



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, June 30, 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 May 19, 2025 – *Chairman Stratford.*
3. Discussion and motion on the check register for May 2025 – *Shauna Gilchrist*
4. Financial Review & 2024 Audit Presentation – *FJ & Associates, PLLC*
5. Discussion and motion to approve the new Employee Handbook & Policy Manual – *Momentum Employer Group*
6. Discussion and motion to approve Harrisville Road Waterline Project Phase 1 Bid – *Matt Fox*
7. Update on Hot Springs Tank and Shop Well – *Matt Fox*
8. Water Report – *Matt Fox*
9. Request for Administrative Technician position – *Shauna Gilchrist*
10. Staff and Board comments.
11. Adjourn.

Join Zoom Meeting

<https://us02web.zoom.us/j/8500694452?omn=86752301830>

Meeting ID: 850 069 4452



Bona Vista Water Improvement District

2020 W 1300 N, Farr West, Utah 84404

Phone (801) 621-0474

Board of Trustees Meeting Minutes

Date: Monday, May 19, 2025

Time: 2:00 p.m.

Location: Bona Vista Water Improvement District Office

Board Members Present:

Ron Stratford, Chairman

Mayor Michelle Tait

Mayor Ken Phippen, Vice Chairman

Mayor Scott Van Leeuwen

Staff Members Present:

Matt Fox, General Manager

Kenny Hefflefinger, Assistant Manager

Shauna Gilchrist, Administrative Manager

Excused Attendees:

Chris Crockett, Attorney

Electronic Attendees via Zoom:

Mayor John Beesley

1. Call to Order

The meeting was called to order at 2:00 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 April 28, 2025.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Phippen
- **Vote:** Stratford, Tait, Van Leeuwen, Phippen– Aye; Mayor Beesley not present for vote.
- **Result:** Motion carried.

3. March 2025 Check Register

The check register for March 2025 was reviewed and discussed.

- **Motion:** Mayor Tait
- **Seconded:** Mayor Van Leeuwen
- **Vote:** Stratford, Tait, Van Leeuwen, Phippen – Aye; Mayor Beesley- not present for vote.
- **Result:** Motion carried.

4. Project Updates – Hot Springs Tank and Shop Well

- **Hot Springs Tank:** Concrete is going to be poured in the next month.
- **Shop Well:** Drilling will start the week of May 26th.

5. Water Report

Matt Fox reported that current water usage is within expected parameters. He also noted that crews will be activating two additional wells to supplement water sourcing for the upcoming season.

6. HR Update

Shauna informed the board that Momentum Group would be updating employee handbook and policy manuals. Per HR recommendation, there would be no issuing of early retirement benefits to avoid precedence issues.

13. Staff and Board Comments

- **Matt Fox:** Informed that all personnel requiring professional licenses and certifications have successfully obtained them, ensuring full compliance with applicable standards and regulations. He stressed the importance of future resource planning, and it was noted that mayors should begin reviewing potential conservation programs moving forward.
- **Mayor Phippen:** Informed the board there may be a CRA ask in the coming weeks or months.
- **Mayor Tait:** No comments.
- **Mayor Beesley:** No comments.
- **Chairman Stratford:** No comments.
- **Mayor Van Leeuwen:** No comments.

14. Adjournment

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

Minutes submitted by: Shauna Gilchrist, Administrative Manager

Date Submitted: June 27, 2025

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
05/25	05/12/2025	14711	6268	MARRIOTT-SLATERVILLE CITY	44,023.34- V
05/25	05/12/2025	15593	1005	Aflac	197.08
05/25	05/12/2025	15594	6354	ALL FENCE SUPPLY	1,600.35
05/25	05/12/2025	15595	4585	Blue Stakes of Utah 811	934.23
05/25	05/12/2025	15596	1360	CAL RANCH STORE	2.98
05/25	05/12/2025	15597	1440	Central Weber Sewer Improvement District	25,946.00
05/25	05/12/2025	15598	5640	CHILD RICHARDS CPAS & ADVISORS	2,020.00
05/25	05/12/2025	15599	6169	Comcast	497.90
05/25	05/12/2025	15600	6260	CORE & MAIN	1,797.40
05/25	05/12/2025	15601	1855	Farr West City	165,888.21
05/25	05/12/2025	15602	1922	Freedom Mailing Services	3,576.32
05/25	05/12/2025	15603	1961	Granite Construction Company	126.48
05/25	05/12/2025	15604	2080	Harrisville City	163,401.03
05/25	05/12/2025	15605	2315	Industrial Supply	62.67
05/25	05/12/2025	15606	6353	Jiffy Lube My Fleet Center	150.96
05/25	05/12/2025	15607	6114	JUB ENGINEERS, INC.	24,168.68
05/25	05/12/2025	15608	6295	LaRose Paving Inc.	1,890.00
05/25	05/12/2025	15609	6224	Les Olson IT	224.90
05/25	05/12/2025	15610	6329	Magna5 MS LLC	1,143.05
05/25	05/12/2025	15611	2960	MARRIOTT CONSTRUCTION	46,607.55
05/25	05/12/2025	15612	6268	MARRIOTT-SLATERVILLE CITY	56,282.46
05/25	05/12/2025	15613	3042	METERWORKS, INC.	12,916.80
05/25	05/12/2025	15614	3265	MOUNTAINLAND SUPPLY COMPANY	1,054.62
05/25	05/12/2025	15615	4200	Plain City	171,377.20
05/25	05/12/2025	15616	4358	Robinson Waste Services	173.47
05/25	05/12/2025	15617	5080	Rocky Mountain Power	12,111.64
05/25	05/12/2025	15618	4612	Sandee's Soil & Rock Products	313.00
05/25	05/12/2025	15619	4499	Shred-It / Stericycle, Inc.	95.71
05/25	05/12/2025	15620	6277	SJE INC.	630.00
05/25	05/12/2025	15621	6355	SWAV LLC	1,185.00
05/25	05/12/2025	15622	6317	UniFirst Corporation	680.16
05/25	05/12/2025	15623	6334	U.S. Bank Equipment Finance	175.59
05/25	05/12/2025	15624	5441	Weber Basin Water Quality	1,506.00
05/25	05/12/2025	15625	5455	WEBER COUNTY TRANSFER STATION	22.20
05/25	05/12/2025	15626	6268	MARRIOTT-SLATERVILLE CITY	44,023.34
05/25	05/28/2025	15627	5915	A-1 KEY SERVICE	303.30
05/25	05/28/2025	15628	1005	Aflac	197.08
05/25	05/28/2025	15629	6358	CACHE VALLEY FIRE HYDRANT	700.00
05/25	05/28/2025	15630	1360	CAL RANCH STORE	19.37
05/25	05/28/2025	15631	5640	CHILD RICHARDS CPAS & ADVISORS	1,940.00
05/25	05/28/2025	15632	6260	CORE & MAIN	1,876.81
05/25	05/28/2025	15633	6089	Empire West Pipe, LLC	174.48
05/25	05/28/2025	15634	6206	FERGUSON WATERWORKS #1616	880.11
05/25	05/28/2025	15635	1922	Freedom Mailing Services	178.88
05/25	05/28/2025	15636	1961	Granite Construction Company	932.88
05/25	05/28/2025	15637	2080	Harrisville City	2,500.00
05/25	05/28/2025	15638	6114	JUB ENGINEERS, INC.	46,730.10
05/25	05/28/2025	15639	6265	Lawn Police	266.00
05/25	05/28/2025	15640	2961	Marriott - Satterthwaite Rock Products	10,672.97
05/25	05/28/2025	15641	3265	MOUNTAINLAND SUPPLY COMPANY	1,247.73
05/25	05/28/2025	15642	4041	Public Employees Health Program	311.10
05/25	05/28/2025	15643	4041	Public Employees Health Program	16,892.08
05/25	05/28/2025	15644	6278	Rockwell Supply, Inc.	3,212.50
05/25	05/28/2025	15645	4642	Fleet Operations - Fuel Network	2,356.82
05/25	05/28/2025	15646	6264	TERRACON	9,550.00
05/25	05/28/2025	15647	6317	UniFirst Corporation	240.91
05/25	05/29/2025	15648	6119	Facer Excavation	.00 V

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
05/25	05/28/2025	15649	6359	JOHN W HANSEN REAL ESTATE	3,971.50
05/25	05/28/2025	15650	6119	TRAVIS HALL	259.07
05/25	05/28/2025	15651	2961	Marriott - Satterthwaite Rock Products	6,522.51
05/25	05/28/2025	25052801	5080	Rocky Mountain Power	6,899.44 M
05/25	05/09/2025	202505091	6356	MOMENTUM EMPLOYER GROUP	1,725.00 M
05/25	05/09/2025	202505092	2225	HOME DEPOT CRC	175.75 M
05/25	05/09/2025	202505099	2225	HOME DEPOT CRC	34.70 M
05/25	05/11/2025	202505111	6357	INVOICE CLOUD	5,035.60 M
05/25	05/28/2025	225052802	6256	Enbridge Gas	186.41 M
05/25	05/28/2025	225052803	6256	Enbridge Gas	175.07 M
05/25	05/28/2025	225052804	6256	Enbridge Gas	9.81 M
Grand Totals:					824,937.62

Bid Tabulation

Client: Bona Vista Water Improvement District
Project: Harrisville Road Waterline Project: Phase 1
Project # 55-24-116
Date: December 19, 2024

Harrisville Road Waterline Project: Phase 1									
Item #	Description	Unit	Estimated Quantity	Marriott Construction		Rock Hard Excavation		C&L Water Solutions	
				Unit Price2	Total Price2	Unit Price3	Total Price3	Unit Price4	Total Price4
1	Mobilization	LS	1	\$ 13,960.00	\$ 13,960.00	\$ 50,000.00	\$ 50,000.00	\$ 21,703.00	\$ 21,703.00
2	Traffic Control	LS	1	\$ 18,120.00	\$ 18,120.00	\$ 55,000.00	\$ 55,000.00	\$ 31,286.00	\$ 31,286.00
3	SWPPP	LS	1	\$ 2,900.00	\$ 2,900.00	\$ 10,000.00	\$ 10,000.00	\$ 12,426.00	\$ 12,426.00
4	Sawcut and Remove Asphalt	SY	1260	\$ 7.00	\$ 8,820.00	\$ 8.00	\$ 10,080.00	\$ 40.00	\$ 50,400.00
5	Remove Fire Hydrant	EA	3	\$ 2,758.14	\$ 8,274.42	\$ 800.00	\$ 2,400.00	\$ 1,261.00	\$ 3,783.00
6	Reserve, and Relocate Existing Meter Box Assembly	EA	26	\$ 234.40	\$ 6,094.40	\$ 3,500.00	\$ 91,000.00	\$ 1,163.00	\$ 30,238.00
7	8" PVC Water Line	EA	515	\$ 96.52	\$ 49,707.80	\$ 75.00	\$ 38,625.00	\$ 95.00	\$ 48,925.00
8	10" PVC Water Line	LF	50	\$ 109.17	\$ 5,458.50	\$ 95.00	\$ 4,750.00	\$ 190.00	\$ 9,500.00
9	12" PVC Water Line	LF	1955	\$ 114.55	\$ 223,945.25	\$ 120.00	\$ 234,600.00	\$ 138.00	\$ 269,790.00
10	12" x 8" Tee	EA	1	\$ 2,426.37	\$ 2,426.37	\$ 950.00	\$ 950.00	\$ 2,588.00	\$ 2,588.00
11	45" 8" Bend	EA	3	\$ 1,248.04	\$ 3,744.12	\$ 750.00	\$ 2,250.00	\$ 1,074.00	\$ 3,222.00
12	45" 10" Bend	EA	2	\$ 1,491.73	\$ 2,983.46	\$ 750.00	\$ 1,500.00	\$ 1,387.00	\$ 2,774.00
13	22.5" 12" Bend	EA	1	\$ 1,618.05	\$ 1,618.05	\$ 750.00	\$ 750.00	\$ 1,546.00	\$ 1,546.00
14	45" 12" Bend	EA	2	\$ 1,664.33	\$ 3,368.66	\$ 800.00	\$ 1,600.00	\$ 1,657.00	\$ 3,314.00
15	90" 12" Bend	EA	1	\$ 1,793.29	\$ 1,793.29	\$ 800.00	\$ 800.00	\$ 1,758.00	\$ 1,758.00
16	12" x 10" Reducer	EA	2	\$ 1,484.08	\$ 2,968.16	\$ 750.00	\$ 1,500.00	\$ 1,341.00	\$ 2,682.00
17	12" Butterfly Valve	EA	5	\$ 1,156.70	\$ 5,783.50	\$ 6,850.00	\$ 34,250.00	\$ 5,554.00	\$ 27,770.00
18	8" Gate Valve	EA	1	\$ 2,988.92	\$ 2,988.92	\$ 2,850.00	\$ 2,850.00	\$ 4,029.00	\$ 4,029.00
19	Hydrant Assembly (Includes pipe, bend, valve, etc)	EA	3	\$ 12,012.12	\$ 36,036.36	\$ 8,100.00	\$ 24,300.00	\$ 13,483.00	\$ 40,449.00
20	Short Side 3/4" Water Service Lateral	EA	19	\$ 2,971.88	\$ 56,465.72	\$ 2,950.00	\$ 56,050.00	\$ 2,459.00	\$ 46,721.00
21	Long Side 3/4" Water Service Lateral	EA	15	\$ 3,023.58	\$ 45,353.70	\$ 3,950.00	\$ 59,250.00	\$ 3,455.00	\$ 51,825.00
22	Connect to Existing 8" Water Line	EA	1	\$ 6,947.22	\$ 6,947.22	\$ 7,500.00	\$ 7,500.00	\$ 5,487.00	\$ 5,487.00
23	Connect to Existing 10" Water Line	EA	2	\$ 10,254.60	\$ 20,509.20	\$ 8,500.00	\$ 17,000.00	\$ 10,913.00	\$ 21,826.00
24	Bedding Material	TON	1235	\$ 14.65	\$ 18,092.75	\$ 14.00	\$ 17,290.00	\$ 23.00	\$ 28,405.00
25	Imported Backfill Material	TON	1470	\$ 14.65	\$ 21,535.50	\$ 14.00	\$ 20,580.00	\$ 22.00	\$ 32,340.00
26	Road Base	TON	800	\$ 16.10	\$ 12,880.00	\$ 21.00	\$ 16,800.00	\$ 26.00	\$ 20,800.00
27	Permanent Asphalt Patch	TON	18	\$ 247.00	\$ 4,446.00	\$ 210.00	\$ 3,780.00	\$ 222.00	\$ 3,996.00
28	3" Asphalt Patch	TON	325	\$ 247.00	\$ 80,275.00	\$ 195.00	\$ 63,375.00	\$ 170.00	\$ 55,250.00
29	Install Meter Box in Concrete Park Strip	EA	5	\$ 3,600.00	\$ 18,000.00	\$ 1,500.00	\$ 7,500.00	\$ 369.00	\$ 1,845.00
Total Bid Price				\$ 685,496.35	\$ 836,330.00	\$ 836,678.00			

Trico Construction			Ormond Construction			Advanced Excavation			B H Inc			Next Construction		
Unit Prices	Total Prices		Unit Prices	Total Prices		Unit Prices	Total Prices		Bid Unit Price	Bid Total Price		Bid Unit Price 2	Bid Total Price 2	
\$ 94,500.00	\$ 94,500.00		\$ 75,000.00	\$ 75,000.00		\$ 95.00	\$ 95,000.00		\$ 97,259.00	\$ 97,259.00		\$ 81,770.00	\$ 81,770.00	
\$ 20,250.00	\$ 20,250.00		\$ 23,500.00	\$ 23,500.00		\$ 35.00	\$ 35,000.00		\$ 40,635.75	\$ 40,635.75		\$ 65,000.00	\$ 65,000.00	
\$ 20,250.00	\$ 20,250.00		\$ 7,500.00	\$ 7,500.00		\$ 6,000.00	\$ 6,000.00		\$ 30,128.50	\$ 30,128.50		\$ 8,814.00	\$ 8,814.00	
\$ 21.97	\$ 27,682.20		\$ 6.48	\$ 8,164.80		\$ 8.00	\$ 10,080.00		\$ 9.75	\$ 12,285.00		\$ 18.39	\$ 23,171.40	
\$ 3,195.00	\$ 9,585.00		\$ 1,066.63	\$ 3,199.89		\$ 3,000.00	\$ 9,000.00		\$ 1,708.50	\$ 5,125.50		\$ 3,500.00	\$ 10,500.00	
\$ 2,126.00	\$ 55,276.00		\$ 650.00	\$ 16,900.00		\$ 800.00	\$ 20,800.00		\$ 4,800.00	\$ 124,800.00		\$ 5,500.00	\$ 143,000.00	
\$ 66.72	\$ 34,360.80		\$ 100.61	\$ 51,814.15		\$ 75.00	\$ 38,625.00		\$ 74.00	\$ 38,110.00		\$ 98.02	\$ 50,480.30	
\$ 167.64	\$ 8,382.00		\$ 116.43	\$ 5,821.50		\$ 130.00	\$ 6,500.00		\$ 137.50	\$ 6,875.00		\$ 108.64	\$ 5,432.00	
\$ 127.61	\$ 249,477.55		\$ 139.61	\$ 272,937.55		\$ 105.00	\$ 205,275.00		\$ 77.75	\$ 152,001.25		\$ 121.41	\$ 237,356.55	
\$ 4,153.00	\$ 4,153.00		\$ 4,688.57	\$ 4,688.57		\$ 3,500.00	\$ 3,500.00		\$ 3,555.25	\$ 3,555.25		\$ 4,218.00	\$ 4,218.00	
\$ 887.33	\$ 2,661.99		\$ 2,372.06	\$ 7,116.18		\$ 2,300.00	\$ 6,900.00		\$ 1,151.50	\$ 3,454.50		\$ 1,307.00	\$ 3,921.00	
\$ 1,697.50	\$ 3,395.00		\$ 2,878.82	\$ 5,757.64		\$ 3,000.00	\$ 6,000.00		\$ 1,555.25	\$ 3,110.50		\$ 1,418.00	\$ 2,836.00	
\$ 2,014.00	\$ 2,014.00		\$ 3,261.91	\$ 3,261.91		\$ 3,200.00	\$ 3,200.00		\$ 1,536.50	\$ 1,536.50		\$ 1,508.00	\$ 1,508.00	
\$ 1,222.50	\$ 2,445.00		\$ 3,331.74	\$ 6,663.48		\$ 3,200.00	\$ 6,400.00		\$ 1,617.00	\$ 3,234.00		\$ 1,640.00	\$ 3,280.00	
\$ 1,565.00	\$ 1,565.00		\$ 3,896.54	\$ 3,896.54		\$ 3,600.00	\$ 3,600.00		\$ 1,749.75	\$ 1,749.75		\$ 2,174.00	\$ 2,174.00	
\$ 1,496.00	\$ 2,992.00		\$ 2,245.76	\$ 4,491.52		\$ 2,500.00	\$ 5,000.00		\$ 1,365.50	\$ 2,731.00		\$ 2,198.00	\$ 4,396.00	
\$ 3,148.40	\$ 15,742.00		\$ 6,590.83	\$ 32,954.15		\$ 4,200.00	\$ 21,000.00		\$ 4,566.50	\$ 22,832.50		\$ 5,579.00	\$ 27,895.00	
\$ 3,514.00	\$ 3,514.00		\$ 4,631.27	\$ 4,631.27		\$ 3,200.00	\$ 3,200.00		\$ 4,707.00	\$ 4,707.00		\$ 3,039.00	\$ 3,039.00	
\$ 14,226.67	\$ 42,680.01		\$ 10,577.34	\$ 31,732.02		\$ 10,500.00	\$ 31,500.00		\$ 12,601.50	\$ 37,804.50		\$ 11,935.00	\$ 35,805.00	
\$ 2,090.74	\$ 39,724.06		\$ 2,822.10	\$ 53,619.90		\$ 4,800.00	\$ 91,200.00		\$ 3,911.00	\$ 74,309.00		\$ 5,907.00	\$ 112,733.00	
\$ 2,308.07	\$ 34,621.05		\$ 3,371.66	\$ 50,574.90		\$ 6,800.00	\$ 102,000.00		\$ 4,693.50	\$ 70,402.50		\$ 2,550.00	\$ 38,250.00	
\$ 8,362.00	\$ 8,362.00		\$ 2,181.92	\$ 2,181.92		\$ 3,900.00	\$ 3,900.00		\$ 8,155.25	\$ 8,155.25		\$ 1,940.00	\$ 1,940.00	
\$ 7,868.50	\$ 15,737.00		\$ 6,689.81	\$ 13,379.62		\$ 5,400.00	\$ 10,800.00		\$ 12,645.50	\$ 25,291.00		\$ 9,500.00	\$ 19,000.00	
\$ 23.03	\$ 28,442.05		\$ 29.49	\$ 36,420.15		\$ 28.00	\$ 34,580.00		\$ 27.50	\$ 33,962.50		\$ 20.50	\$ 25,317.50	
\$ 21.54	\$ 31,663.80		\$ 33.84	\$ 49,744.80		\$ 30.00	\$ 44,100.00		\$ 28.50	\$ 41,895.00		\$ 21.50	\$ 31,605.00	
\$ 25.23	\$ 20,184.00		\$ 33.84	\$ 27,072.00		\$ 44.00	\$ 35,200.00		\$ 33.25	\$ 26,600.00		\$ 23.50	\$ 18,800.00	
\$ 791.28	\$ 14,243.04		\$ 138.00	\$ 3,564.00		\$ 280.00	\$ 5,040.00		\$ 754.50	\$ 13,581.00		\$ 130.00	\$ 2,340.00	
\$ 83.29	\$ 27,069.25		\$ 179.52	\$ 58,344.00		\$ 190.00	\$ 61,750.00		\$ 235.00	\$ 76,375.00		\$ 130.00	\$ 42,250.00	
\$ 3,185.40	\$ 15,927.00		\$ 1,637.08	\$ 8,185.40		\$ 5,000.00	\$ 25,000.00		\$ 3,217.25	\$ 16,086.25		\$ 5,500.00	\$ 27,500.00	
	\$ 836,898.80			\$ 873,117.86			\$ 930,150.00			\$ 978,593.00			\$ 1,033,831.75	



