

**Fairview Water District**  
**Meeting Minutes**  
June 26, 2024

**I. Call to Order**

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:02pm on Wednesday, June 26, 2024, at the Franklin County Firehouse.

**II. Roll Call**

Board members present included Patrick Gilbert, Kit Christensen, Jon Harris, and Tom Ransom. Others in attendance include Britny Field and Debbie Gregory. Board member Mike Thomas was not in attendance.

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

Minutes from the May 29, 2024, meeting were reviewed by the board members prior to the meeting. Jon Harris made the motion to approve the minutes, it was seconded by Tom Ransom, minutes were approved and signed.

**IV. Agenda Items**

**a. Review of State Statutes**

Jon Harris reviewed Idaho State Statute 18-315 regarding omission of public duty. He stated that whenever the words “shall, must, and will” are used in statutes it is a requirement by law. He gave the example of “the Board shall meet a minimum of one time monthly” which means that the Board is required to meet at least once each month.

**b. Financial Reports**

Britny Field reviewed the financial reports and noted the changes requested by the board in regard to reporting the reimbursement of deposits for new connections and the Accounts Receivable Report. She indicated that 9 out of the 11 reimbursement checks had cleared the bank and she would be following up with the remaining 2 people to ensure receipt of the checks. She mentioned that the bank fees were higher than expected, but that is likely due to an increase in water users paying online. Britny will find out the percentage being charged for card payments. Britny reviewed the account balances as of May 31, but gave insight that the account balances would be low after expenses in June which included the DEQ loan payment. Additionally the board reviewed the outstanding accounts receivables and a 6-month CD that is scheduled to automatically be renewed in July. Britny will get more information about if a partial withdrawal could be made should the need arise and what the penalty amount would be if the CD is withdrawn before maturity.

The board reviewed the delinquent accounts. Accounts #1-5 will receive notice that if the account is past 90 days, the water service will be shut off. Account #7 will receive notice to increase payment amount to show progress toward reducing account balance. Accounts #8-9 will continue to be monitored as they have been making payments or have contacted Britny.

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

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

- Rawlings and Jensen connection relocations can be scheduled when property owners are ready
- Audit has been scheduled and is in progress; auditor will attend July meeting and report findings at that time.
- Service Line Inventory Survey is in progress and is due October 16. The State requires inventory of the type of material used for the water line from the meter to the house, lines and connections with lead will need to be replaced.
- Pipe Exposed at the River – Debbie waiting for update from Corps of Engineers and will be sending information, pictures, and list of materials needed to repair.
- Meter at the tank was installed. Debbie will start collecting and reporting data at monthly intervals.
- 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. DEQ has not reported anything further.
- Repair at 5155 S 1400 W is completed, was not a line the district is using, spliced back together.
- Repair east of 2218 South State was not a leak, but run-off from culvert running down the pipeline. The road department may address this repair.
- Repair at 3200 S 400 W is scheduled in 2-4 weeks. The road department may put in a culvert.
- Repair at 1409 W 4800 S is completed.
- Repair at 5454 S 1600 W (fire hydrant) is scheduled
- Repair by old church is scheduled
- Possible repair across from 659 W 4800 S will be monitored

### **d. Discuss Plan for Future Connections**

The board discussed plans for future connections. The board reviewed the current application for new water connection and would like to add a field for email address, add a field for phone number with call or text checkboxes, add a field for estimated date of use, checkboxes for Single Family Dwelling or Other (describe). Britny will add the requested fields to the application for review in next month's meeting.

The board discussed that connections are to be for single family dwellings or businesses approved by the board. The board reviewed several known situations where the connections are not being utilized as intended such as outbuildings renovated to living quarters, multiple family dwellings, rented rooms, etc. The board will review rules and regulations to determine how to handle situations where connections are not being used as intended.

### **e. Other Discussion/Action Items**

- i. The board discussed a letter from the Idaho Department of Water Resources that was recently sent to property owners regarding the need to file a Notice of Claim for water rights. The board clarified that water users on the Fairview Water

District do not need to file a Notice of Claim for that water, however if they have a private well, spring, or creek going through their property then they need to file a Notice of Claim or contact the IDWR to get more information. Britny will follow up with IDWR to ensure the Fairview Water District files the necessary paperwork.

- ii. Patrick Gilbert suggested the board consider installing a back-up generator at the tanks to supply water service to users and to maintain fire flow in case of power outage.

**V. Next Meeting, Wednesday, July 31, 2024, 7pm**

**VI. Adjournment**

Tom Ransom made the motion to adjourn the meeting. Jon Harris seconded the motion and the meeting was adjourned at 8:15pm.

Minutes Submitted by: Britny Field

Minutes Approved by:



Seconded by:

