

**Fairview Water District**  
**Meeting Minutes**  
February 28, 2024

**I. Call to Order**

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, February 28, 2024, at the Franklin County Firehouse.

**II. Roll Call**

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

Others in attendance included Britny Field and Tyler and Bailey Richardson.

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

Minutes from the January 31, 2024, meeting were reviewed by the board members prior to the meeting. Mike Thomas made the motion to approve the minutes, it was seconded by Kit Christensen, minutes were approved and signed.

**IV. Agenda Items**

**a. Review of State Statutes**

Jon Harris reviewed Section 4.9-4.10 of the By-Laws regarding Meeting Minutes and Participating by Phone or Video Call.

**b. 2024 Budget Review**

Mike Thomas reviewed the 2024 Budget explaining that the New Connection Fees and New Connection Expenses line items were added to this year's budget using an estimate of 5 new connections at \$15,000 Connection Fee and \$8,700 Connection Expense per connection. Mike also explained that based on supporting information from the attorney and accountant Debbie Gregory should be a W-2 Employee of the District and Britny Field should be a 1099 Contractor because of the nature, location, and expectations of their job duties. Mike explained the board will review monthly financial reports showing the profit and loss compared to the budget for the previous month and year-to-date, as well as a delinquent list. The board calculated that it costs the district approximately \$1,000 to service each connection each year. Minor adjustments to the budget were discussed regarding the electricity for Well#1 to be set at \$2,500 and Well#2 to be set at \$4,000. Kit Christensen made the motion to publish the budget in the paper and on the website as per the By-Laws in preparation for the budget hearing at the next board meeting. Mike Thomas seconded the motion. Britny will bring financial reports to the next board meeting, make the adjustments to the budget, and publish the budget in the paper and on the website.

**c. Review of Support Personnel Roles and Processes**

Patrick Gilbert reviewed the roles and processes of the Bookkeeper (receive checks, prepare checks, financial reporting), Secretary/Treasurer (customer accounts, board meeting support, liaison with bookkeeper, administrative duties), and Operator (oversee

quality of water and maintenance of water lines). He reiterated what Mike explained earlier that Britny as the secretary/treasurer would be a 1099 contractor and Debbie as the operator would be a W-2 employee.

#### **d. Status of New By-Laws & Regulations**

The previously approved By-Laws were signed by Patrick Gilbert and Britny Field.

Kit Christensen and Jon Harris were tasked with reviewing the draft Rules and Regulations and to prepare the document for board discussion and approval.

The board reviewed the delinquent list. The board discussed the process of handling delinquents 1) board review delinquent list each month, 2) accounts that are late 30 days will get a call, keeping record of date & time of call, 3) accounts late 60 days can be shut off, two board members will go together to do shut-offs, 4) account will need to be brought current and pay \$50 re-connect fee to have water turned back on. Mike Thomas made the motion to put a message on the bottom of each bill indicating that if an account is 60 days late, the water can be shut-off and the account will need to be brought to current and pay the \$50 re-connect fee before it will be turned back on. Tom Ransom seconded the motion, the board approved the motion. Kit will call delinquent water user #4, and Patrick will call #6, #7, #8. Britny will look into how online payment works and if users can pay extra online. Britny will put message on the bottom of the bills.

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

Patrick Gilbert provided updates on the following repairs:

- i. Ownership Transfer (Ethan Rawlings) – Completed
- ii. Ownership Transfer (Cody Turner) – delayed due to parts availability, Bracken Christensen scheduled to work on this
- iii. Meter Installation at the Tanks – meter is scheduled to arrive tomorrow
- iv. Power at the Tanks – Patrick reviewed bid from Tec Electric which was \$10,800 in July, but probably need to add 10% to it for more current figures. Power company fee is not included in the bid. Mike Thomas made a motion to give Patrick permission to move forward with working with Tec Electric (or other contractor) and Rocky Mountain Power to get power at the tanks and install the meter within the \$50,000 special project budget. Kit Christensen seconded the motion. Jon Harris will reach out for another bid for getting power at the tanks. Patrick will work with contractors and power company to get power at the tanks and install the meter.
- v. Audit Due August 31, 2024 for year ending November 30, 2023 – Britny will schedule the audit for 2023 and 2 years prior.
- vi. 3200 S 400 West – Bracken Christensen dug up and it was holding, Completed
- vii. 5155 S 1400 W – Patrick said this will be addressed later
- viii. At the Spring (cover exposed pipes) - Completed
- ix. Pipe Exposed at the River – Patrick explained the county won't touch this without special permit approval from 3 entities which Debbie has applied for. Once approved, Patrick and Debbie will work with the county to discuss next steps.
- x. Debbie will be replacing several meters and MXUs that have not been reading

**f. Discuss Plan for Future Connections**

The board reviewed the new connection wait list of applicants who paid a deposit. Patrick will call each of the applicants to see if they will be ready to use it within the next 6 months. If not, the board will discuss next steps for removing them from the list and refunding their deposit.

The board reviewed a list of potential applicants who have talked to the board about getting a new connection. There was discussion about how to prioritize applications, ensuring that property that was on a well had a backflow preventer or severed line to prevent contamination, and whether or not a connection that was not used within 6 months had to be turned back in. Patrick will find out what the By-Laws say about using the connection within a certain timeframe of when it was issued.

The board revisited the cost of the New Connection Fee. Tom Ransom made the motion to raise the New Connection Fee to \$15,000 and clarified that boring under the road would be the property owner's responsibility. Mike Thomas seconded the motion and the board approved the New Connection Fee.

**g. Other Discussion/Action Items**

Patrick Gilbert asked the group to consider having a Backup Operator. The group discussed the option of asking one of our contractors who is familiar with our system to get the necessary training and certifications or using an operator from another local water system who already has the training and certifications. Patrick will find out more information about the requirements for a Backup Operator.

The board heard public input at the end of the meeting. Bailey Richardson inquired about a provision to allow a child of a person who was on the new connection wait list to get the connection; the board explained that the connection would go to the person who was on the list and that the property had to be owned by that same person.

**V. Next Meeting, Wednesday, March 27, 2024, 7pm**

**VI. Adjournment**

Jon Harris made the motion to adjourn the meeting  
Patrick Gilbert seconded the motion and the meeting was adjourned.

Minutes Submitted by: Britny Field

Minutes approved by: 

Seconded by: 