Engineers • Surveyors • Planners

Beck Construction		Landmark Excavating	
Bid Unit Price 3	Bid Total Price 3	Bid Total Price	Bid Total Price
\$ 65,000.00	\$ 65,000.00	\$ 221,750.00	\$ 221,750.00
\$ 25,000.00	\$ 25,000.00	\$ 112,400.00	\$ 112,400.00
\$ 17,000.00	\$ 17,000.00	\$ 11,600.00	\$ 11,600.00
\$ 27.00	\$ 34,020.00	\$ 26.50	\$ 33,390.00
\$ 3,005.00	\$ 9,015.00	\$ 2,550.00	\$ 7,650.00
\$ 3,359.00	\$ 87,334.00	\$ 3,595.00	\$ 93,470.00
\$ 94.00	\$ 48,410.00	\$ 67.00	\$ 34,505.00
\$ 11.00	\$ 5,550.00	\$ 74.50	\$ 3,725.00
\$ 134.00	\$ 261,970.00	\$ 78.00	\$ 152,490.00
\$ 5,027.00	\$ 5,027.00	\$ 3,650.00	\$ 3,650.00
\$ 1,660.00	\$ 4,980.00	\$ 999.00	\$ 2,997.00
\$ 2,129.00	\$ 4,258.00	\$ 1,375.00	\$ 2,750.00
\$ 2,275.00	\$ 2,275.00	\$ 1,770.00	\$ 1,770.00
\$ 2,370.00	\$ 4,740.00	\$ 1,850.00	\$ 3,700.00
\$ 2,525.00	\$ 2,525.00	\$ 1,970.00	\$ 1,970.00
\$ 1,239.00	\$ 2,478.00	\$ 1,615.00	\$ 3,230.00
\$ 5,065.00	\$ 25,325.00	\$ 5,805.00	\$ 29,025.00
\$ 4,768.00	\$ 4,768.00	\$ 5,345.00	\$ 5,345.00
\$ 17,160.00	\$ 51,480.00	\$ 12,410.00	\$ 37,230.00
\$ 2,604.00	\$ 49,476.00	\$ 3,515.00	\$ 66,785.00
\$ 5,306.00	\$ 79,590.00	\$ 5,505.00	\$ 82,575.00
\$ 6,914.00	\$ 6,914.00	\$ 2,015.00	\$ 2,015.00
\$ 13,645.00	\$ 27,290.00	\$ 5,375.00	\$ 10,750.00
\$ 31.00	\$ 38,285.00	\$ 26.00	\$ 32,110.00
\$ 34.00	\$ 49,980.00	\$ 27.00	\$ 39,690.00
\$ 44.00	\$ 35,200.00	\$ 47.50	\$ 38,000.00
\$ 323.00	\$ 5,814.00	\$ 924.00	\$ 16,632.00
\$ 250.00	\$ 81,250.00	\$ 266.00	\$ 86,450.00
\$ 2,630.00	\$ 13,150.00	\$ 926.00	\$ 4,630.00
	\$ 1,048,104.00		\$ 1,142,284.00



