

# **Fairview Water District**

## **Meeting Minutes**

May 29, 2024

### **I. Call to Order**

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:04pm on Wednesday, May 29, 2024, at the Franklin County Firehouse.

### **II. Roll Call**

Board members present included Patrick Gilbert, Mike Thomas, Kit Christensen, Jon Harris, and Tom Ransom. Others in attendance include Britny Field and Sawyer Jensen.

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

Minutes from the April 24, 2024, meeting were reviewed by the board members prior to the meeting. Kit Christensen made the motion to approve the minutes, it was seconded by Mike Thomas, minutes were approved and signed.

### **IV. Agenda Items**

#### **a. Review of State Statutes**

Jon Harris reviewed Idaho State Statute 18-5701 and 18-5702 regarding use of Public Funds and Securities and the consequences for misuse.

#### **b. Financial Reports**

Britny Field reviewed the financial reports. She stated that the March report had reported higher than expected amounts for Repairs and Maintenance. After reviewing the expenses, some amounts were moved to the Special Projects category and were reflected on the April financial report, and some amounts were invoiced out to three water users for the costs involved in moving/transferring connections and will be reported on an Accounts Receivable Report for May. Additionally, the 11 checks issued in April for reimbursement of deposits for new connections were reported on the Profit and Loss Report under the category New Connection Expenses. The board asked for these expenses to be reported separately from the 2024 Profit and Loss Report since they are reimbursements from deposits received several years prior.

The board reviewed the delinquent accounts. Patrick Gilbert will reach out to the State Water Department regarding billing/collecting on an account that has been shut-off. Accounts #1-6 will have certified shut-off notice letters sent with the next billing. Accounts #8-9 will continue to be monitored as they have been making payments.

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

Patrick Gilbert reviewed the status of projects and repairs throughout the district.

- Meter at the tank was installed and should be powered up next week. Patrick will ensure Debbie will start collecting and reporting data to the engineer.
- DEQ met with Debbie at the spring to check on turbidity situation and indicated that other water districts in the area were having similar problems this spring.

- Repair at 5155 S 1400 W is scheduled
- Repair at 4668 S 1400 W is completed
- Repair east of 2218 South State is scheduled for next week
- Repair at 3200 S 400 W is scheduled in 2 weeks
- Pipe Exposed at the River – Debbie waiting for update from Corps of Engineers
- Audit – Britny received proposal from Matthew Regen CPA to provide audit services, can start approximately June 7 and conclude August 15. Auditor to attend August board meeting at conclusion of audit. Britny will follow up with the firm to complete the audit and inquire what the rate would be for future audits.
- Service Line Inventory Survey – Debbie will be distributing door hangers this month followed by a survey for water users to complete with next month's billing. The Service Line Inventory Survey due date is October 16.
- Billy Rawlings would like to move the existing connection on his property at 3410 S 400 W farther to the east.

**d. Discuss Plan for Future Connections**

The board discussed plans for future connections. There are 5-6 connections that are not currently being utilized that need to be taken into consideration when assessing water usage throughout the district and ensuring that service to existing customers will not be compromised when issuing new connections. Debbie will make a list of the connections that are not currently being utilized. Britny will bring a copy of an application form for the board to review at the next meeting. If multiple applications meet all of the qualifications, the board may use a lottery pick to select which application is awarded the connection.

**e. Other Discussion/Action Items**

- Sawyer Jensen inquired about moving his existing connection at 715 W 3200 S farther west to 729 W 3200 S, still on property owned by him, when they build a new home. The board explained that he would be responsible for the cost involved in moving the connection, which currently would be approximately \$8,800. Mike Thomas made a motion to approve moving the connection for Sawyer Jensen and Billy Rawlings, discussed earlier in the meeting. Patrick Gilbert seconded the motion and the motion carried.

**V. Next Meeting, Wednesday, June 26, 2024, 7pm**

**VI. Adjournment**

Tom Ransom made the motion to adjourn the meeting. Kit Christensen seconded the motion and the meeting was adjourned at 9:00pm.

Minutes Submitted by: Britny Field

Minutes Approved by:



Seconded by:

