

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Monthly Board of Trustees Meeting
February 14, 2024
5:00 P.M.

- | | |
|---|-------------|
| I. CALL TO ORDER | Chair Ohlin |
| II. PLEDGE OF ALLEGIANCE | Mark Ohlin |
| III. APPROVAL OF MINUTES | MOTION |
| IV. BUSINESS | |
| A. Public Comments | |
| B. Consideration of Weber Basin Water Conservancy District Metering Technology Support Services Agreement | MOTION |
| C. Consideration of Progress Payment Secondary Water Metering Project Phase 4 | MOTION |
| D. Consideration of Progress Payment Secondary Water Metering Project Phase 5 | MOTION |
| E. Consideration of Progress Payment Secondary Water Metering Project Phase 6 | MOTION |
| F. Consideration of Bank of Utah Treasury Management Services Agreement | MOTION |
| V. REPORTS FROM MANAGER & TRUSTEES | |
| A. Wilson Irrigation Company Stockholders Meeting February 13, 2024 | |
| B. Manager & Trustees Reports | |
| C. Review of Monthly Bank Statements and Cancelled Checks | Jon Ritchie |
| VI. APPROVAL OF FINANCIAL REPORTS | |
| A. Monthly Financial Report | MOTION |
| VII. APPROVAL OF CHECKS | |
| A. Current Checks | MOTION |
| VIII. ADJOURNMENT | MOTION |

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 13, 2024

SUBJECT: **IV.B. Consideration of Weber Basin Water Conservancy District Metering Technology Support Services Agreement**

The Weber Basin Water Conservancy District Metering Technology Support Services Agreement (Agreement) will replace the existing Water Meter Information Technology Support Services Agreement between the District and Weber Basin executed in May of 2019. This new Agreement will allow Weber Basin to create a customer portal for our District's customers. This new Agreement will be for a period of five years. The Agreement has been reviewed by Brent Rose, the District's attorney, and by Weber Basin's attorney. The recommendation is to approve the Agreement.

A suggested motion would be, "I move that we approve the Weber Basin Water Conservancy District Metering Technology Support Services Agreement."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 9, 2024

SUBJECT: **IV.C. Consideration of Progress Payment for Secondary Water Metering Project Phase 4**

The District has received a request for a progress payment from Leon Poulsen Construction for the Secondary Water Metering Project Phase 4. The progress payment is in the amount of \$148,193.20. 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 Secondary Water Metering Project Phase 4 in the amount of \$148,193.20 to Leon Poulsen Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 9, 2024

SUBJECT: **IV.D. Consideration of Progress Payment for Secondary Water Metering Project Phase 5**

The District has received a request for a progress payment from Post Construction for the Secondary Water Metering Project Phase 5. The progress payment is in the amount of \$245,079.10. 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 Secondary Water Metering Project Phase 5 in the amount of \$245,079.10 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 9, 2024

SUBJECT: **IV.E. Consideration of Progress Payment for Secondary Water Metering Project Phase 6**

The District has received a request for a progress payment from Post Construction for the Secondary Water Metering Project Phase 6. The progress payment is in the amount of \$155,125.50. 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 Secondary Water Metering Project Phase 6 in the amount of \$155,125.50 to Post Construction.”

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 13, 2024

SUBJECT: **IV.F. Consideration of Bank of Utah Treasury Management Services Agreement**

The District is transitioning to some technology that will allow the District to do deposits remotely without having to go to the Bank of Utah. With the construction that is occurring in front of our office, it will be good to have this service available to the District. The Agreement will also allow the District to do Direct Deposit for payroll, which is allowed in the District's fiscal policy, but has not been utilized up to this point. The recommendation is to approve the Agreement.

A suggested motion would be, "I move that we approve the Bank of Utah Treasury Management Services Agreement."

MEMORANDUM

TO: Board of Trustees

FROM: Rodney Banks, Manager

DATE: February 13, 2024

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

The following is a reminder of upcoming meetings and events:

Board Meeting – February 14, 2024, at 5:00 p.m.
Public Hearing for Bond – February 14, 2024, at 6:00 p.m.
Board Meeting – March 13, 2024, at 5:00 p.m.
Utah Water Law and Workshop – March 18-20, 2024, St. George, UT
Board Meeting – April 17, 2024, at 5:00 p.m.
Board Meeting – May 8, 2024, at 5:00 p.m.
Public Hearing for Allotment of Water – May 8, 2024, at 6:00 p.m.
Public Hearing for Rate Increase – May 8, 2024, at 6:00 p.m.
Board Meeting – June 5, 2024, at 5:00 p.m.
Board Meeting – July 10, 2024, at 5:00 p.m.
Board Meeting – August 14, 2024, at 5:00 p.m.
Board Meeting – September 11, 2024, at 5:00 p.m.
Board Meeting – October 9, 2024, at 5:00 p.m.
UASD Annual Convention November 6-8, 2024, Layton, UT
Board Meeting – November 13, 2024, at 5:00 p.m.
Board Meeting – December 11, 2024, at 5:00 p.m.
Public Hearing for Adoption of 2025 Budget – December 11, 2024, at 6:00 p.m.
Public Hearing for Allotment of Water – December 11, 2024, at 6:00 p.m.

As of February 13th, East Canyon is 92% full, Echo Reservoir is 77% full, and the Weber River basin water year-to-date snow water equivalent is 111% of median. Currently almost 36% of the state of Utah is in abnormally dry to moderate drought condition. As of April 11, 2023, the District's boundaries were moved to the no drought category.

INTERNAL AUDIT REPORT

FEBRUARY 13, 2024

(JANUARY 31, 2024, 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 type="checkbox"/> | <input checked="" 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 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: _____

Bank of Utah

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

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

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


PTIF

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

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

6. Account No. ****6249: _____

I have completed the above procedures for the month of February 13, 2024, (January 31, 2024 Statements).



Jon S. Ritchie, Audit Committee Chair

ZION BANK PURCHASE CARDS

INTERNAL AUDIT REPORT

FEBRUARY 13, 2024

(JANUARY 31, 2024 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 type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Question any large or unusual charges not previously discussed or approved during board meeting. |
| <input checked="" type="checkbox"/> | <input checked="" 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: _____ *OK*

8. Purchase Card - Durbano: _____ *OK*

9. Purchase Card - Thurgood: _____

10. Purchase Card - Doxey: _____

11. Purchase Card - Sandberg: _____

12. Purchase Card - Toupin: _____ *OK*

13. Purchase Card - Harris: _____

all good

I have completed the above procedures for the month of February 13, 2024, (January 31, 2023 Statements).

Jon S. Ritchie, Audit Committee Chair

FINANCIAL REPORT
• FEBRUARY 2024 •

GENERAL FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of January 1	\$ 545,190.18	\$ 281,775.05	\$ 747,316.94
Deposits	\$ 1,395,394.30	\$ 874,046.96	\$ 12,028.48
Interest	\$ 3,019.19	\$ 1,154.26	\$ 194.70
Withdrawals	\$ 1,109,686.31	\$ 121,311.95	\$ 248,241.98
Balance as of January 31	\$ 833,917.36	\$ 1,035,664.32	\$ 511,298.14

CAPITAL FACILITIES FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of January 1	\$ 130,912.89	\$ 124,762.81	\$ 123,155.51
Deposits	\$ -	\$ -	\$ -
Interest	\$ 639.54	\$ 393.84	\$ 36.91
Withdrawals	\$ -	\$ -	\$ -
Balance as of January 31	\$ 131,552.43	\$ 125,156.65	\$ 123,192.42

WEBER BASIN FUND

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Balance as of January 1	\$ 593,135.12	\$ 471,618.27	\$ 370,505.60
Deposits	\$ 259,913.35	\$ 249,662.63	\$ 242,688.62
Interest	\$ 3,727.53	\$ 2,070.81	\$ 162.90
Withdrawals	\$ 10,827.75	\$ 5,378.01	\$ 6,948.56
Balance as of January 31	\$ 845,948.25	\$ 717,973.70	\$ 606,408.56

CONNECTIONS

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Connections made during the previous month (January)	1	0	0
Total connections made during the current year	1	0	0
Total active connections	10,845	10,811	10,796

SHARES

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Shares of D&WCCC Water Stock to date:	1,515.0	1,515.0	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:	22.0	21.5	21.0

UTAH PUBLIC TREASURER'S INVESTMENT FUND

· OPERATIONS & MAINTENANCE ACCOUNT ·

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of January 1	\$ 4,417,184.41	5.4817%	Ongoing-Flexible
Deposits (by Weber County)	\$ 59,129.46		
Interest	\$ 20,718.66		
Withdrawals (by wire)	\$ 13,870.90		
Balance as of January 31	\$ 4,483,161.63		

