

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees' Meeting
July 13, 2022
5:00 P.M.

- 5:00 p.m.
- | | |
|---|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Gary Newman |
| III. APPROVAL OF MINUTES | MOTION |
| IV. BUSINESS | |
| A. Public Comments | |
| V. REPORTS FROM MANAGER AND TRUSTEES | |
| A. Manager & Trustees Reports | |
| B. Review of Monthly Bank Statements and Cancelled Checks | Gary Newman |
| VI. APPROVAL OF FINANCIAL REPORTS | |
| A. Monthly Financial Report | MOTION |
| B. 2 nd Quarter Financial Report | MOTION |
| VII. APPROVAL OF CHECKS | |
| A. Current Checks | MOTION |
| VIII. ADJOURNMENT | MOTION |

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should call the District at (801) 825-9744, giving at least three (3) working days notice.

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: July 13, 2022

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

The following is a reminder of upcoming meetings and events:

Board Meeting – June 8, 2022, at 5:00 p.m.
Board Meeting – July 13, 2022, at 5:00 p.m.
Board Meeting – August 10, 2022, at 5:00 p.m.
Board Meeting – September 14, 2022, at 5:00 p.m.
Possible Public Hearing for Bond – September 14, 2022, or October 12, 2022
Board Meeting – October 12, 2022, at 5:00 p.m.
Utah Water Summit – October 18, 2022, Layton, UT
UASD Annual – November 2-4, 2022, Layton, UT
Board Meeting – November 9, 2022, at 5:00 p.m.
Board Meeting – December 14, 2022, at 5:00 p.m.
Public Hearing for Allotment of Water – December 14, 2022, at 6:00 p.m.
Public Hearing for 2023 Budget – December 14, 2022, at 6:00 p.m.
D&WCCC Stockholders Meeting – Possibly December 19, 2022, at 6:30 p.m.

Phil, Nate, and I met with UDOT's design build team on July 5th and had a good discussion about the 5600 South project. We discussed the impacts the project will have on the District's system and brainstormed about ways to address those impacts. Right now, the process is in a "discovery" mode and will continue this way for about 6 more months. In the future there will be some agreements that UDOT will require the District to approve and sign.

I found out that the "loan" from the Board of Water Resources for the secondary water metering project will be a bond. Apparently, a few years ago, the attorney general's office told the Division of Water Resources that public entities cannot transfer title of their water supply as collateral on a loan which is what the Board of Water Resources typically does for private entities who receive a loan from them. A public entity must go through the process of bonding and then the state of Utah purchases the bond for an interest rate of 1%. In our situation this means that the District will have to bond for \$3,643,000. This will potentially cost the District \$66,000 for the bonding process. Approximately \$15,000 for Zions Bank as financial adviser, approximately \$15,000 for the bonding attorney (Zions Bank recommends Chapman and Cutler which is who the District used on the bond refinance back in 2012), and approximately \$36,000 for the state to buy the bond. These were all unexpected costs and hoops to jump through. As a heads up, the District will need to consider

resolutions and other matters related to the bond in August, September, and possibly October's board meetings. Also, the Board of Water Resources will require the remaining amount of \$643,000 (\$10,000,000 grant [70%], \$3,643,000 bond [25.5%], \$643,000 escrow [4.5%] for a total project amount of \$14,286,000) be placed in an escrow account upfront for the state to buy the bond. The bond payments will be approximately \$283,000 per year for 15 years.

The Board of Water Resources will not award grants and commit loan funds until their August board meeting which is when they anticipate officially notifying the District we will receive a \$10 million grant for the secondary water metering project.

As of July 12th, East Canyon is 72% full, Echo Reservoir is 81% full, and the Weber River basin precipitation is 92% of normal. Currently almost 100% of the state of Utah is in severe to exceptional drought condition. As of January 4, 2022, the District's boundaries were moved to the severe drought category. The Weber River Users made it to July 1st on natural flow which is very good. It is my understanding we began receiving storage water on July 1st. Normally this occurs around June 1st.

