



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
TRANSACTION 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

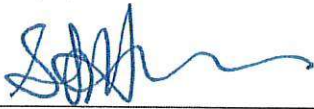
The Administrative Manager shall prepare and complete an approved PTIF change form(s), including gathering any necessary signatures and submitting it to the Utah State Treasurer's Office.

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;

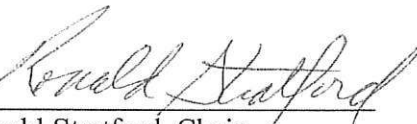
NOW THEREFORE, be it resolved by the Board of Trustees of the Bona Vista Water Improvement District that the following individuals are authorized to be official signatories on the District's accounts:

- 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;

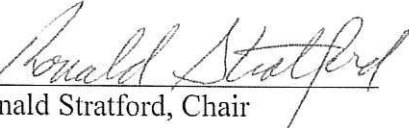
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APPROVED this 28th day of April, 2025.

BONA VISTA WATER IMPROVEMENT
DISTRICT

By 
Ronald Stratford, Chair

ATTEST:



Administrative Manager