



# *Bona Vista Water Improvement District*

2020 W 1300 N, Ogden, Utah 84404

Phone (801) 621-0474

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## **Board of Trustees Meeting Minutes**

**Date:** Monday, February 23, 2026

**Time:** 2:00 p.m.

**Location:** Bona Vista Water Improvement District Office

### **Board Members Present:**

Ronald Stratford, Chairman

Mayor David Bolos, Vice Chair

Mayor Les Syme

Mayor Phil Meyer

### **Staff Members Present:**

Matt Fox, General Manager

Kenny Hefflefinger, Assistant Manager

Shauna Gilchrist, Clerk/Admin Manager

### **Electronic Attendees via Zoom/Telephone:**

n/a

### **Guest Presenter:**

n/a

### **Excused Attendees:**

Mayor Roger Shuman

Chris Crockett, Legal

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## **1. Call to Order**

Chairman Ronald Stratford called the meeting to order at **2:00 p.m.**

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## **2. Discussion and Motion to Award Contract to Saunders Excavation, LLC for the Harrisville Rd Waterline Project Phase 3**

Matt Fox presented details regarding the Harrisville Road Waterline Project Phase 3. The engineer's estimate for the project was approximately \$1.2 million; however, the lowest responsive bid received was \$792,000 from Saunders Excavation, LLC.

Board members discussed the significant difference between the estimate and submitted bids, as well as the unusually high number of bidders. Staff explained that the lower bids were likely due to seasonal conditions and a current slowdown in available construction projects, leading contractors to bid more competitively.

The Board expressed satisfaction with the cost savings and confirmed that the bid met project specifications.

**Motion:** Mayor Meyer

**Second:** Mayor Syme

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Motion carried

### **3. Discussion and Motion of Bona Vista Water Payment Portal changes**

Shauna Gilchrist presented a detailed overview of the District's current payment processing system and proposed improvements.

The District currently uses Invoice Cloud; however, the system lacks full accounts receivable functionality, specifically the ability to generate statements. While invoices can be created, statements for customer accounts cannot, creating inefficiencies in billing operations.

Shauna explained that the District's existing billing software, Caselle, offers an integrated payment portal add-on that would provide a more comprehensive solution. Key advantages include:

- Full accounts receivable functionality, including statement generation
- Streamlined and more efficient bank reconciliation processes
- Estimated cost savings of approximately \$2,500 to \$5,000 per month
- Comparable customer processing fees to the current system
- Ability to post district communications such as letters, PDFs, and news updates

Customer-facing improvements include:

- Secure individual user logins with unique stored payment information
- Access to account history and real-time transaction updates
- Flexible autopay date selection (instead of end-of-month only)
- Removal of the \$500 transaction cap
- Ability to pay hydrant meter charges online
- Paperless billing options at no cost to the District

Implementation details:

- One-time setup fee: \$1,200
- No long-term contract required
- Current Invoice Cloud contract expires July 22, 2026
- Transition will occur prior to expiration to allow time for testing and troubleshooting

**Motion:** Mayor Bolos

**Second:** Mayor Meyer

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Motion carried

#### **4. Discussion and Action on Resolution 04-2026 Authorizing Individuals to Transact Business with America First Credit Union**

The Board reviewed Resolution 04-2026 authorizing designated individuals to conduct financial transactions on behalf of the District with America First Credit Union.

**Motion:** Mayor Syme

**Second:** Mayor Meyer

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Motion carried

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#### **5. Discussion and Motion on Resolution 05 -2026 Authorizing Individuals to Transact Business with Goldenwest Credit Union**

The Board reviewed Resolution 05-2026 authorizing designated individuals to transact business with Goldenwest Credit Union.

**Motion:** Mayor Meyer

**Second:** Mayor Syme

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Motion carried

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#### **6. Discussion and Motion on Resolution 06-2026 to Authorizing Individuals to Transact Business with Bank of Utah**

The Board reviewed Resolution 06-2026 authorizing designated individuals to transact business with Bank of Utah.

**Motion:** Mayor Syme

**Second:** Mayor Meyer

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Motion carried

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#### **7. Approve Meeting Minutes from January 26, 2026**

Shauna Gilchrist reported minor corrections were needed in the January meeting minutes, including:

- Adjustments to names listed in unanimous votes for Agenda Item 13

- Correction to the name of the individual who seconded the motion for adjournment in Item 15

**Motion to approve amended minutes:**

**Motion:** Mayor Bolos

**Second:** Mayor Syme

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Motion carried

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**8. Review and Motion to Approve January 2026 Check Register**

Shauna Gilchrist presented the January check register. She noted that while most expenditure was on routine operational purchases, several larger payments included:

- Annual water shares purchases from Weber Basin and Ogden City
- Payments to contractors for ongoing infrastructure projects, including waterline replacement and system upsizing

Additional discussion included:

- Continued annual increases in Weber Basin water costs
- An upcoming meeting with Weber Basin regarding water allocation policies and potential legislative changes
- Clarification from Matt Fox that engineering firms are not retained on a fixed contract, but bill based on time and services performed per project

**Motion:** Mayor Syme

**Second:** Mayor Meyer

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Motion carried

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**9. Water Report**

The Board discussed current water supply conditions and future concerns.

Key points included:

- Communication from Weber Basin indicating a potential shift in prioritization toward residential and municipal users

- Possible reduction or limitation of water allocations for large-scale developments and industrial users

Board discussion highlighted:

- Uncertainty regarding how “scaling back” will be implemented
- Potential impacts on city planning and development approvals
- Conflicts between water availability and state-driven affordable housing initiatives
- Possible downstream effects on transportation funding tied to development participation

Development pressures were discussed in detail:

- Approximately 20,000 new homes proposed in western portion of Weber County
- Increased housing density from historically 1 home per acre to 5–6 homes per acre
- Additional projected growth:
  - 14,000 homes in West Warren
  - 4,000–5,000 homes in West Weber
  - Approximately 3,500 homes in the Plain City area over the next 10 years

Other updates:

- A 195-unit high-density development on West 12th Street will be removed from Bona Vista’s service area and annexed into Taylor West Weber due to service boundaries
- Sewer infrastructure is currently being installed, and interagency coordination is ongoing

Water usage report for January:

- Weber Basin: 5.1% utilized
- Ogden City: 11.4% utilized (usage reduced intentionally)
- Spring source: 2.5% utilized

Spring usage duration will depend on turbidity levels and seasonal runoff, though low runoff may allow extended use.

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## **10. Water Shares Update**

Matt Fox provided an update on efforts to secure additional water resources.

- Discussions are ongoing with North Ogden Irrigation and Western Irrigation regarding potential acquisition of unused water rights dating back to the 1930s
- The District is exploring new well sites near North Ogden and above the Hot Springs Tank

Challenges include:

- Formal protests filed by Pleasant View and North Ogden regarding proposed well developments
- Proximity concerns:
  - Hot Springs well site is approximately 10,000 feet from existing sources
  - North Ogden site is approximately 4,700 feet from existing wells

Additional considerations:

- Water quality is expected to be higher near mountain recharge areas
- Final well capacity cannot be determined until development occurs
- Potential costs for water rights acquisition remain unknown and may require future budget amendments
- Issues may ultimately require review by the State Engineer

New state-imposed fee:

- \$0.015 per 1,000 gallons of water sold
- Estimated annual cost: approximately \$20,000
- Funds will support rural and underfunded water systems statewide
- Cost will be passed on to customers

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## 11. Staff and Board Comments

**Matt Fox, General Manager**, expressed appreciation to the Board members for their attendance, participation, and continued support of District operations.

**Kenny Hefflefinger, Assistant Manager**, echoed Mr. Fox's sentiments and thanked the Board for their time and involvement.

**Mayor Les Syme** thanked staff for the detailed information provided during the meeting and noted that the updates are extremely helpful to the cities represented. He also expressed appreciation for the District's ongoing diligence in identifying and securing additional water resources.

**Mayor David Bolos, Vice Chair**, shared that there are several developments being proposed within his city and expressed interest in the outcome of the upcoming Weber Basin meeting. He emphasized the importance of understanding how future water allocations may impact growth.

**Matt Fox** responded by inviting Mayor Bolos to attend the Weber Basin meeting and stated that he would keep the Board informed of any developments, noting that decisions made will affect all cities within the District.

**Matt Fox** further noted that Weber Basin reduced the District's water shares by approximately 10 percent in 2022.

**Chairman Ronald Stratford** inquired about the District's rate structure in relation to drought conditions.

**Matt Fox** explained that Bona Vista has an established drought rate structure that is implemented when the state reaches a D2 (severe drought) classification.

**Mayor David Bolos** asked about the existence of a long-term (50-year) water plan at the state level.

**Matt Fox** responded that he is not aware of a clearly defined long-term plan currently in place. He further explained that under current regulations, water cannot be diverted from rivers unless an equivalent amount is returned, at least until the Great Salt Lake reaches a specified elevation. He noted that this requirement highlights the importance of water treatment and reuse systems, as treated wastewater is returned to river systems and can be reused downstream.

No additional comments were made by staff or Board members.

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## 12. Adjournment

**Motion:** Mayor Meyer

**Second:** Mayor Syme

**Vote:** Unanimous Ayes – Bolos, Meyer, Syme, Stratford

**Result:** Meeting adjourned

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### Draft Minutes Submitted By:

**Shauna Gilchrist**

District Clerk / Administrative Manager

**Date Submitted:** March 27, 2026

