



Bona Vista Water Improvement District

2020 W 1300 N, Farr West, Utah 84404

Phone (801) 621-0474

**Agenda for Board of Directors Meeting
Scheduled for Monday, May 19, 2025
To be held at the District's Office at 2:00 p.m.**

1. Call the meeting to order – *Chairman Stratford.*
2. Approve the meeting minutes from April 28, 2025 – *Chairman Stratford.*
3. Discussion and motion on the check register for April 2025 – *Shauna Gilchrist*
4. Update on Hot Springs Tank and Shop Well – *Matt Fox.*
5. Water Report – *Matt Fox.*
6. Human Resource Updates – *Shauna Gilchrist*
7. Staff and Board Comments.
8. Adjourn.

Join Zoom Meeting

<https://us02web.zoom.us/j/85490218218>

Meeting ID: 854 9021 8218



Bona Vista Water Improvement District

2020 W 1300 N, Farr West, Utah 84404

Phone (801) 621-0474

Board of Trustees Meeting Minutes

Date: Monday, April 28, 2025

Time: 2:00 p.m.

Location: Bona Vista Water Improvement District Office

Board Members Present:

Ron Stratford, Chairman

Mayor Michelle Tait

Staff Members Present:

Chris Crockett, Attorney

Matt Fox, General Manager

Kenny Hefflefinger, Assistant Manager

Shauna Gilchrist, Administrative Manager

Excused Attendees:

Mayor Ken Phippen, Vice Chairman

Mayor Scott Van Leeuwen

Electronic Attendees via Zoom:

Mayor John Beesley

1. Call to Order

The meeting was called to order at 2:04 p.m. by Chairman Ron Stratford.

2. Approval of Minutes

Chairman Stratford called for a motion to approve the minutes from the Board of Trustees meeting held on March 31, 2025.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Beesley, Stratford, Tait – Aye)
- **Result:** Motion carried.

3. March 2025 Check Register

The check register for March 2025 was reviewed and discussed.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Beesley, Stratford, Tait – Aye)
- **Result:** Motion carried.

4. Resolution 01-2025 – Authorization to Transact with Utah Public Treasurers' Investment Fund

The Board discussed Resolution 01-2025, authorizing Chairman Ronald Stratford, District Manager Matt Fox, and Administrative Manager Shauna Gilchrist to transact business with the PTIF on behalf of the District.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Beesley, Stratford, Tait – Aye)

- **Result:** Motion carried.

5. Resolution 02-2025 – Authorization to Transact with Goldenwest Credit Union

This resolution authorizes Chairman Stratford, District Manager Fox, and Legal Counsel Crockett to transact business with Goldenwest Credit Union. It also authorizes Administrative Manager Gilchrist to access all financial records as the account manager and District Clerk.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Tait, Beesley, Stratford – Aye)
- **Result:** Motion carried.

6. Resolution 03-2025 – Authorization to Transact with America First Credit Union

This resolution authorizes Chairman Stratford, District Manager Fox, and Legal Counsel Crockett to transact business with America First Credit Union. It also authorizes Administrative Manager Gilchrist to access all financial records as the account manager and District Clerk.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Tait, Beesley, Stratford – Aye)
- **Result:** Motion carried.

7. Project Updates – Hot Springs Tank and Shop Well

- **Hot Springs Tank:** Preconstruction scheduled to begin May 6, 2025. Previous radar anomalies were identified as differences in ground density and are not problematic.
- **Shop Well:** Updates expected following the May 8 preconstruction meeting.

8. Request to ratify Contract between the District and Lang Equipment, LLC for construction of the new Shop Well

Three bids were received. Lang Equipment, LLC was awarded the contract at \$371,000.

- **Motion to Approve:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Beesley, Stratford, Tait – Aye)
- **Result:** Motion carried.

9. Water Report

Matt Fox reported that hydrant flushing continues due to dirty water from Ogden City, which has since switched to well water, improving quality. Minimal water loss was recorded for March.

10. Contract between Momentum Employer Group ASO, LLC and the District for human resource services

The Board discussed the HR services agreement. Matt and Shauna agreed the coverage is comprehensive and improves reporting structure.

Chris Crockett noted the need for a fraud hotline. Shauna will verify if Momentum provides this service.

