Fairview Water District
Meeting Minutes
March 27, 2024

I. Call to Order

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, March 27, 2024, at the Franklin County Firehouse.

II. Roll Call

Board members present included Patrick Gilbert, Kit Christensen, Tom Ransom, Jon Harris, Mike Thomas. Others in attendance include Britny Field.

III. Approval of Minutes from Last Meeting

Minutes from the February 28, 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 Mike Thomas, minutes were approved and signed.

IV. Agenda Items

a. Review of State Statutes

Jon Harris reviewed from the current Rules and Regulations, Resolution 02-07, Section 5.6 regarding Delinquent Accounts clarifying the timeframes for delinquent notice, late charges, turn-off notice, and the amount of service charge for restoration of services.

b. 2024 Budget Hearing

Mike Thomas presented the 2024 Budget for approval. Kit Christensen made the motion to approve the budget, Patrick Gilbert seconded the motion. The board voted unanimously to approve the budget. Mike suggested preparing the 2025 Budget by November 2024.

c. Financial Reports

Britny Field reviewed the financial reports. The board asked for a column to be added to show "percent of budget" for each category on the Profit Loss Report. Additionally, the board reviewed the delinquent accounts. Accounts #1 and #2 on the list will receive a shut-off notice with their bill. Account #3 on the list will have service shut off tomorrow.

d. Status of New By-Laws & Regulations

The board discussed that the undertaking of reviewing and updating the Rules and Regulations would be immensely time consuming and that an index of the current Rules and Regulations and Resolutions would be most helpful at this point. Britny Field was tasked with developing the index.

e. Status of Projects and Repairs

Patrik Gilbert provided updates on the following repairs:

i. Ownership Transfer (Cody Turner) – Will be completed on Friday
ii. Meter Installation at the Tanks – meter has arrived, will be installed soon, after power is set up, everyone will be out of water for 8-10 hours when installation occurs, will need to notify users when a date is set

iii. Power at the Tanks – power company to be on-site next week to get power set up
iv. Audit Due August 31, 2024 for year ending November 30, 2023 – Britny has not been able to schedule the audit yet.
v. Pipe Exposed at the River – Waiting for special permits and approvals, Patrick and Debbie will work with the county to discuss next steps.
vi. Debbie will be replacing several meters and MXUs that have not been reading
vii. 5155 S 1400 W – Debbie to schedule repair with Miles
viii. 1409 W 4800 S – meter shut off, property owner will repair
ix. 532 W 3200 S – leak repair completed
x. Hinckley – leak repair completed
xi. 4668 S 1400 W – fire hydrant leak, Debbie scheduled repair

f. Discuss Plan for Future Connections

Patrick Gilbert reported that he had called everyone on the wait list, explaining to them that according to the Rules & Regulations the board had to issue water within 45 days of approval and the board has not been able to do that, so the person would be reimbursed their deposit amount. Patrick stated that some contact information was out of date. Britny will update water user contact information in the system. Britny and Patrick will work together to reimburse deposits.

The board discussed planning for future connections stating that once the meter is installed at the tanks, we can hopefully get low flow readings in April and May and high flow readings in the summer months and have a better idea of how many new connections can be issued. The board discussed that the following information would be determined and shared with the public before opening for applications: date to receive applications, number of new connections to be issued, and criteria for applying for new connection. The engineer will provide input and approval of each application. The board will revisit the discussion around the application process and criteria for new connections at the next meeting.

g. Other Discussion/Action Items

The board discussed that a Backup Operator from another local water system would be a good idea and Patrick Gilbert and Debbie Gregory will work together to get a Backup Operator in place.

V. Next Meeting, Wednesday, April 24, 2024, 7pm

VI. Adjournment

Tom Ransom made the motion to adjourn the meeting. Kit Christensen seconded the motion and the meeting was adjourned at 8:54pm

Minutes Submitted by: Britny Field
Minutes Approved by: Seconded by:

A Public Hearing, pursuant to Idaho Code 50-1002, will be held for consideration of the proposed budget for Fairview Water District for the fiscal year from January 1, 2024, to December 31, 2024. The hearing will be held at Franklin County Fire Station located at 55 W 1st S, Preston, Idaho, at 7:00pm on March 27, 2024. All interested persons are invited to appear and show cause, if any, why such budget should or should not be adopted. Copies of the proposed Fairview Water District budget, in detail, are available on our website at fairviewwaterdistrict.com. The fire station is accessible to persons with disabilities. Anyone desiring accommodations for disabilities related to the budget documents or to the hearing, please contact Britny Field at 435-770-6431 at least 48 hours prior to the public hearing. The proposed FY2024 budget is shown below as FY2024 proposed expenditures and revenues.

Fairview Water District

2024 Proposed Budget

INCOME	AMOUNT
New Connection Fees	75,000.00
Interest Income	288.12
Water Fees	340,000.00
TOTAL INCOME	**$ 415,288.12**
FIXED EXPENSES	
DEQ Loan Payment	75,318.54
USDA Loan payment	59,251.00
Post Office Box	108.00
VARIABLE EXPENSES	
Bank Charges	1,060.00
Board Expenses	10,150.00
Continuing Education & Training	640.00
Dues & Subscriptions	500.00
Electricity	10,250.00
Insurance	4,105.00
New Connection Expenses	35,000.00
Office Expense	7,300.00
Permits & Fees	1,300.00
Professional Fees	8,200.00
Repairs & Maintenance	40,700.00
Special Projects (Meters at Tank)	50,000.00
Support Personnel Compensation	48,600.00
Travel	2,000.00
Water Testing	4,000.00
TOTAL EXPENSES	**$ 358,482.54**
NET INCOME	**$ 56,805.58**