

Bountiful Irrigation District

Meeting of the Board of Trustees

995 South 500 West, Bountiful

September 9, 2026

7:00 a.m.

NAME	POSITION	ATTENDANCE
David Toone	Trustee/Chair	In person
Dan Bell	Trustee/Vice Chair	In person
Jamie Dester	Trustee/Secretary	In person
Marci Butterfield	Trustee	In Person
Doug Monson	Trustee	In person
Matt Terry	General Manager	In person
Jessica Sims	Board Minutes Secretary	In person

David Toone welcomed all to the monthly board meeting and noted that all board members were in attendance.

A. APPROVAL OF MINUTES: Doug Monson moved to approve the minutes of the August 12, 2026 meeting and Jamie Dester seconded the motion. The board members in attendance approved the motion unanimously.

B. MANAGER'S REPORT (Discussion and Approval)

- **Acceptance of the 2025 Audit Report:** Matt Terry asked the Board for a formal acceptance of the 2025 Audit Report which had been discussed in the July and August board meetings. Marci Butterfield moved to accept the 2025 Audit report and David Toone seconded the motion. The board members in attendance approved the motion unanimously.
- **Discussion of the "other Items" audit letter:** Matt Terry provided for the Board a letter prepared by the audit firm Squire titled "Other Items Communicated to Management For The Year Ended December 31, 2025" (Attachment A) for discussion.
 - 2025-01 Bank Reconciliation-* Matt Terry shared with the Board that Rick Price, the District's Internal Auditor didn't have concerns about this item and that the difference of \$223.14 between the reconciled bank balance and trial balance was due to a timing issue of when an item was recorded at the bank.
 - 2025-02 Documentation Requirements in the Uniform Guidance-* Matt Terry shared with the Board that documentation requirements would be added to the District's Policy and Procedure's Manual.

2025-03 Lack of a Formal Fraud Management Policy- David Toone has volunteered to draft a policy that will be adopted by the Board.

2025-04 Segregation of Duties, Reissued- The Board discussed checks and balances in place to mitigate the weaknesses described in this section.

- **Policy and Procedures legal review:** Matt Terry shared with the Board that he would like to move forward with an update of the District's Policy and Procedures Manual. The Utah Local Government Trust is providing its members with an opportunity to have their Policy and Procedure Manual's reviewed by Manning Curtis Bradshaw & Bednar law firm where Matt Church is a partner. The cost is \$3,500 for a review and \$7,000 for a rewrite if needed. After the Policy and Procedures Manual has been updated Matt will bring it back to the Board for approval. The Board was supportive of proceeding.
- **Discussion and approval to expedite the 400 N. project:** Matt Terry reported that with the water season ending on September 15th this year that the District was in a unique position to complete some additional work before the weather turns poor. Work on 800 E is already budgeted and scheduled to be completed this fall, but with the Board's support Matt would like to extend the scope of work beyond 800 E. on 400 N. to 700 E. Matt believes he may be able to absorb the additional cost within the existing budget and if the budget needed to be adjusted to accommodate the additional cost it could be done for less than \$100,000. The Board was supportive of proceeding.

C. MANAGER'S REPORT (Discussion only)

- **Watering Restrictions:** Matt Terry shared that the water will be turned off on September 15th and that the District had used 59% of its allocation at the end of August.
- **Meter Installation update:** Matt Terry reported that MC Green has approximately 75 meters left to install. There are approximately 30 meters on 400 N and 500 S that will require traffic control.
- **Customer Portal through Weber Basin update:** Matt Terry updated the Board that approximately 1,300 customers have signed up for accounts on the portal out of about 8,800 eligible customers. Sign-up information will go out again next spring to continue to encourage customer portal activation.

- **Upcoming Projects:** Matt Terry reminded the Board that replacing the line on Wildcat Way would begin as soon as the water season ends. District employees will work on repairing and replacing broken valves and other maintenance items after the water gets turned off.
- **Safety:** Matt Terry shared that there had been no safety incidents or claims to report. Crews do a great job utilizing training and equipment.
- **Summer Party:** Matt Terry invited Board members and their family members to the District Employee Summer Party to be held October 1 at 5:30PM. Please RSVP by September 25th.
- **UASD Conference – Layton Conference Center – November 4-6:** Matt Terry invited the Board to participate in the upcoming UASD conference for the required Board member trainings and excellent information. If Board members can't attend in person the required trainings can also be done online. The upcoming Utah Water Summit, to be held on October 27 was also discussed. Matt asked the Board to let him know about their registration needs.
- **Discussion of Future Agenda Items:** No items for discussion.

D. FINANCIAL

- **Approval of Monthly Expenses:** Dan Bell made a motion to approve the monthly August financials and expenses. Jamie Dester seconded the motion. The board members in attendance approved the motion unanimously.

E. ADJOURNMENT

Doug Monson made a motion to adjourn the regular meeting. Marci Butterfield seconded the motion. The board members in attendance approved the motion unanimously.



Jamie Dester, Secretary

Vice Chair