- **Motion to Approve:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Beesley, Stratford, Tait – Aye)
- **Result:** Motion carried.

11. Closed Session

Chairman Stratford made a motion to enter a closed meeting to discuss the character, professional competence, or physical/mental health of an individual.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Tait, Stratford, Beesley – Aye)
- **Result:** Motion carried.

12. Return to Public Meeting

- Motion to Resume Public Meeting: Approved unanimously.

13. Staff and Board Comments

- **Matt Fox:** Reported trespassing and vandalism at the Hot Springs Tank. Denco Security will install cameras and sensors. Dirty water complaints have decreased.
- **Mayor Tait:** Requested clarification on water pressure in Harrisville. Kenny Hefflefinger and Matt Fox provided information on regulating valves and state requirements. The new Bona Vista well will help increase pressure.
- **Mayor Beesley:** No comments.
- **Chairman Stratford:** Asked about drought conditions. Matt Fox explained the state's drought notification system and tiered rate responses.
- **Chris Crockett:** Confirmed Weber County comptrollers can process ARPA reimbursements for Bona Vista Water. Thanked staff for an informative tank site tour.
- **14. Adjournment**

Chairman Stratford called for a motion to adjourn. Mayor Tait made a motion, and Mayor Beesley seconded the motion. Trustees Beesley, Stratford and Tait voted aye. The motion carried.

Minutes submitted by: Shauna Gilchrist, Administrative Manager

Date Submitted: May 15, 2025

Attachments:

Exhibit A – Resolution 2025-01

Exhibit B – Resolution 2025-02

Exhibit C – Resolution 2025-03

EXHIBIT A – RESOLUTION NO. 01-2025

RESOLUTION NO. 01-2025

A RESOLUTION OF THE GOVERNING BOARD OF THE BONA VISTA WATER IMPROVEMENT DISTRICT AUTHORIZING CERTAIN INDIVIDUALS TO TRANSACT BUSINESS WITH THE UTAH PUBLIC TREASURERS' INVESTMENT FUND ON BEHALF OF THE DISTRICT

WHEREAS, the Bona Vista Water Improvement District ("District") is an improvement district duly organized and existing under the laws of the State of Utah; and

WHEREAS, the Utah Public Treasurers' Investment Fund ("PTIF") is available to local governmental entities as a short-term cash investment option; and

WHEREAS, the District utilizes PTIF to accommodate investment of certain funds; and

WHEREAS, the State Treasurer requires public entities with PTIF accounts to designate at least two individuals that are authorized to: 1) add or delete users to access and/or transact with PTIF accounts; 2) add, delete, or make changes to bank accounts tied to PTIF accounts; 3) open or close PTIF accounts; and 4) execute any necessary forms in connection with such changes on behalf of an entity; and

WHEREAS, the District previously passed Resolution 04-2024, authorizing individuals holding certain positions to transact with the PTIF, so long as those individuals held said positions, and

WHEREAS, these Positions include the Board Chair, the District Manager, and the District Recorder/Clerk; and

WHEREAS, the District has a new Board Chair, making it necessary to submit a change form to authorize these individuals to transact business with the PTIF on behalf of the District;

NOW THEREFORE, be it resolved by the Board of Trustees of the Bona Vista Water Improvement District, that the following individuals are authorized to transact with the PTIF so long as they hold office:

- Ronald Stratford, Board Chair
- Matthew Fox, District Manager
- Shauna Gilchrist, Administrative Manager

The Administrative Manager shall prepare and complete an approved PTIF change form(s), including gathering any necessary signatures and submitting it to the Utah State Treasurer's Office.

APPROVED this 28th day of April, 2025.

