

# *Roy Water Conservancy District*

## **Minutes of Board Meeting**

December 13, 2023

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, December 13, 2023, at 5:00 p.m.

**Present:** Mark Ohlin, Chair; Jon S. Ritchie, Vice-Chair; Gary L. Newman, Chad Zito, and Gary S. Adams, Trustees; Rodney Banks, Manager/Treasurer; Linda Toupin, District Clerk; and Courtney Harris, Records Clerk.

**I. CALL TO ORDER.** Chair Ohlin 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. Ritchie.

**III. APPROVAL OF MINUTES.** Mr. Zito made a motion to accept and approve the minutes of November 15, 2023, Board meeting as written. Mr. Adams seconded the motion. The motion carried unanimously.

### **IV. BUSINESS.**

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

**B. Consideration of 2023 Fraud Risk Assessment.** Mr. Banks said the District is required by the Utah State Auditor to complete a Fraud Risk Assessment every year. Mr. Banks said the District scored the same as last year, with 385 out of 395 possible points, putting the District at a very low risk for fraud.

Mr. Ritchie made a motion to accept the 2023 Fraud Risk Assessment. Mr. Adams seconded the motion. The motion carried unanimously.

**C. Consideration of Progress Payment for Secondary Water Metering Project Phase 4.** Mr. Banks said Leon Poulsen Construction is moving along fairly well in this phase, and they are about 400 meters away from completing the contract. Mr. Banks said the contractor will still have landscape issues to complete in the spring.

Mr. Adams made a motion to approve a progress payment for the Secondary Water Metering Project Phase 4 in the amount of \$285,470.25 to Leon Poulsen Construction. Mr. Zito seconded the motion. The motion carried unanimously.

**D. Consideration of Progress Payment for Secondary Water Metering Project Phase 5.** Mr. Banks said Post Construction is moving a little slower than they anticipated but still progressing fairly well.

Mr. Zito made a motion to approve a progress payment for the Secondary Water Metering Project Phase 5 in the amount of \$122,977.50 to Post Construction. Mr. Newman seconded the motion. The motion carried unanimously.

**E. Consideration of Municipal Advisory Services Agreement.** Mr. Banks said this agreement is for a bond for the additional grant money received from the Division of Water Resources. Mr. Banks said an RFP was sent out,

and proposals were received from Zions Public Finance, LRB Public Finance Advisors, and Crews and Associates. Mr. Banks said Crews and Associates was chosen to provide financial advice and guidance. Mr. Banks said they are well-qualified and the lowest cost.

Mr. Ritchie made a motion to approve the Municipal Advisory Services Agreement with Crews and Associates. Mr. Adams seconded the motion. The motion carried unanimously.

**F. Consideration of Streamline Subscription Agreement.** Mr. Banks said the District currently uses a tool provided by Lunasoft for its website, but the capabilities have been declining over time. Mr. Banks said Streamline is a company that specializes in working with special districts and government entities across the nation. Mr. Banks said they have some really good tools built into their website platform and offer a discount because of the District's UASD membership. Mr. Banks said there is a one-time charge of \$1,500 to migrate the existing website to the new tool, and then a monthly charge of \$300. Mr. Banks said the price is much less than what Lunasoft can offer the District.

Mr. Adams made a motion to approve the Streamline Subscription Agreement. Mr. Zito seconded the motion. The motion carried unanimously.

**G. Consideration of 2024 Holidays.** Mr. Zito made a motion to approve the 2024 Holidays. Mr. Ritchie seconded the motion. The motion carried unanimously.

**H. Consideration of 2024 Conferences.** Mr. Banks said the list presented is mostly for budget purposes, so it is not necessary for the Board to decide which conferences they will attend at this time.

Mr. Ritchie made a motion to approve the 2024 Conferences. Mr. Zito seconded the motion. The motion carried unanimously.

**I. Consideration of 2024 Board Meeting and Public Hearings.** Mr. Banks said Board meetings are typically held the second Wednesday of each month, but there will be conflicts in April and June, so the meetings for those months will be held on the third and first Wednesday, respectively.

Mr. Adams made a motion to approve the 2024 Board Meetings and Public Hearings. Mr. Zito seconded the motion. The motion carried unanimously.

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

**A. Manager & Trustees Reports.** Mr. Banks said about \$6.1 million has been spent on the secondary water metering project so far with 2,620 meters installed as of the end of November. Mr. Banks said the District has received about 2,400 meters so far, but the District has only received 774 of 6,000 radios ordered.

Mr. Banks said in January he will present the Board with a resolution for the bond and hopefully have the bond process complete by March.

Mr. Banks said he will be updating procurement, fiscal, and rules and regulations policies in the coming year to bring them up to date.

Mr. Banks said as of December 12<sup>th</sup>, East Canyon was 85% full, Echo was 90% full, and the Weber River Basin water year-to-date precipitation was 119% of median. Mr. Banks said almost 27% of the state is in drought conditions.

**B. Review of Monthly Bank Statements and Cancelled Checks.** Mr. Ritchie said the audit committee, consisting of himself, Mr. Banks, and Ms. Toupin, met December 12, 2023, 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 CHECKS.**

**A. Current Checks.** Mr. Zito made a motion to approve the checks for December 13, 2023. Mr. Adams seconded the motion. The motion carried unanimously.

**VIII. ADJOURNMENT.** Mr. Zito made a motion to adjourn at 5:34 p.m. Mr. Ritchie seconded the motion. The motion carried unanimously.

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Minutes Approved

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Mark Ohlin, Chair

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Recording Secretary