WATER USE REPORT

Summary of April 2025				
	2022	2023	2024	2025
Weber Basin	232	269	214	344
Ogden City	135	61	183	140
Farr West Well	132	0	98	36
North Ogden	15	5	24	32
Total AF:	514	335	519	552

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	344	112007000
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	1170	381,114,307
% of Contracted Water Used:	80%		93%		89%		31%	

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	105	34214355
May	135	44,071,820	61	19,929,670	183	59,614,000	140	45471800
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	605	196,992,515
% of Contracted Water Used:	84%		80%		98%		42%	

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	36	11634615
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	207	67,355,136
% of Contracted Water Used:	40%		0%		43%		16%	

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	5	1507000
May	15	4,864,000	5	1,584,000	24	7,823,000	32	10174000
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	55	17,546,318
% of Contracted Water Used:	42%		67%		75%		23%	

Year-to-Date Summary in Acre Feet	
Available:	6770
Used:	2036
Remaining:	70%



Job Description

Job Title:	Administrative Technician	Pay Grade:	N/A
Department:	Administrative	FLSA Status:	Non-exempt
Reports to:	Shauna Gilchrist	Exempt Exemption:	N/A
Location:	2020 W 1300 N /Remote	Effective Date:	6/2025

GENERAL PURPOSE

The Administrative Technician is responsible for performing a variety of administrative, clerical, and accounting support functions to ensure the smooth operation of the utility office. This position supports critical areas including accounts receivable, billing, collections, records management, and conservation tracking, while also serving as a key backup to Assistant Manager that includes supervision of utility billing staff, board meeting minutes, agenda creation, public notice postings, payroll and accounts payable duties. The role provides customer service, ensures regulatory documentation is properly processed, and supports interdepartmental communication across the District.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage daily Accounts Receivable processes, including invoice creation, collections, and customer follow-up
- Generate and process invoices for plan reviews, connection fees, and impact fees
- Track and report conservation program data and metrics in compliance with internal policies
- Maintain accurate and confidential filing systems for billing, accounting, and utility documentation
- Provide administrative support, including answering phones, handling correspondence, and scheduling appointments
- Assist customers with utility inquiries, payments, forms, and general office requests
- Serve as backup for payroll processing and accounts payable functions, ensuring accuracy and timeliness during staff absences
- Serve as backup supervisor of utility billing staff in the absence of the Administrative Manager.
- Serve as backup to Assistant Manager in District board meetings to include minutes, agenda creation and public notice postings.
- Prepare and distribute correspondence, reports, and internal documentation as needed
- Support the coordination of interdepartmental communication to ensure seamless utility operations
- Assist in preparing documents for internal and external audits
- Oversee collections and delinquent accounts, including representing Bona Vista in court or other proceedings to recover unpaid service fees.

MARGINAL DUTIES & RESPONSIBILITIES

- Assist with special projects and initiatives as assigned by the District Manager or senior administrative staff
- Attend occasional community or board meetings to provide administrative support or record minutes
- Support preparation and formatting of public notices and regulatory documents
- Perform other functions as necessary or as assigned.

NATURE OF WORK CONTACTS

Interact and communicate in a professional and effective manner with all levels of employees, management, vendors, residents, and external partners. Serve as a liaison between the utility office and the public, offering excellent customer service and maintaining the reputation of the District.

TRAINING & QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education:

- High school diploma or GED required
- Associate's degree in Business, Accounting, or two years of specialized training directly related to the essential job functions.

Experience:

- Minimum of 2 years of experience in administrative support, accounting, or a closely related field
- Experience in a utility or municipal office environment preferred

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with accounting software and billing systems
- Strong organizational and time-management skills
- Excellent interpersonal, verbal, and written communication abilities
- Ability to maintain confidentiality and handle sensitive information with discretion
- Capacity to prioritize multiple tasks and meet deadlines in a fast-paced environment
- Attention to detail and accuracy in financial and administrative recordkeeping

PHYSICAL/SENSORY DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in an office environment. While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time
- Use computer to enter data
- Use telephone to converse with customers and employees
- Perform repetitive wrist, hand and/or finger movement
- Feel the attributes of objects, grasp, push, and reach with arms or hands.
- Standing, walking, bending
- Must be able to occasionally move objects of 25 lbs.