INTERNAL AUDIT REPORT

JULY 12, 2022
(JUNE 30, 2022, STATEMENTS)

- | YES | NO | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain bank statements unopened. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review checks for unusual payees. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Review signatures on checks for authenticity. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Review any cash transfers or large debit memos for property. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Question any large or unusual checks that you do not remember discussing or approving. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Summarize your questions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____

None S.J.N.

Bank of Utah

1. Account No. ****0122: _____

None S.J.N.

2. Account No. ****1928: _____

None S.J.N.

3. Account No. ****0846: _____

None S.J.N.

PTIF

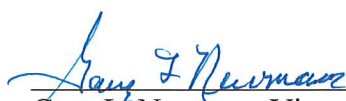
4. Account No. ****1141: _____

None S.J.N.

5. Account No. ****2340: _____

None S.J.N.

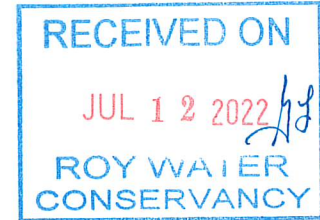
I have completed the above procedures for the month of July 12, 2022 (June 30, 2022 Statements).



Gary L. Newman, Vice-Chair

**ZION BANK PURCHASE CARDS
INTERNAL AUDIT REPORT**

JULY 12, 2022,
(JUNE 30, 2022 STATEMENTS)



- | YES | NO | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Obtain purchase card statements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Review statements for unusual charges. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Review receipts for charges. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Question any large or unusual charges not previously discussed or approved during board meeting. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Summarize your questions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Distribute the report to board members, Child Richards CPAs & Advisors, Rodney Banks, and Linda Toupin. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Obtain replies to questions from Rodney Banks and distribute with the report. |

COMMENTS: _____

1. Zions Bank Control Account: _____
2. Purchase Card - Ohlin: _____
3. Purchase Card – Newman: _____
4. Purchase Card - Adams: _____
5. Purchase Card – Ritchie: _____
6. Purchase Card – Zito: _____
7. Purchase Card - Banks: ✓ _____
8. Purchase Card - Durbano: ✓ _____
9. Purchase Card - Thurgood: ✓ _____
10. Purchase Card – Doxey: ✓ _____
11. Purchase Card - Sandberg: ✓ _____
12. Purchase Card - Toupin: ✓ _____
13. Purchase Card - Harris: _____

I have completed the above procedures for the month of July 12, 2022 (June 30, 2022 Statements).

Gary L. Newman, Vice-Chair

FINANCIAL REPORT

• JULY 2022 •

GENERAL FUND

PREVIOUS MONTH

	<u>2022</u>	<u>2021</u>	<u>2020</u>
Balance as of June 1	\$ 118,780.51	\$ 205,583.94	\$ 160,094.30
Deposits	\$ 400,648.61	\$ 30,511.35	\$ 85,689.93
Interest on checking	\$ 121.00	\$ 57.73	\$ 197.13
Withdrawals	\$ 386,422.91	\$ 129,613.35	\$ 99,736.25
Balance	\$ 133,127.21	\$ 106,539.67	\$ 146,245.11

TO DATE

Balance as of July 1	\$ 133,127.21	\$ 106,539.67	\$ 146,245.11
Deposits	\$ 204,608.05	\$ 153,075.05	\$ 54,132.35
Withdrawals	\$ 136,378.23	\$ 54,475.32	\$ 66,074.22
Balance	\$ 201,357.03	\$ 205,139.40	\$ 134,303.24

CAPITAL FACILITIES FUND

	<u>2022</u>	<u>2021</u>	<u>2020</u>
Balance as of June 1	\$ 123,387.25	\$ 228,563.58	\$ 259,044.60
Deposits	\$ -	\$ -	\$ -
Interest on checking	\$ 75.86	\$ 61.01	\$ 288.21
Withdrawals	\$ -	\$ 106,451.01	\$ -
Balance	\$ 123,463.11	\$ 122,173.58	\$ 259,332.81