BONA VISTA WATER IMPROVEMENT
DISTRICT

By 
Ronald Stratford, Chair

ATTEST:



Administrative Manager

EXHIBIT B – RESOLUTION NO. 02-2025

RESOLUTION NO. 02-2025

**A RESOLUTION OF THE GOVERNING BOARD OF THE BONA VISTA WATER
IMPROVEMENT DISTRICT AUTHORIZING CERTAIN INDIVIDUALS TO
TRANSACTION BUSINESS WITH GOLDENWEST CREDIT UNION**

WHEREAS, the Bona Vista Water Improvement District ("District") is an improvement district duly organized and existing under the laws of the State of Utah; and

WHEREAS, the District has financial accounts with Goldenwest Credit Union for the purpose of conducting business; and

WHEREAS, employee turnover has made it necessary to update District records with Goldenwest Credit Union so that it may continue accessing and using these accounts;

NOW THEREFORE, be it resolved by the Board of Trustees of the Bona Vista Water Improvement District that the following individuals are authorized to be official signatories on the District's accounts:

- Ronald Stratford, Board Chair
- Matthew Fox, District Manager
- Christopher K. Crockett, Legal Counsel

No funds may be withdrawn without the signatures of at least two individuals named above. The Board also authorizes the District's Administrative Manager, Shauna Gilchrist, to have full access to view and review any and all financial records in the fulfillment of her duties as District Clerk. She shall also coordinate with Goldenwest Credit Union and the signers listed above in executing any documents required to authorize these changes.

APPROVED this 28th day of April, 2025.

BONA VISTA WATER IMPROVEMENT
DISTRICT

By 
Ronald Stratford, Chair

ATTEST:



Administrative Manager

EXHIBIT C – RESOLUTION NO. 03-2025

RESOLUTION NO. 03-2025

**A RESOLUTION OF THE GOVERNING BOARD OF THE BONA VISTA WATER
IMPROVEMENT DISTRICT AUTHORIZING CERTAIN INDIVIDUALS TO
TRANSACTION BUSINESS WITH AMERICA FIRST CREDIT UNION**

WHEREAS, the Bona Vista Water Improvement District ("District") is an improvement district duly organized and existing under the laws of the State of Utah; and

WHEREAS, the District has financial accounts with America First Credit Union for the purpose of conducting business; and

WHEREAS, employee turnover has made it necessary to update District records with America First Credit Union so that it may continue accessing and using these accounts;


NOW THEREFORE, be it resolved by the Board of Trustees of the Bona Vista Water Improvement District that the following individuals are authorized to be official signatories on the District's accounts:

- Ronald Stratford, Board Chair
- Matthew Fox, District Manager
- Christopher K. Crockett, Legal Counsel

No funds may be withdrawn without the signatures of at least two individuals named above. The Board also authorizes the District's Administrative Manager, Shauna Gilchrist, to have full access to view and review any and all financial records in the fulfillment of her duties as District Clerk. She shall also coordinate with America First Credit Union and the signers listed above in executing any documents required to authorize these changes.

APPROVED this 28th day of April, 2025.

BONA VISTA WATER IMPROVEMENT
DISTRICT

By 
Ronald Stratford, Chair

ATTEST:



Administrative Manager

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
04/25	04/07/2025	15532	1005	Aflac	197.08
04/25	04/07/2025	15533	1440	Central Weber Sewer Improvement District	21,895.54
04/25	04/07/2025	15534	6260	CORE & MAIN	1,123.90
04/25	04/07/2025	15535	6292	Christopher K. Crockett	2,250.00
04/25	04/07/2025	15536	1720	DENCO SECURITY	45.00
04/25	04/07/2025	15537	6256	Enbridge Gas	18.54
04/25	04/07/2025	15538	1855	Farr West City	167,174.76
04/25	04/07/2025	15539	1922	Freedom Mailing Services	178.08
04/25	04/07/2025	15540	2610	Griffin Fast Lube, LLC.	105.75
04/25	04/07/2025	15541	2080	Harrisville City	171,054.95
04/25	04/07/2025	15542	2440	INTERMOUNTAIN FARMERS ASSOC.	361.24
04/25	04/07/2025	15543	6114	JUB ENGINEERS, INC.	22,827.88
04/25	04/07/2025	15544	2960	MARRIOTT CONSTRUCTION	196,720.55
04/25	04/07/2025	15545	6268	MARRIOTT-SLATERVILLE CITY	57,597.27
04/25	04/07/2025	15546	2605	Pilot Thomas	1,803.85
04/25	04/07/2025	15547	4200	Plain City	172,383.65
04/25	04/07/2025	15548	4041	Public Employees Health Program	.00 V
04/25	04/07/2025	15549	4400	Rural Water Association of Utah	540.00
04/25	04/07/2025	15550	6349	SCOTT VANLEEUWEN	500.00
04/25	04/07/2025	15551	6350	Shauna Gilchrist	349.00
04/25	04/07/2025	15552	6317	UniFirst Corporation	200.26
04/25	04/07/2025	15553	4041	Public Employees Health Program	33,292.48
04/25	04/07/2025	15554	4041	Public Employees Health Program	620.96
04/25	04/07/2025	15555	1056	Bank of Utah / Cardmember Service	1,879.56
04/25	04/23/2025	15556	5915	A-1 KEY SERVICE	252.00
04/25	04/23/2025	15557	1056	Bank of Utah / Cardmember Service	2,192.17
04/25	04/23/2025	15558	4585	Blue Stakes of Utah 811	812.74
04/25	04/23/2025	15559	6318	Chemtech-Ford, Inc.	2,990.00
04/25	04/23/2025	15560	6169	Comcast	497.90
04/25	04/23/2025	15561	6252	COMMERCIAL TIRE	382.44
04/25	04/23/2025	15562	6260	CORE & MAIN	2,532.15
04/25	04/23/2025	15563	6256	Enbridge Gas	371.10
04/25	04/23/2025	15564	1922	Freedom Mailing Services	3,764.56
04/25	04/23/2025	15565	1931	GATEWAY MAPPING INC.	168.50
04/25	04/23/2025	15566	1961	Granite Construction Company	1,426.86
04/25	04/23/2025	15567	2040	HACH COMPANY	179.95
04/25	04/23/2025	15568	6265	Lawn Police	93.00
04/25	04/23/2025	15569	6224	Les Olson IT	346.48
04/25	04/23/2025	15570	6329	Magna5 MS LLC	1,146.35
04/25	04/23/2025	15571	2961	Marriott - Satterthwaite Rock Products	351.62
04/25	04/23/2025	15572	3042	METERWORKS, INC.	5,389.22
04/25	04/23/2025	15573	3265	MOUNTAINLAND SUPPLY COMPANY	4.70
04/25	04/23/2025	15574	3500	Office Depot	103.42
04/25	04/23/2025	15575	6351	Personnel Systems & Services	2,500.00
04/25	04/23/2025	15576	4041	Public Employees Health Program	290.88
04/25	04/23/2025	15577	4041	Public Employees Health Program	16,892.08
04/25	04/23/2025	15578	6327	Rich Fastener & Supply	404.40
04/25	04/23/2025	15579	6309	RJ Analytical, LLC	150.00
04/25	04/23/2025	15580	4358	Robinson Waste Services	86.54
04/25	04/23/2025	15581	4499	Shred-It / Stericycle, Inc.	89.76
04/25	04/23/2025	15582	6277	SJE INC.	630.00
04/25	04/23/2025	15583	4642	Fleet Operations - Fuel Network	2,646.99
04/25	04/23/2025	15584	6317	UniFirst Corporation	802.49
04/25	04/23/2025	15585	6334	U.S. Bank Equipment Finance	175.59
04/25	04/23/2025	15586	6119	IVORY HOMES	13.25
04/25	04/23/2025	15587	6119	Visionary Homes	514.60
04/25	04/23/2025	15588	6119	Visionary Homes	44.26



WATER USE REPORT

Summary of April 2025				
	2022	2023	2024	2025
Weber Basin	207	213	192	214
Ogden City	143	109	158	105
Farr West Well	21	0	126	82
North Ogden	0	0	0	0
Total AF:	371	322	476	401

Weber Basin Water Conservancy District								
	3180 A.F.		3786 A.F.		3786 A.F.		3786 A.F.	
MONTH	2022		2023		2024		2025	
	A.F.	GALLONS	A.F.	GALLONS	A.F.	GALLONS	A.F.	GALLONS
January	171	55,598,000	237	77,070,000	208	67,645,000	208	67614083
February	186	60,506,000	189	61,739,000	210	68,481,000	215	70175271
March	218	71,001,000	202	65,660,000	252	81,977,000	189	61585839
April	207	67,343,000	213	69,432,000	192	62,616,000	214	69732114
May	232	75,590,000	269	87,562,000	214	69,722,000		0
June	231	75,199,000	390	127,099,000	314	102,224,000		0
July	336	109,565,000	410	133,664,000	425	138,470,000		0
August	375	122,140,000	498	162,435,000	384	125,013,000		0
September	337	109,948,000	395	128,808,000	388	126,551,000		0
October	294	95,838,000	297	96,710,000	320	104,164,000		0
November	222	72,551,000	200	65,330,000	224	73,143,000		0
December	217	70,913,000	237	77,110,000	229	745,130,000		0
TOTAL	3025	986,192,000	3537	1,152,619,000	3359	1,765,136,000	826	269,107,307
% of Contracted Water Used:	80%		93%		89%		22%	

