

# *Roy Water Conservancy District*

## **Minutes of Board Meeting**

November 12, 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, November 12, 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. Newman.

**III. APPROVAL OF MINUTES.** Mr. Ohlin made a motion to accept and approve the minutes of October 15, 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 2026 Tentative Budget.** Mr. Banks said Roy City will not be doing any asphalt overlay projects that would impact District main lines, so that change was made to the tentative budget. Mr. Banks said quotes on the trench box came back higher than anticipated, so the line item amount was increased in the tentative budget.

Mr. Newman made a motion to approve the 2026 Tentative Budget. Mr. Adams seconded the motion. The motion carried unanimously.

**C. Consideration of Public Hearing Date for 2026 Budget – December 10, 2025, at 6:00 p.m.** Mr. Ohlin made a motion to 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. Mr. Newman seconded the motion. The motion carried unanimously.

**D. Consideration of Termination and Release Agreement.** Mr. Banks said unfortunately things did not work out with the contractor for Phase 7 of the Secondary Water Metering Project. Mr. Banks said it was mutually determined to be in the best interest of both parties to terminate the contract. Mr. Banks said in exchange for releasing the contractor from the contract, the District will keep the 5% retention in order to hire another contractor to finish the work.

Mr. Adams made a motion to approve the Termination and Release Agreement for Phase 7 of the Secondary Water Metering Project. Mr. Zito seconded the motion. The motion carried unanimously.

**E. Consideration of Progress Payment for Pump House Switchgear Replacement Project.** Mr. Banks said the project is anticipated to be completed in the first week of December.

Mr. Adams made a motion to approve a progress payment for the Pump House Switchgear Replacement Project in the amount of \$37,834.22 to Lynn Woodward Electric. Mr. Ohlin seconded the motion. The motion carried unanimously.

**F. Consideration of Voting Davis and Weber Counties Canal Company Stock at Annual D&WCCC**

**Stockholders Meeting.** Mr. Banks said the annual D&WCCC stockholders meeting is scheduled for December 8, 2025, at 6:30 p.m.

Mr. Ohlin made a motion to appoint the Chair to vote the District's Davis & Weber Counties Canal Company stock and appoint the Vice-Chair and General Manager as alternates. Mr. Zito seconded the motion. The motion carried unanimously.

**G. Consideration of Reviewed Personnel Policies and Procedures.** Mr. Banks said Utah Code requires the District to review its personnel policies and procedures annually to make sure they conform to the requirements of state and federal law.

Mr. Banks said the first change was a clarification of how holiday and other leave pay is paid out under the 4/9/4 workweek. Mr. Banks said another change is that Direct Deposit will now be required. Mr. Banks said the compensation adjustment was clarified to not exceed CPI plus up to 10% every two years. Mr. Banks said the District's website was updated to roywater.gov in several places, and the name of the District Clerk was updated. Mr. Banks said there were some technical changes such as spelling errors and reference to the Utah Local Government Trust's safety program. Mr. Banks said the largest change is the religious accommodations section, which has been expanded based on Utah Code 67-27-106.

Mr. Adams made a motion to approve the Reviewed Personnel Policies and Procedures with the changes and additions as discussed. Mr. Ohlin seconded the motion. The motion carried unanimously.

**H. Consideration of Resolution 2025-06 Amended Rules and Regulations.** Mr. Banks said it was recommended that the District accept Weber River Water Users Association stock as another acceptable water interest. Mr. Banks said the stock is specific to storage water in Echo Reservoir, and one share equals one acre-foot. Mr. Banks said it could be easily released and diverted to the District reservoir.

Mr. Banks said technical changes were made to update references to the District's website, roywater.gov.

Mr. Banks said language was added to the meter tampering section to clarify exactly what meter tampering means to the District.

Mr. Adams made a motion to approve Resolution 2025-06 Amended Rules and Regulations with the amendments as discussed. Mr. Newman seconded the motion. The motion carried unanimously.

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

**A. UASD Annual Convention · November 5-7, 2025.** Mr. Banks and the Trustees said the convention went well and had good sessions.

**B. Manager & Trustees Reports.** Mr. Banks said the Switchgear project is progressing nicely. Mr. Banks said base stations for the meter radio towers have not yet been constructed.

Mr. Banks said the District has spent a little over \$13.5 million of the \$15 million grant money. Mr. Banks said there are only about 30 radios left to be programmed. Mr. Banks said the next step for meters will be quality control.

Mr. Banks said as of November 11<sup>th</sup>, East Canyon was 65% full, Echo was 42% full, and the Weber River Basin year to date precipitation, which began on October 1<sup>st</sup>, was 123% of median. Mr. Banks said soil moisture was 56% compared to 28% at the same time last year. Mr. Banks said 100% of the state is in some measure of drought condition.

**C. Review of Monthly Bank Statements and Cancelled Checks.** Mr. Adams said the audit committee, consisting of himself, Mr. Banks, and Mrs. Doolan, met November 10, 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. Ohlin made a motion to approve the monthly financial report. Mr. Newman seconded the motion. The motion carried unanimously.

**VII. APPROVAL OF EXPENSES.** Mr. Zito made a motion to approve expenses as of November 12, 2025. Mr. Adams seconded the motion. The motion carried unanimously.

**VIII. ADJOURNMENT.** Mr. Zito made a motion to adjourn at 5:29 p.m. Mr. Ohlin seconded the motion. The motion carried unanimously.

December 10, 2025  
Minutes Approved

/s/ Jon S. Ritchie, Chair

/s/ Recording Secretary