TO DATE

Balance as of July 1	\$ 123,463.11	\$ 122,173.58	\$ 259,332.81
Deposits	\$ -	\$ -	\$ -
Withdrawals	\$ -	\$ -	\$ -
Balance	\$ 123,463.11	\$ 122,173.58	\$ 259,332.81

WEBER BASIN FUND

Balance as of July 1	\$ 555,951.83	\$ 446,867.73	\$ 354,957.19
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CONNECTIONS

	<u>2022</u>	<u>2021</u>	<u>2020</u>
Connections made during the previous month (June)	1	2	58
Total connections made during the current year	10	20	100
Total active connections	10,806	10,790	10,756

SHARES

	<u>2022</u>	<u>2021</u>	<u>2020</u>
Shares of D&WCCC Water Stock to date:	1,515.0	1,512.5	1,512.5
Shares of D&WCCC Water Stock leased to date:	144.0	144.0	144.0
Shares of Wilson Irrigation Water Stock to date:	21.5	20.5	20.5

UTAH PUBLIC TREASURER'S INVESTMENT FUND

· OPERATIONS & MAINTENANCE ACCOUNT ·

		<u>RATE</u>	<u>DATE</u>
Balance as of June 1	\$ 4,688,117.31	1.1244%	Ongoing-Flexible
Deposits (by Weber County)	\$ 15,625.28		
Interest	\$ 4,100.16		
Withdrawals (by wire)	\$ 375,000.00		
Balance	\$ 4,332,842.75		

· METER FUND ACCOUNT ·

Balance	\$ 176,133.46	1.1244%	Ongoing-Flexible
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ROY WATER CONSERVANCY DISTRICT
2022 Profit & Loss Budget vs. Actual
 January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
3016 · Cell Tower Leases	28,232.19	56,000.00	-27,767.81
3020 · Surplus Water Sales/Wheeling Ch	2,596.16	13,000.00	-10,403.84
3028 · Interest-Checking & Investments	13,133.23	20,000.00	-6,866.77
3030 · Ad Valorem Tax	8,984.83	127,500.00	-118,515.17
3034 · Delinquent Assessments	16,205.34	30,000.00	-13,794.66
3035 · Direct Charges/Assessments	24,596.52	2,285,000.00	-2,260,403.48
3036 · Registered Vehicle F.I.L.	4,686.00	13,500.00	-8,814.00
3037 · Delinquent Ad Valorem Tax	1,253.67	2,500.00	-1,246.33
3040 · Non-Taxable Entity Assessments	0.00	65,000.00	-65,000.00
3045 · Homeowners 1 Yr Only Assmnt.	0.00	1,000.00	-1,000.00
3050 · Homeowners Yearly Assessments	0.00	5,000.00	-5,000.00
3150 · Misc. Income	0.00	1,000.00	-1,000.00
3156-22 · Sale of 2022 Vehicles	0.00	290,000.00	-290,000.00
3158-21 · Sale of 2022 CAT 938M	0.00	175,000.00	-175,000.00
3300 · Weber Basin - West Haven System	242,688.62	230,000.00	12,688.62
3301 · Weber Basin Administrative Fee	0.00	11,500.00	-11,500.00
3601-21 · WaterSmart Grant R22AP00053	0.00	75,000.00	-75,000.00
Total Income	342,376.56	3,401,000.00	-3,058,623.44
Gross Profit	342,376.56	3,401,000.00	-3,058,623.44
Expense			
4900 · Trustees Fees & Extra Meetings	10,244.86	20,000.00	-9,755.14
4903 · Scada	0.00	1,500.00	-1,500.00
4906 · Engineering	3,778.89	52,500.00	-48,721.11
4907 · Audit / CPA	15,246.00	20,000.00	-4,754.00
4908 · Attorney	4,624.00	33,000.00	-28,376.00
4909 · Advertising & Publishing	4,506.54	31,000.00	-26,493.46
4911 · Liability	32,048.23	38,000.00	-5,951.77
4912 · Workers Compensation	3,359.95	12,500.00	-9,140.05
4913 · Bonding	0.00	1,000.00	-1,000.00
5100 · Roy City Water Rental	0.00	25,000.00	-25,000.00
5101 · D & W Water Assessment	0.00	379,000.00	-379,000.00
5103 · Other Water Rental	5,512.50	15,000.00	-9,487.50
5105 · Weber Basin Lease Contract	0.00	44,000.00	-44,000.00
5106 · Wilson Water Assessment	1,890.00	2,000.00	-110.00
5200 · Utah Water Users Association	500.00	1,500.00	-1,000.00
5201 · Association Special Districts	2,091.00	3,000.00	-909.00
5202 · Water Education	132.14	1,000.00	-867.86
5204 · American Water Works	248.00	700.00	-452.00
5205-1 · Irrigation Caucus	400.00	400.00	0.00
5206-1 · Water Conservation (Other)	0.00	500.00	-500.00
5300 · Director Workshops/Training	2,884.70	22,000.00	-19,115.30
5301 · Employee Workshops/Training	5,961.41	26,000.00	-20,038.59
5302 · Medicare	4,979.77	10,300.00	-5,320.23
5303-00 · Gross Wages-RWCD	244,184.59	443,000.00	-198,815.41

