

# **Fairview Water District**

## **Meeting Minutes**

March 25, 2026

### **I. Call to Order**

Patrick Gilbert called to order the regular meeting of the Fairview Water District at 7:00pm on Wednesday, March 25, 2026, at the Franklin County Fire Station.

### **II. Roll Call**

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

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

Minutes from the February 25, 2026, meeting were reviewed by the board members prior to the meeting. Tyler Richardson made the motion to approve the minutes, it was seconded by Tom Ransom, minutes were approved and signed.

### **IV. Agenda Items**

#### **a. New Consultant, Michael Hartvigsen from Jones and DeMille Engineering**

Michael Hartvigsen introduced himself as a new engineering consultant for the Water District. He said he was asked to develop a Hydraulic Model for the Water District and explained that he and Debbie worked together to document the water pressures throughout the District and used the model to determine where new connections could be added and still meet the threshold requirements for pressures. He said that many areas in the system have two lines running side by side, two different sizes, and this affects pressures when one is shut down. He recommended assessing which lines are most important to replace and determine which connections are affected by which lines. He recommended not putting in anything less than 8-inch lines moving forward or it is difficult to keep the needed fire flow. Michael also recommended that the District pay attention to development in the area around the spring to protect the water source.

Michael also recommended being proactive and preparing to pay for improvements or repairs. The group discussed impact fees. Michael explained that impact fees are calculated by looking at the capacity of the District and the new infrastructure that would be needed to meet the needs of the anticipated connections and divide the cost of the new infrastructure by the number of new connections anticipated. The impact fees are collected as new connections are issued and set aside to pay for the new infrastructure. Michael suggested that the District consult with an attorney for details on how the impact fees can be used. The group identified some questions to ask the attorney as follows:

- Can the District annex a subdivision or areas along the water lines needing to be replaced, which are outside the District boundaries, and charge impact fees on new connections in those areas?
- If improvements are made to certain lines within the District, can those customers be charged a higher rate?

- If the District is awarded grant funds, does the District charge impact fees or raise rates to pay the loan to match the grant money?

Lastly, Michael highly recommended the District undergo GPS/GIS mapping as it will be very useful in planning and preparing for the future needs of the District.

**b. Status of Projects and Repairs**

Debbie Gregory provided an update on the status of meter replacements and said three new connections will be installed the beginning of April. The Overall Meter Report showed an increase in the amount of unknown water usage, but a leak was recently fixed.

**c. Financial Reports**

Britny Field reviewed the Budget Report with the Board. Debbie noted that there will be more water testing expenses throughout the year and she will learn more at a meeting in April. There will also be additional professional fees expected this year. The Board will plan to amend the budget in a few months. The Board reviewed the Accounts Receivable Report and Delinquent Accounts. Accounts #1-5 will receive a shut-off notice if payment is not received by the end of the month. Account #6 has received shut-off notice and has not paid; Patrick Gilbert will follow up on the shut-off.

**d. Discuss Future Impact Fees**

The Board discussed impact fees earlier in the meeting and will revisit the topic in future meetings.

**e. GPS Mapping**

The Board will revisit this topic in the next board meeting.

**f. Enforcing Rules and Regulations**

Patrick Gilbert said the Board will address any reported violations of the rules and regulations on a case-by-case basis moving forward from January 1, 2026.

**V. Next Meeting, April 29, 2026, 7pm at the Franklin County Fire Station.**

**VI. Adjournment**

Tom Ransom made the motion to adjourn the meeting, Patrick Gilbert seconded the motion, and the meeting was adjourned at 8:32pm.

Minutes Submitted by: Britny Field

Minutes Approved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_