Ogden City								
	1451 A.F.		1451 A.F.		1451 A.F.		1451 A.F.	
MONTH	2022		2023		2024		2025	
	A.F.	GALLONS	A.F.	GALLONS	A.F.	GALLONS	A.F.	GALLONS
January	92	29,860,630	131	42,729,390	126	41,259,000	153	49855203
February	88	28,625,250	158	51,526,800	140	45,559,000	158	51484458
March	100	32,581,120	118	38,339,000	135	43,909,000	49	15966699
April	143	46,608,000	109	35,388,330	158	51,428,000		0
May	135	44,071,820	61	19,929,670	183	59,614,000		0
June	129	42,087,950	103	33,435,000	114	37,300,000		0
July	103	33,464,890	70	22,854,000	134	23,623,000		0
August	48	15,666,455	60	19,546,000	46	15,049,000		0
September	38	12,504,885	82	26,677,000	53	17,312,000		0
October	82	26,732,000	90	29,384,000	88	28,829,000		0
November	111	36,021,000	79	25,615,000	154	50,128,000		0
December	151	49,288,810	99	32,273,000	88	28,638,000		0
TOTAL	1220	397,512,810	1159	377,697,190	1419	442,648,000	360	117,306,360
% of Contracted Water Used:	84%		80%		98%		25%	

Farr West Well								
MONTH	1291 A.F.		1291 A.F.		1291 A.F.		1291 A.F.	
	2022 A.F.	GALLONS	2023 A.F.	GALLONS	2024 A.F.	GALLONS	2025 A.F.	GALLONS
January	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	89	29000739
April	21	6,861,000	0	0	126	41,033,114	82	26719782
May	132	43,039,000	0	0	98	32,056,738		0
June	113	36,725,700	0	0	100	32,460,933		0
July	109	35,641,000	0	0	99	32,275,713		0
August	105	34,114,600	0	0	87	28,266,948		0
September	41	13,409,200	0	0	44	14,260,302		0
October	0	0	0	0	0	0		0
November	0	0	0	0	0	0		0
December	0	0	0	0	0	9,280		0
TOTAL	521	169,790,500	0	0	553	180,363,028	171	55,720,521
% of Contracted Water Used:	40%		0%		43%		13%	

North Ogden Spring								
MONTH	241 A.F.		241 A.F.		241 A.F.		241 A.F.	
	2022 A.F.	GALLONS	2023 A.F.	GALLONS	2024 A.F.	GALLONS	2025 A.F.	GALLONS
January	8	2,768,000	0	0	17	5,540,000	16	5213616
February	0	0	0	0	0	0	2	651702
March	17	5,682,000	13	4,180,000	0	0	0	0
April	0	0	0	0	0	0		0
May	15	4,864,000	5	1,584,000	24	7,823,000		0
June	9	2,982,000	39	12,634,000	32	10,481,000		0
July	11	3,600,000	22	7,263,000	27	8,670,000		0
August	9	3,070,000	21	6,742,000	22	7,214,000		0
September	8	2,553,000	19	6,182,000	16	5,286,000		0
October	7	2,328,000	15	4,986,000	16	5,190,000		0
November	9	3,040,000	18	5,946,000	16	5,280,000		0
December	7	2,214,000	9	2,776,000	11	3,274,000		0
TOTAL	101	33,101,000	160	52,293,000	181	58,758,000	18	5,865,318
% of Contracted Water Used:	42%		67%		75%		8%	

Year-to-Date Summary in Acre Feet

Available:	6770
Used:	377
Remaining:	94%