ROY WATER CONSERVANCY DISTRICT
2022 Profit & Loss Budget vs. Actual
 January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
5303-01 · Overtime-RWCD	9,509.86	31,500.00	-21,990.14
5303-04 · Overtime-West Haven	5,150.31	8,250.00	-3,099.69
5303-05 · Double Time-RWCD	621.20	2,000.00	-1,378.80
5303-06 · Gross Wages-West Haven	34,288.79	123,750.00	-89,461.21
5303-07 · Double Time-West Haven	217.80	1,550.00	-1,332.20
5303-10 · Sick Leave Pay	4,651.97	29,000.00	-24,348.03
5303-11 · Annual Leave Pay	24,975.07	32,500.00	-7,524.93
5303-12 · Pager Time-RWCD	425.85	9,500.00	-9,074.15
5303-13 · Compensation Time	0.00	1,750.00	-1,750.00
5303-14 · Holiday Pay	13,291.68	25,000.00	-11,708.32
5303-15 · Pager Time-West Haven	350.06	6,250.00	-5,899.94
5303-20 · Vehicle Compensation	2,050.40		
5304 · FICA	21,292.66	44,750.00	-23,457.34
5307 · Retirement	52,319.55	99,000.00	-46,680.45
5308-04 · Medical FSA (Pre Tax)	908.17		
5308 · Health Insurance	74,051.93	143,000.00	-68,948.07
5309 · 401K	17,365.70	31,250.00	-13,884.30
5311 · Unemployment Comp.	470.19	3,100.00	-2,629.81
5312 · Disability	1,124.52	3,500.00	-2,375.48
5315 · General Office Expenses	3,217.68	20,000.00	-16,782.32
5316 · Office Travel Reimbursement	44.53	1,500.00	-1,455.47
5317 · Managers Expense	31.31	1,500.00	-1,468.69
5318 · Air Conditioning & Heating	0.00	2,000.00	-2,000.00
5319 · Computer Tech. Repair & Agrmnts	12,876.75	18,000.00	-5,123.25
5321 · Adjustments & Refunds	0.00	500.00	-500.00
5323 · Computer Hardware & Software	5,025.04	15,000.00	-9,974.96
5324 · Radio Maintenance	0.00	1,000.00	-1,000.00
5325 · Bldg Cleaning & Maint. Supplies	248.86	500.00	-251.14
5326 · Janitorial Services	1,682.50	3,000.00	-1,317.50
5327 · Office Improvements	0.00	5,000.00	-5,000.00
5328 · Conservation Study & Incentives	0.00	3,000.00	-3,000.00
5401 · Telephone	6,259.03	20,000.00	-13,740.97
5402 · Dominion Energy	2,513.18	4,500.00	-1,986.82
5403 · Rocky Mountain Power/Electrical	8,440.52	65,000.00	-56,559.48
5404 · Culinary Water (Riverdale)	817.59	2,500.00	-1,682.41
5405 · Trash	971.29	1,750.00	-778.71
5501 · Fuel	10,772.68	16,000.00	-5,227.32
5502 · Oil, Grease & Filters	226.85	1,250.00	-1,023.15
5503 · Tires	0.00	2,000.00	-2,000.00
5504 · Batteries	201.57	300.00	-98.43
5505 · Equipment Repair	207.70	5,000.00	-4,792.30
5506 · Equipment Tune-Up	133.09	750.00	-616.91
5507 · Truck Repair & Registration	0.00	1,500.00	-1,500.00
5509 · Portable Equipment	5.99	3,000.00	-2,994.01
5510 · Small Hand Tools - Shop	245.41	2,000.00	-1,754.59
5511 · Small Tools - Trucks	369.61	2,500.00	-2,130.39
5512 · Equipment Rental	0.00	1,500.00	-1,500.00
5600 · Oxygen, Acetylene & Welding Rod	238.21	1,500.00	-1,261.79
5601 · Rock & Road Base	1,358.46	3,500.00	-2,141.54

