

Fairview Water District

Meeting Minutes

July 31, 2024

I. Call to Order

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:06pm on Wednesday, July 31, 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 June 26, 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 Tom Ransom, minutes were approved and signed.

IV. Agenda Items

a. Review of State Statutes

Jon Harris reviewed Idaho State Statute 18-205 Persons Liable, Principals and Accessories. He summarized that if a person has knowledge that a felony has been committed and does not report it, they are an accessory to the crime committed and face punishment as well.

b. Financial Reports

Britny Field reviewed the financial reports. She reported that the increase in bank fees from last year were a direct result of the increase in customers paying their bills online. The fees for card payments averages about \$1.50 per transaction. She reported that payment was received on each of the invoices on the Accounts Receivable Report, however one invoice continues to have an outstanding balance. The bank account balances are expected to rise over the next several months since the loan payments have all been paid. The board reviewed the delinquent accounts. Accounts #1 & 4 have made payments recently. Britny will call and send shut-off notice to #2 and #5. Britny will call #3 with the expectation that they increase payments to make progress on the balance of the account. The board agreed to give some leeway this month since the bills were sent with the annual report in a different size envelope, therefore payments will need to be made by September 15th or will be shut off.

c. Status of Projects and Repairs

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

- Audit has been scheduled and is in progress; auditor will attend August 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.
- Meter at the tank was installed. Debbie reported a meter flow of 21,9522 million gallons in July. This reflects the total amount of water being distributed from the tank. As data is collected monthly and compared with usage throughout the district it will give a better representation of the health of the water system. The board discussed that there is a church in Fairview and a church in Mapleton that do not have meters. When meters were installed throughout the system in 2005, the board at the time felt that churches should not be metered. The board discussed the need to have a meter on every connection to have the most accurate data on water usage. Patrick Gilbert made a motion to schedule installation of meters at both the Fairview and Mapleton church. Jon Harris seconded the motion. The motion carried. Debbie will schedule the meter installations at the churches.
- 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.
- 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 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. Debbie will work with Miles to dig up and assess again.
- Repair at 3200 S 400 W is scheduled in 2-4 weeks. The road department may put in a culvert.
- Repair at 5544 S 1600 W (fire hydrant) is scheduled
- Repair at 1452 W 5600 S (fire hydrant) is needed, Debbie will assess
- Repair by old church is scheduled
- Possible repair across from 659 W 4800 S does not seem to be an issue any longer, likely was water standing from field irrigation
- Patrick, Debbie, and Britny will meet with the Idaho Department of Water Resources on August 15 to address the water claims adjudication
- Backup Generator – the board will revisit and budget for a backup generator in next year's budget and look at grants to pay for it
- Contact Information Update – Britny will be sending a request in the next billing for water users to update their contact information

d. Discuss Plan for Future Connections

The board discussed plans for future connections. The board discussed that the rules and regulations will need to be reviewed and revised. The board will divide up the task of reviewing and revising the rules and regulations among board members at the next meeting.

The board reviewed the revised DRAFT application for new water connection and would like to add the following fields:

- A field to inquire if the property has secondary water and if so that it has backflow prevention approved by the operator.

- A write-in field stating the current monthly fee and that it is subject to change.
- A statement that if the connection is not used by the date stated in the application that it will be returned to the district.

e. Other Discussion/Action Items

- i. The board discussed the request from Troy Hobbs to separate his farm and house connection. Patrick Gilbert stated that there are 5 connections (1 on 1600 E that is not being used, 1 to a house, and 3 at the dairy which is owned by Windstar Dairy now). Troy would like to take one connection for the house, one at the dairy, and one to use to build a home. The board discussed that the location of the property is technically outside the water district, but that historically some connections had been approved along the water line coming into the district. The board had questions about what water district the property is located in. Debbie Gregory will bring maps of Fairview, Franklin, and Whitney water districts to the next meeting. The board discussed that according to the rules and regulations a water connection is to remain with the property for which it was approved, and if it is not used within a certain timeframe, it goes back to the water district. The board had questions about whether the connection would be given back to the district or bought back by the district and for what price. Jon Harris will look up the rules and regulations as well as state statutes for clarification on 1) connections inside and outside of the water district and 2) if a connection would be given back to the district or bought back by the district and for what price.
- ii. The board reviewed the insurance policies for the district since some were coming up for renewal soon. The board inquired if the general liability and director's liability covered Debbie as the operator, if liability coverage was adequate or to consider doubling the liability coverage, and if a landslide would be covered. Britny will follow-up with the insurance company for clarification on the insurance policies. The board discussed selling the truck and backhoe since repair work is contracted out now and they are no longer used for repairs. No decision was made. Debbie and Patrick will gather information on tools and equipment to schedule for the inland marine policy.
- iii. Britny Field indicated that in the process of completing some paperwork for the district, it was discovered that a copy of the IRS letter with the EIN and non-profit status was not on file. Britny will contact the IRS to obtain a copy of the letter.

V. Next Meeting, Wednesday, August 28, 2024, 7pm

VI. Adjournment

Kit Christensen made the motion to adjourn the meeting. Tom Ransom seconded the motion and the meeting was adjourned at 9:15pm.

Minutes Submitted by: Britny Field

Minutes Approved by:



Seconded by:

