

**Fairview Water District**  
**Meeting Minutes**  
January 8, 2025

**I. Call to Order**

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, January 8, 2025, at the Larsen-Sant Library.

**II. Roll Call**

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

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

Minutes from the December 4, 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. Financial Reports**

The Board reviewed the 2024 Amended Budget. Mike Thomas made the motion to approve the budget, it was seconded by Kit Christensen, the board voted unanimously in favor of approving the 2024 Amended Budget.

The Board discussed that Special Projects in the 2025 year would include DEQ required improvements to the well house overflow and improvements on the water shed roof and lighting.

Britny Field reviewed the regular financial reports. The board reviewed the accounts receivable report. Mike Thomas made the motion to start charging interest on the delinquent account, Patrick Gilbert seconded the motion, and the board approved the motion. The board reviewed the delinquent water user accounts, final notices will be sent to #1 and #3 on the list unless payment is received this month.

**b. Review Rules and Regulations**

The Board reviewed the DRAFT Rules and Regulations, specifically the Water Rates and Fee Schedule. The Board discussed adding another tier for usage over 30,000 gallons charged at a higher rate and/or placing a cap on water usage based on residential vs. agricultural/commercial accounts. Patrick will ask the attorney for guidance on these options for water rates.

**c. Status of Projects and Repairs**

Patrick Gilbert and Debbie Gregory provided status updates for the following repairs:

- i. Overall Meter Report – Debbie reported there was a 1.3 million gallon discrepancy between the meter reading at the tank and customer meter readings. A leak on 800

East contributed to this discrepancy. Debbie is replacing meters/MXUs that are not reading and the meter installations at the churches are scheduled within the next two weeks.

- ii. A water user that had excessive usage due to a leak has requested adjustment to usage charges. The Board agreed to credit the account since the account was current and the leak was repaired in a timely manner.
- iii. Facility Plan – Debbie reviewed the Facility Planning Study provided by the engineer and explained that the board needed to approve the plan which will accompany the Letter of Interest (LOI) to be submitted to DEQ tomorrow. She explained that this is the first step in the process to secure grant money. Mike Thomas made the motion to approve the Facility Planning Study, Patrick Gilbert seconded the motion, the Board approved the Facility Planning Study. Debbie said Amanda Collins with SICOOG will plan to attend the next board meeting to discuss the next steps for the grant funding process which includes procuring a project engineer.

**d. Discuss Plan for Future Connections – Mike Thomas**

The Board reiterated the following hurdles to being able to issue future connections:

- Finalizing the new Rules and Regulations, which will be completed soon.
- Accuracy of water usage throughout the district compared to overall meter reading, which meter installations and replacements will collect better data.
- Being at or near the capacity of water rights, for which more analysis is needed.

**e. Other Discussion/Action Items**

- i. **Board Elections** – Patrick Gilbert explained it was time for the Board to elect a President, Vice-Chairman, and Treasurer. Mike Thomas made the motion to keep the roles the same for another year, Kit Christensen seconded the motion, the Board approved the motion with Patrick Gilbert as President and Chairman of the Board, Mike Thomas as Vice-Chairman of the Board, and Britny Field as Treasurer.
- ii. **Director Elections** – Patrick Gilbert explained that Mike Thomas, Kit Christensen, and Jon Harris are up for re-election this year and will need to fill out paperwork if they intend to run. The county clerk’s office will send the forms to Britny and the election will be May 20, 2025.

**V. Next Meeting, Wednesday, January 29, 2025, 7pm**

**VI. Adjournment**

Mike Thomas made the motion to adjourn the meeting, Kit Christensen seconded the motion, and the meeting was adjourned at 8:50pm.

Minutes Submitted by: Britny Field

Minutes Approved by:  Seconded by: 