

Fairview Water District
Meeting Minutes
October 29, 2025

I. Call to Order

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, October 29, 2025, at the Franklin County Fire Station.

II. Roll Call

Board members in attendance included Patrick Gilbert, Kit Christensen, and Tom Ransom. Others in attendance include Britny Field, Debbie Gregory, Tyler Richardson, Kenny Inglet, Kelley Olsen, and Brian Jensen.

III. Approval of Minutes from Last Meeting

Minutes from the September 24, 2025, 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. Enforcing Rules and Regulations

Patrick Gilbert explained that the Board had sent out letters to users who may be in violation of the Rules and Regulations inviting them to come discuss their situation with the Board.

- i. Kenny Inglet explained that he has built a mother-in-law apartment and stated it is an extension to his home, that the property can't be split or sold individually, and that the building is all under one address with his home. Patrick Gilbert said he would check with legal counsel to determine if this situation complies with the Rules and Regulations.
- ii. Kelley Olsen explained that he has a barn where family members will occasionally spend the night when they come to visit, but no one is living there long-term and stated there is no running water to the barn. The Board determined this is not a violation based on this explanation.

b. Projects and Repairs

- Patrick Gilbert reviewed the status of projects and repairs throughout the district. Eight meters and 15-20 MXUs were replaced in October and more will be replaced in November, if possible, which should help reduce the overall amount of unknown water usage on the Overall Meter Report. The exposed pipe up Cub River has been taken care of and other projects in progress will be completed soon or postponed until spring.

c. Financial Reports

Britny Field reviewed the Budget Report with the Board noting a correction to the Professional Fees amended budget amount which can be corrected on the next amendment to the budget. Most of the budget categories are within expectations, however, the repairs and maintenance category is close to going over budget.

The Board reviewed the Accounts Receivable Report and Delinquent Accounts. #1-3 on the delinquent list received a shut-off notice and request for a written payment plan, partial payments have been received, but no written payment plan has been received. #4 will receive a shut-off notice. #5 is a repeat delinquent account and has received 5 shut-off notices in the past 24-month period. The user received a shut-off notification citing section 13 of the Rules and Regulations with explanation that the connection will be permanently shut off unless the account is brought current and continues to be paid monthly. Two board members will be going to shut-off the water service at the property on 10/31/25. #6 is on a written payment plan and continues to make payments accordingly.

The Board reviewed a proposed budget for FYE2026 and considered the potential for increasing the support personnel compensation category. Patrick requested additional information regarding time spent for support personnel duties be sent to the board for review. Patrick Gilbert made the motion to accept the FYE2026 Proposed Budget in preparation for the budget hearing in November, Kit Christensen seconded the motion, and the motion passed. Britny Field will prepare materials for the budget hearing.

d. Water Rights/Water Connections (Capacity)

The Board reviewed the preliminary list of new service connection applications. Patrick explained that the deadline for accepting applications is November 18th. The Board will meet on November 19th to review the applications prior to sending them to the engineer for review. The Board will meet again on December 17th and will review any input from the engineer at that time prior to approving applications. Both of those meetings will be at the Franklin County Ambulance Building due to scheduling conflicts.

e. Other Agenda Items

- Patrick Gilbert mentioned that a business in the Fairview area would like to donate to the Fairview Water District as a tax deduction. Britny and Patrick will continue to follow up with the accountant to determine if the District can accept the donation and what paperwork would be needed to do so.

V. Next Meeting, Wednesday, November 19, 2025, 7pm AND December 17, 2025, 7pm both at the Franklin County Ambulance Building.

VI. Adjournment

Tom Ransom made the motion to adjourn the meeting, Kit Christensen seconded the motion, and the meeting was adjourned at 8:09pm.

Minutes Submitted by: Britny Field

Minutes Approved by: Patrick Gilbert Seconded by: Kit Christensen Tom Ransom