· METER FUND ACCOUNT ·

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of January 1	\$ 1,221,593.48	5.4817%	Ongoing-Flexible
Deposits	\$ 13,870.90		
Interest	\$ 5,729.00		
Withdrawals	\$ -		
Balance as of January 31	\$ 1,241,193.38		

· BOND PROCEEDS METERING PROJECT ACCOUNT ·

	<u>2024</u>	<u>RATE</u>	<u>DATE</u>
Balance as of January 1	\$ 2,087,840.22	5.4817%	Ongoing-Flexible
Deposits	\$ -		
Interest	\$ 9,274.96		
Withdrawals	\$ 204,898.44		
Balance as of January 31	\$ 1,892,216.74		

1:30 PM
02/14/24

ROY WATER CONSERVANCY DISTRICT

O&M Checks

February 14 - 15, 2024

Num	Name	Amount
Feb 14 - 15, 24		
EFT	Dominion Energy	-\$1,142.45
EFT	Riverdale City Corporation	-\$177.35
EFT	Rocky Mountain Power	-\$10.26
EFT	Zions Bank	-\$1,952.31
EFT	Rocky Mountain Power	-\$31.47
EFT	Comcast	-\$775.88
EFT	Utah Local Governments Trust	-\$1,287.07
21066	Chad Zito	-\$275.00
21067	Gary L. Newman	-\$200.00
21068	Gary S. Adams	-\$275.00
21069	Jon S. Ritchie	-\$200.00
21070	Mark W. Ohlin	-\$330.41
21071	Ace Recycling & Disposal	-\$139.61
21072	Blue Stakes of Utah	-\$1,146.60
21073	Clear Link IT, LLC	-\$2,636.80
21074	Clyde Snow & Sessions	-\$2,440.00
21075	Dallas Green, Inc.	-\$49.99
21076	Desert Diamond Industries, LLC	-\$600.00
21077	Ferguson Waterworks	-\$90,279.13
21078	Fuel Network	-\$1,092.47
21079	Herrick Industrial Supply Company	-\$98.10
21080	Holland Equipment Company	-\$677.81
21081	Intermountain Workmed	-\$73.00
21082	J. D. Young & Son Landscape	-\$2,053.00
21083	Jan-Pro of Utah	-\$265.00
21084	Leon Poulsen Construction Co.	-\$148,193.20
21085	LGG Industrial, Inc.	-\$136.60
21086	Linde Gas & Equipment, Inc.	-\$223.73
21087	Monsen Engineering, Inc.	-\$24,661.12
21088	Mountainland Supply Company	-\$152,477.41
21089	NWRA Irrigation Caucus	-\$400.00
21090	Opticare Vision Services	-\$96.30
21091	PEHP Group Insurance	-\$13,289.42
21092	PEHP Long-Term Disability	-\$311.73
21093	PEHP Long-Term Disability	-\$302.30
21094	Post Asphalt Paving & Construction	-\$245,079.10
21095	Post Asphalt Paving & Construction	-\$155,125.50
21096	Staker Parson Companies	-\$1,121.92
21097	Steve Regan Company	-\$10,877.70
21098	Verizon	-\$403.29
21099	Wasatch Civil Engineering	-\$4,799.77
21100	Wasatch Civil Engineering	-\$1,717.50
21101	Wasatch Civil Engineering	-\$9,190.75
21102	Weber Basin Water Cons. District	-\$72,138.01
21103	Wilson Irrigation Company	-\$2,156.00
21104	Utah State Tax Commission	-\$2,419.00
21105	AFLAC	-\$176.65
ACH	Courtney L. Harris	-\$2,118.01
ACH	Justin J. Sandberg	-\$1,920.63
ACH	Kent D. Thurgood	-\$2,308.27
ACH	Linda A. Toupin	-\$1,940.01
ACH	Nathan S. Doxey	-\$1,913.70
ACH	Philip W. Durban	-\$2,510.92
ACH	Rodney D. Banks	-\$4,031.67
Feb 14 - 15, 24	TOTAL	-\$970,248.92

Roy Water Conservancy District

5440 Freeway Park Drive
Riverdale, UT 84405

AGENDA

Board of Trustees' Public Hearing Meeting
February 14, 2024
6:00 P.M.

- | | | |
|-----------|--|-------------|
| 6:00 p.m. | I. CALL TO ORDER | Chair Ohlin |
| | II. PUBLIC HEARING FOR THE DISTRICT'S WATER REVENUE BOND, SERIES 2024 | |
| | A. Public Hearing Opened | MOTION |
| | B. Closure of Public Hearing | MOTION |
| | III. 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.