



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