State Tax Commission	-1,648.00
	EFT	IRS	-10,256.18
	EFT	PEHP Long-Term Disability	-168.46
	EFT	Utah Retirement Systems	-9,314.88
	EFT	Utah Unemployment Compensatio	-146.56
	EFT	Home Depot	-212.26
	21890	A & P CPAs	-2,075.00
	21891	Clyde Snow & Sessions	-200.00
	21892	Roy City Corporation	-24,664.50
	EFT	Rocky Mountain Power	-6,010.82
	EFT	Rocky Mountain Power	-41.44
	EFT	Rocky Mountain Power	-10.29
	ACH	Banks, Rodney D.	-4,367.57
	ACH	Doolan, Marci H.	-1,903.69
	ACH	Doxey, Nathan S.	-2,458.23
	ACH	Durbano, Philip W.	-2,544.87
	ACH	Harris, Courtney L.	-2,278.20
	ACH	Protzman, Heather S.	-1,424.24
	ACH	Sandberg, Justin J.	-2,057.01
	ACH	Thurgood, Kent D.	-2,220.89
	ACH	Zesiger, Wyatt R.	-1,563.45
	ACH	Durbano, Philip W.	-3,301.37
	ACH	Sandberg, Justin J.	-2,154.10
	EFT	PEHP Long-Term Disability	-190.03
	EFT	Utah Retirement Systems	-10,612.32
	EFT	IRS	-11,486.90
	EFT	Utah State Tax Commission	-1,826.00
	EFT	Riverdale City Corporation	-220.16

**ROY WATER CONSERVANCY DISTRICT**

**O&M Checks**

October 16 through November 12, 2025

<b>Num</b>	<b>Name</b>	<b>Amount</b>
EFT	PEHP Group Insurance	-16,521.46
EFT	PEHP Group Insurance	-529.30
EFT	Enbridge Gas	-74.53
EFT	Utah Local Governments Trust	-455.58
21911	Ohlin, Mark W.	-43.60
21893	Adams, Gary S.	-43.60
21914	Ritchie, Jon S.	-11.20
21923	Zito, Chad	-11.20
21912	Ohlin, Mark W.	-16.20
21894	Adams, Gary S.	-16.20
21896	AFLAC	-152.55
21913	Protzman, Heather S.	-11.20
21901	Doolan, Marci H.	-11.20
21904	Harris, Courtney L.	-27.40
21916	Sandberg, Justin J.	-381.80
21922	Zesiger, Wyatt R.	-324.40
21918	Thurgood, Kent D.	-320.20
21895	Ace Recycling & Disposal	-152.97
21897	AJC Construction & Excavation	-5,000.00
21899	Blue Stakes of Utah	-806.25
21900	Clear Link IT, LLC	-2,682.52
21903	Fuel Network	-1,961.53
21905	J. D. Young & Son Landscape	-2,053.00
21906	Jan-Pro of Utah	-265.00
21907	Jerry's Plumbing Specialties	-756.94
21908	Linde Gas & Equipment, Inc.	-53.00
21909	Lynn Woodward Electric	-37,834.23
21910	Meterworks	-9,935.63
21915	Riverdale City Corporation	-1,102.27
21917	SKM, Incorporated	-565.81
21919	Utah State Division of Finance	-244,819.97
21920	Wasatch Civil Engineering	-21,166.50
21921	Wasatch Civil Engineering	-8,683.50
21898	Banks, Rodney D.	-10.00
21924	Doxey, Nathan S.	-381.80
	<b>TOTAL</b>	<b><u>-485,499.17</u></b>

**Oct 16 - Nov 12, 25**