ROY WATER CONSERVANCY DISTRICT
2022 Profit & Loss Budget vs. Actual
 January through December 2022

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5602 · Concrete Products	0.00	400.00	-400.00
5603 · Nuts & Bolts	92.23	600.00	-507.77
5604 · Uniforms	89.97	2,000.00	-1,910.03
5605 · Safety Equipment	0.00	1,000.00	-1,000.00
5606 · Shop Clean & Maint. Supplies	218.81	1,000.00	-781.19
5608 · Building Maintenance (Shop)	1,422.31	2,000.00	-577.69
5609 · Shop Improvements	0.00	5,000.00	-5,000.00
5700 · District Property Maintenance	15,581.34	30,000.00	-14,418.66
5900 · Asphalt	7,225.00	3,500.00	3,725.00
5901 · Contractor	0.00	28,000.00	-28,000.00
5902 · Concrete	49.43	2,000.00	-1,950.57
5903 · Roy City Cut & Patch Fees	0.00	3,000.00	-3,000.00
5904 · Dispose Concrete & Asphalt	0.00	2,000.00	-2,000.00
6000 · Reservoir & Pumphouse	9,910.11	50,000.00	-40,089.89
6001 · Inlet Screen Repairs	430.69	5,000.00	-4,569.31
6100 · Pipeline Maintenance & Supplies	16,494.20	27,500.00	-11,005.80
6101 · Welding of Pipeline	650.00	1,000.00	-350.00
6102 · Blue Stakes	4,128.86	9,000.00	-4,871.14
6204 · Depreciation	226,015.00	100,000.00	126,015.00
8219-22 · CF Plan #1 Mainline Valves 22	0.00	40,000.00	-40,000.00
8229-22 · CF Plan #2 Connect Unconnecte...	749.69	48,000.00	-47,250.31
8262-21 · WaterSmart Grant R22AP00053-21	1,957.95	287,500.00	-285,542.05
8279 · CF Plan #4 2600 W 5800 S Replac	231,711.08	385,446.00	-153,734.92
8280 · CF Plan #5 1950 W 5100 S Replac	71,141.61	102,787.00	-31,645.39
8281 · CF Plan #6 4250 S 2350 W Connec	25,958.39	32,729.00	-6,770.61
8282-22 · Meter Retrofit DWRe Grant	36,191.70	1,500,000.00	-1,463,808.30
8305-22 · Truck Upgrades 2022	338,452.00	306,000.00	32,452.00
8326-22 · 2022 CAT 938M	0.00	190,000.00	-190,000.00
8332 · 2022 Colorado	0.00	42,000.00	-42,000.00
Total Expense	<u>1,650,016.51</u>	<u>5,191,562.00</u>	<u>-3,541,545.49</u>
Net Ordinary Income	-1,307,639.95	-1,790,562.00	482,922.05
Other Income/Expense			
Other Income			
3700 · Appropriation From Net Assets	0.00	1,802,062.00	-1,802,062.00
Total Other Income	0.00	1,802,062.00	-1,802,062.00
Other Expense			
8500 · Weber Basin Admin Expense	0.00	11,500.00	-11,500.00
Total Other Expense	0.00	11,500.00	-11,500.00
Net Other Income	0.00	1,790,562.00	-1,790,562.00
Net Income	<u><u>-1,307,639.95</u></u>	<u><u>0.00</u></u>	<u><u>-1,307,639.95</u></u>

11:42 AM
07/13/22

ROY WATER CONSERVANCY DISTRICT

O&M Checks

July 13 - 14, 2022

	Num	Name	Amount
Jul 13 - 14, 22			
	19771	Chad Zito	-\$275.01
	19772	Gary L. Newman	-\$200.01
	19773	Gary S. Adams	-\$275.01
	19774	Jon S. Ritchie	-\$200.01
	19775	Mark W. Ohlin	-\$275.01
	19776	Ace Recycling & Disposal	-\$142.95
	19777	Adams & Petersen CPA's	-\$4,971.00
	19778	Appstructure, LLC	-\$500.00
	19779	Blue Stakes of Utah	-\$658.40
	19780	Brady Industries	-\$248.86
	19781	Child Richards CPAs & Advisors	-\$10,275.00
	19782	Clear Link IT, LLC	-\$2,402.00
	19783	Clyde Snow & Sessons	-\$442.00
	19784	Comcast	-\$588.42
	19785	Dallas Green, Inc.	-\$141.97
	19786	Dominion Energy	-\$71.44
	19787	Durk's Plumbing Supply, Inc.	-\$155.41
	19788	Ferguson Enterprises	-\$31,219.13
	19789	Ferguson Enterprises	-\$5,712.60
	19790	Fuel Network	-\$2,706.27
	19791	Herrick Industrial Supply Company	-\$34.14
	19792	Home Depot	-\$1,182.00
	19793	J. D. Young & Son Landscape	-\$2,053.00
	19794	Jan-Pro of Utah	-\$215.00
	19795	LaRose Paving Inc.	-\$7,225.00
	19796	Linde Gas & Equipment, Inc.	-\$40.18
	19797	Mountainland Supply Company	-\$10,006.59
	19798	O'Reilly Automotive	-\$38.39
	19799	Opticare Vision Services	-\$96.30
	19800	PEHP Group Insurance	-\$11,795.40
	19801	Riverdale City Corporation	-\$141.64
	19802	Rocky Mountain Power	-\$37.77
	19803	Rocky Mountain Power	-\$10.26
	19804	Sam's Club	-\$144.09
	19805	SKM, Incorporated	-\$721.10
	19806	Spotless Window Washing	-\$285.00
	19807	Staker Parson Companies	-\$650.77
	19808	Truly Nolen of America, Inc.	-\$176.00
	19809	Verizon (V)	-\$407.06
	19810	Wilkinson Supply, Inc.	-\$1,858.44
	19811	Utah Local Governments Trust	-\$26,164.54
	19812	John Bjerregaard	-\$160.00
	19813	Utah State Tax Commission	-\$2,527.00
	19814	AFLAC	-\$131.80
	19815	Ferguson Enterprises	-\$689.90
	19816	Rocky Mountain Power	-\$8,126.36
Jul 13 - 14, 22		TOTAL	-\$136,378.23