



Bona Vista Water Improvement District

2020 W 1300 N, Ogden, Utah 84404

Phone (801) 621-0474

Board of Trustees Meeting Minutes

Date: Monday, June 30, 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

Robert Brinkman, Momentum HR

Doug Child, FJ & Associates

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 – May 19, 2025

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

3. Approval of May 2025 Check Register

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

4. Financial Review & 2024 Audit Presentation – Doug Child, FJ & Associates

Doug Child reported:

- Net position increased by \$6 million from 2023, due to:
 - Community development

- Increased water sales
 - Grant funding
- Declines noted in:
 - Property tax collections
 - Accounts receivable (notably \$143,000 in unpaid impact fees from Weber School District, currently under legal review)
- **Motion:** Mayor Phippen
- **Seconded:** Mayor Beesley
- **Vote:** Unanimous (Stratford, Tait, Van Leeuwen, Phippen, Beesley – Aye)
- **Result:** Motion carried

5. Approval of New Employee Handbook & Policy Manual – Momentum Employer Group

- Updates include compliance with recent EEO and NLRB regulatory changes
- **Motion:** Mayor Van Leeuwen
- **Seconded:** Mayor Tait
- **Vote:** Unanimous (Stratford, Tait, Van Leeuwen, Phippen, Beesley – Aye)
- **Result:** Motion carried

6. Harrisville Road Waterline Project – Phase 1 Bid

- Bid awarded to Marriott Construction for \$685,000
- **Motion:** Mayor Tait
- **Seconded:** Mayor Van Leeuwen
- **Vote:** Unanimous (Stratford, Tait, Van Leeuwen, Phippen, Beesley – Aye)
- **Result:** Motion carried

7. Project Updates

Hot Springs Tank:

- Construction permit was required and obtained in June at a cost of \$28,000

Shop Well:

- Test well (Aquifer) produced flow resembling an artesian well
- Presence of iron and sulfur smell noted
- Water quality testing is underway
- Test well is being sealed off with concrete

8. Water Report – Matt Fox

- Summer water use expected to increase significantly

- Currently utilizing 2 of 3 wells; the third to come online shortly
- Drought conditions deemed moderate; no rate increase required at this time

9. Request for Administrative Technician Position

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

10. Staff and Board Comments

- **Matt Fox:** Thanked staff and board for their accomplishments
- **Shauna Gilchrist:** Acknowledged Momentum HR for the updated handbook
- **Kenny Hefflefinger:** Commended field crews for handling multiple leaks efficiently without outside contractors
- **Mayor Phippen:** Commented on the value of efficiency in operations
- **Mayor Tait:** Thanked field crews and supervisors for their work with concerned citizens
- **Mayor Beesley:** Thanked the team for their efforts
- **Chairman Stratford:** Appreciated the audit and HR reports, indicating organizational health
- **Mayor Van Leeuwen:** Expressed appreciation for all

11. Adjournment

- **Motion to Adjourn:** Mayor Tait
- **Seconded:** Mayor Van Leeuwen
- **Vote:** Unanimous (Beesley, Stratford, Phippen, Van Leeuwen, Tait – Aye)
- **Result:** Motion carried
- **Meeting adjourned at:** [Time not specified]

Minutes Submitted By:

Shauna Gilchrist, Administrative Manager

Date Submitted: July 25, 2025