

**Fairview Water District**  
**Meeting Minutes**  
January 31, 2024

**I. Call to Order**

Kit Christensen called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, January 31, 2024, at the Franklin County Firehouse.

**II. Roll Call**

Board members present included Kit Christensen, Mike Thomas, Tom Ransom, and Patrick Gilbert. Jon Harris arrived shortly thereafter.

Others in attendance included Britny Field, Tyler and Bailey Richardson, Steve Hinckley, and Darrell King.

**III. Approval of Minutes from Last Meeting**

Minutes from the December 27, 2023, meeting were reviewed by the board members prior to the meeting. Kit Christensen made the motion to approve the minutes, it was seconded by Patrick Gilbert, minutes were approved and signed.

**IV. Agenda Items**

Kit Christensen explained that for the signature cards to be updated with the bank and for Britny Field to get a debit card, the minutes needed to reflect the changes in the board members over the last few months. He stated that Bracken Christensen had resigned from the board and Patrick Gilbert had been elected to the board and filled that vacancy.

Wayne Van Orden also resigned from the board and Mike Thomas was appointed to the board. Debbie Gregory resigned as Secretary and Treasurer, but will continue to be the Operator. Britny Field has been contracted as the Secretary.

**a. Review of State Statutes**

**b. Review of Roles & Responsibilities**

Kit Christensen reviewed the Roles and Responsibilities of the Chairman of the Board and President, Vice-President, Secretary, and Treasurer as stated in the bylaws. He mentioned the role of the Operator is not specified in the bylaws. There was some discussion about the Secretary and Operator being contractors versus employees of the District, more information is needed to assess what would be best for the District.

**c. Elections**

Kit Christensen began the election process and made the motion to nominate Patrick Gilbert as Chairman of the Board and President. The motion was seconded by Tom Ransom. Patrick accepted the nomination and the board voted unanimously to elect Patrick Gilbert to the said office.

Patrick Gilbert made the motion to nominate Mike Thomas as Vice-Chairman/Vice-President. The motion was seconded by Kit Christensen. Mike accepted the nomination and the board voted unanimously to elect Mike Thomas to the said office.

Kit Christensen made the motion to nominate Britny Field as Treasurer. The motion was seconded by Tom Ransom. There was discussion about having a representative from the accounting office come to the meetings to present information and that there should be more than one person looking at the finances. It was also considered that Britny would already be attending the meetings. The board requested that reports showing the expenses, income, and delinquent users be reviewed at the meetings. Britny accepted the nomination and the board voted unanimously to elect Britny Field as Treasurer.

#### **d. Budget Review**

Mike Thomas reviewed the 2023 Budget vs. Actuals Report. He stated that the board had approved an increase in the water fees last year and it was a good thing because the water usage was significantly less due to a very wet year resulting in a difference of \$124,774.67 less income than expected. The total expenses were significantly less than budgeted as well, which was good. Mike suggested an expense that could be reduced is the legal fees by not going to the lawyer for every little question. Patrick mentioned he had contacted the office in Idaho Falls that oversees the district and they have a person that can be contacted during office hours to ask questions at no cost to the district. The group would like to see monthly budget reports and have the loan payments either prorated or isolated so as not to skew the numbers. Mike, Patrick, and Britny will go back through the 2023 Budget before the next meeting and develop a 2024 Budget. Britny will send Mike the 2023 Budget vs. Actuals in Excel format.

#### **e. Status of New Bylaws & Rules and Regulations**

Kit Christensen discussed the bylaws that had been reviewed by the board members prior to the meeting, clarifying that the bylaws are mostly the state statutes and that the attorney looked into the question about if House Bill 73 applied and confirmed that it did not apply to the District. Kit Christensen made the motion to approve the bylaws, Patrick Gilbert seconded the motion. The board voted unanimously to approve the bylaws. Kit specified some names of officers and dates would need to be changed.

The board discussed the need to update and standardize the Rules and Regulations. Kit Christensen recommended that all the board members review the document and bring any questions or suggestions to the next board meeting.

#### **f. Status of Projects and Repairs**

Patrik Gilbert provided updates on the following repairs:

- i. Ownership Transfer (Cody Turner) – delayed due to parts availability, Ty Smith worked on this today and had some issues, but has been resolved. Need to be sure David Roberts knows line needs to be cut that feeds up to the barn from the house meter.
- ii. Ownership Transfer (Ethan Rawlings) – delayed due to parts availability, Bracken Christensen scheduled to work on this next week
- iii. 3200 S 400 West – Bracken Christensen will dig up
- iv. Meter Installation at the Tanks – Debbie still waiting on a date for arrival
- v. Power at the Tanks – Patrick and Kit will review bid from Tech Electric

- vi. Pipe Exposed at the River – Debbie and Patrick meeting with Lance from the county tomorrow up the canyon to discuss putting up barriers and backfill to cover the pipes. Supplies may be donated, but will need to cover cost of operator to run equipment to do the job.
- vii. 5155 S 1400 W – Patrick said this will be addressed after snow melts

**g. Discuss Plan for Future Connections**

The board discussed some of the criteria to be addressed prior to receiving applications for future connections and made the following assignments:

- i. Keep existing customers as highest priority
- ii. Meter installed at the tanks to assess low flow
- iii. Cost of Connection vs. Connection Fee – Patrick
- iv. Rules and Regulations Approved – All board members will review
- v. List of who have already applied and placed deposits – Britny will acquire list
- vi. Develop a plan of how to prioritize applications (such as property must be owned by applicant, building a home within 6 months, location of property, other considerations, etc.) – All board members
- vii. Determine how to inform public (public notice in newspaper, website, facebook, etc) – All board members

**h. Other Discussion/Action Items**

The board reviewed the situation of property being separated, ensuring water disconnected from outbuildings. The board agreed that the bylaws clearly state that the connection between the home and outbuildings must be severed since they will be on separate property. Britny will draft a letter to be signed by Patrick notifying the property owner that the line will need to be severed and then verified by the operator.

The board heard public input at the end of the meeting. Bailey Richardson inquired about what the application process might be like. The board suggested it may be that the district receives the application, gets approved with X number of days to put deposit down, then paid in full at time of installation. The board also suggested that certain criteria would need to be met such as having property and building plans already in place.

**V. Next Meeting, Wednesday, February 28, 2024, 7pm**

**VI. Adjournment**

Kit Christensen made the motion to adjourn the meeting  
Tom Ransom seconded the motion and the meeting was adjourned.

Minutes Submitted by: Britny Field

Minutes approved by:



Seconded by:

