

**Fairview Water District**  
**Meeting Minutes**  
December 17, 2025

**I. Call to Order**

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, December 17, 2025, at the Franklin County Ambulance Building.

**II. Roll Call**

Board members in attendance included Patrick Gilbert, Mike Thomas (via phone), 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 November 19, 2025, meeting were reviewed by the board members prior to the meeting. Tom Ransom made the motion to approve the minutes, it was seconded by Mike Thomas, minutes were approved and signed.

**IV. Agenda Items**

**a. Enforcing Rules and Regulations**

Patrick Gilbert said he was waiting to hear back from the attorney about whether servicing water to a mother-in-law apartment on the same connection as a home is compliant with the Rules and Regulations. The Board discussed the building of apartments behind an existing customer's home on State Street. In response to a certified letter, the customer verbally explained that the apartments will not be serviced with water from Fairview Water District.

**b. New Connections Update**

Patrick Gilbert explained that the District has changed engineers and expects feedback from the new engineer by the January meeting. The Board discussed that the applicants will be informed of the approvals if it is received prior to the January meeting.

**c. Grant Process Update**

Debbie Gregory explained that she will be meeting with Forsgren Associates and DEQ in January and the Board will hold a public hearing for Forsgren to present the planning study in February's board meeting.

**d. Status of Projects and Repairs**

Patrick Gilbert reviewed the status of projects and repairs throughout the district. The Hobbs connection needed different materials than were originally installed, so the District will cover the cost of the error and Hobbs will pay for the connection as originally planned. Patrick also mentioned that culverts on 800 E were covered up during repairs and will be getting cleaned out. The Board reviewed the Overall Meter Report and discussed that the leaks caused by the boring likely contributed to the unknown usage.

**e. Financial Reports**

Britny Field reviewed the Budget Report with the Board noting that most of the budget categories are within expectations, however, the repairs and maintenance category is over budget. The Board reviewed a proposed amended budget as per the recommendation from the previous meeting but would still be over budget with the repairs and maintenance category until the outstanding accounts receivable payments are received. The Board discussed whether Accrual Basis or Cash Basis accounting would be better for reviewing the Budget Report. Britny will reach out to the accountant to determine which would be best and make changes accordingly. The Board reviewed the Accounts Receivable Report and Delinquent Accounts. Accounts #2 & #4 will receive shut-off notices if payment is not received by the end of the month. The remaining accounts are on payment plans.

**f. Other Agenda Items**

- i. The Board reviewed the status of the truck and backhoe. Patrick Gilbert said he put new batteries in both. The truck is running. Patrick will have it cleaned and listed to sell, values at \$9,000-\$15,000. The backhoe started but gelled up so Patrick will continue to work on it.
- ii. Mike Thomas will get a quote from a contractor to do GPS mapping of the water system.
- iii. The Board discussed the need to formally appoint Jon Harris to a director position whereas his term has expired and his election paperwork was not filed during the last election. Jon will decide by the January meeting if he wishes to remain on the Board.

**V. Next Meeting, January 28, 2026, 7pm at the Franklin County Fire Station.**

**VI. Adjournment**

Patrick Gilbert made the motion to adjourn the meeting, Tom Ransom seconded the motion, and the meeting was adjourned at 7:40pm.

Minutes Submitted by: Britny Field

Minutes Approved by:

Seconded by: