

Roy Water Conservancy District

Minutes of Board Meeting

September 9, 2026

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 9, 2026, at 5:00 p.m.

Present: Jon S. Ritchie, Chair; Gary S. Adams, Vice-Chair; Chad Zito, Mark Ohlin, and Mike Padovich, 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. Adams made a motion to accept and approve the minutes of August 12, 2026, Board meeting as written. Mr. Ohlin seconded the motion. The motion carried unanimously.

IV. BUSINESS.

A. Consideration of Reviewed Personnel Policies and Procedures. Mr. Banks said the District is required by law to review its personnel policies and procedures on an annual basis. Mr. Banks said this is to ensure the District's policies stay in compliance with any new state or federal laws.

Mr. Banks said the first change is related to Utah Retirement System mandatory contributions and opt-out option for new hires. Mr. Banks said this was approved by the Board in March.

Mr. Banks said the next change integrates the Parking and Backing Policy, approved by the Board in March, into the Personnel Policies and Procedures.

Mr. Banks said the next change updates the District's nepotism policy to mirror the language of Utah Code Annotated § 52-3-1. Mr. Banks said the District previously had a much stricter nepotism policy than required by law.

Mr. Banks said an artificial intelligence policy was added to define acceptable use for the District. Mr. Banks said it allows AI to be used if it is approved by the General Manager, and notification is required if AI was used on any work product. Mr. Banks said no confidential or private personal information can be entered into an AI tool.

Mr. Banks said there was a change in the travel policy to align meal rates with current GSA per diem rates.

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

B. Consideration of 2026 Vehicles Sale and 2027 Vehicles Purchase. Mr. Padovich made a motion to approve the 2026 Vehicles Sale and 2027 Vehicles Purchase. Mr. Adams seconded the motion. The motion carried unanimously.

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

V. REPORTS FROM MANAGER AND TRUSTEES.

A. Manager & Trustees Reports. Mr. Banks said Rick Smith of Davis and Weber Counties Canal Company has submitted his resignation. Mr. Banks said Mr. Smith will be with the canal company until the first of November or possibly the end of December depending on what the canal company board of directors decides. Mr. Banks expressed his appreciation for all the good work Mr. Smith has done.

Mr. Banks reminded the Board of the upcoming Water Summit and UASD annual convention.

Mr. Banks said he has received plans to review for the UDOT SR108 project. Mr. Banks said he has also received as-builts from UDOT for the 5600 South project that need to be reviewed.

Mr. Banks said 2,248 water users have signed up for the MyWater meter portal so far.

Mr. Banks said on August 22nd, lightning struck the base station at the Aquatic Center, which resulted in about 81 radios not communicating with any towers. Mr. Banks said Sensus is working on the repairs.

Mr. Banks said as of September 8th, East Canyon was 51% full, Echo was 32% full, and the Weber River Basin year to date precipitation was 92% of median. Mr. Banks said soil moisture was at 31%, with median being 23%. Mr. Banks said currently 100% of the state is in moderate to exceptional drought condition.

Mr. Banks said, based on August 31st overall water usage, the District has used about 32% less water this year compared to the 13-year average.

Mr. Banks said the canal company has multiple ditches they will deliver water to until October 1st. Mr. Banks said the District reservoir is being treated as a canal turnout, so the District will have water until October 1st.

B. Review of Monthly Bank Statements and Cancelled Checks. Mr. Adams said the audit committee, consisting of himself, Mr. Banks, and Mrs. Doolan, met August 3, 2026, and September 8, 2026, and reported no problems or issues with the monthly bank statements, credit card statements, and cancelled checks.

VI. FINANCIAL REPORT.

A. Approval of Monthly Financial Report. Mr. Ohlin made a motion to approve the monthly financial report. Mr. Padovich seconded the motion. The motion carried unanimously.

VII. APPROVAL OF EXPENSES. Mr. Padovich made a motion to approve expenses as of September 9, 2026. Mr. Adams seconded the motion. The motion carried unanimously.

VIII. ADJOURNMENT. Mr. Adams made a motion to adjourn at 5:26 p.m. Mr. Ohlin seconded the motion. The motion carried unanimously.

October 14, 2026
Minutes Approved

/s/ Jon S. Ritchie, Chair

/s/ Recording Secretary