

Fairview Water District
Meeting Minutes
May 28, 2025

I. Call to Order

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, May 28, 2025, at the Franklin County Fire Station.

II. Roll Call

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

III. Approval of Minutes from Last Meeting

Minutes from the April 30, 2025, meeting were reviewed by the board members prior to the meeting. Mike Thomas made the motion to approve the minutes, it was seconded by Tom Ransom, minutes were approved and signed.

IV. Agenda Items

a. 2022 and 2024 Financial Audit Results

Matt Regen, CPA, reviewed the findings of the 2022 and 2024 financial audits. He stated the only corrections that were made for either year were the report period some expenses were reported (Example: If a bill is dated November and paid in December, it should be reported in November according to accrual basis vs. cash basis reporting). He mentioned that \$40,000 of surplus was used up in 2024 and that the District will want to be sure to replenish the surplus. He noted that the District has good practices in place using multiple people for checks and balances and that the Board is reviewing financial reports in each meeting. Matt said he is presenting both the 2022 and 2024 financial audit reports as unmodified reports, which means no changes are recommended. Patrick Gilbert made the motion to approve the 2022 Financial Audit Report, Tom Ransom seconded the motion, the motion carried. Mike Thomas made the motion to approve the 2024 Financial Audit Report, Patrick Gilbert seconded the motion, the motion carried. The Board recommended the next audit for fiscal year 2025 be scheduled to commence January 2026.

b. Financial Reports

Britny Field presented the Amended 2025 Budget which amended the fiscal year from January 1, 2025, through December 31, 2025 to December 1, 2024, through November 30, 2025, to be consistent with the Idaho Statute 67-450B. Mike Thomas made the motion to approve the amended budget, Patrick Gilbert seconded the motion, the Amended 2025 Budget was approved and signed. The Board reviewed the Budget Report, Accounts Receivable Report, and Delinquent Accounts. #1-2 on the delinquent list will receive shut-off notices, #3-4 are on written payment plans, #5 will receive shut-off notice if the account is not paid or no payment plan is submitted. The Board suggested that a payment plan be developed with the outstanding accounts receivable

account to pay the balance in full within 12 months, then 18% interest will be applied on the unpaid balance after the 12-month period.

c. Projects and Repairs

- Patrick Gilbert reviewed the status of projects and repairs throughout the district. He stated that on Thursday, June 12, water will be shut off for repairs on the mainline on 3200 South. Simultaneously, the leak on 1400 West and the leak near the old church will be repaired while the water is off.
- Debbie and Britny will coordinate together in their contact with water users to get the outstanding Service Line Inventory Survey and the Service Agreements.
- The fire hydrant repair on 5600 South will be postponed until after the other repairs on June 12th.
- Debbie reported that there was another group doing excavation work up Cub River Canyon the same day Century Link is claiming damage by Fairview Water District. She said she was able to contact Century Link to explain her findings and there had been no other contact from Century Link at this time.
- Debbie was asked to generate a list of the users who will need to pay for damage to District property (example: MXUs, meter pit lids, etc).
- Patrick reported that the Overall Meter Usage Report continues to show a decrease in unknown water usage from previous months as efforts are made to repair leaks and replace meters.

d. Other Agenda Items


- i. DWR Water Rights/Water Connections – Patrick Gilbert said that there has been some confusion surrounding how much water the District has rights to. Some information indicates that using only one of the District’s water sources, such as one of the wells, could supply the entire district. He explained that the amount of water rights is not the only factor to assessing if new connections can be added. DEQ has restrictions on water usage to ensure the District has an adequate reserve. Additionally, the current infrastructure cannot sustain bringing any more water from the canyon. The Board would like to see figures showing the following:
 - What is the current known capacity of water available to the District
 - What is the percent of current known capacity that is used
 - What is the percent of current known capacity needed for reserveDebbie will gather information and report back to the Board.
- ii. Yarasca Water Connection – The Board reviewed the request for additional water connections for the apartments and clarified that there was 6 connections on 1 meter for the apartments and 1 connection on another meter for the yard. The Board agreed that with a moratorium in place, there could not be additional connections approved until the moratorium is lifted.
- iii. Enforcing Rules and Regulations – The Board discussed how to enforce the Rules and Regulations and suggested a letter be sent to all users outlining the prevalent violations, stating the sections of the Rules and Regulations pertaining to the violations, and consequences for the violations. Mike Thomas made the motion to have a letter drafted for the next meeting; Patrick Gilbert seconded the motion. Britny will draft the letter for the next board meeting.

V. Next Meeting, Wednesday, June 25, 2025, 7pm

VI. Adjournment

Patrick Gilbert made the motion to adjourn the meeting, Mike Thomas seconded the motion, and the meeting was adjourned.

Minutes Submitted by: Britny Field

Minutes Approved by:  Seconded by: 