

**FAIRVIEW WATER DISTRICT  
BOARD OF COMMISSIONERS MEETING  
FEBRUARY 27, 2025**

A regular meeting of the Fairview Water District Board of Commissioners was held at the Fairview Water District Office at 403 Marolf Loop Road in Tillamook, Oregon at 5:00 PM.

**A. Call to Order**

- I. Board Chair John Casteel called the meeting to order at 5:00 PM.

**B. Roll Call**

- I. Board Members Present
  - a) John Casteel
  - b) Boyd Rulifson
  - c) Gary Bond
  - d) Dustin Burdick (arrived at 5:43 PM)
- II. Board Members Absent
  - a) No Board Members were absent
- III. Visitors Present
  - a) No visitors were present
- IV. Staff Present
  - a) Michael Ostensen, General Manager
  - b) Melissa Rondeau, Office Manager

**C. Approval of January Board Meeting Minutes**

- I. Motion by Gary Bond and seconded by Boyd Rulifson to approve the minutes of the January 30, 2025 Fairview Water District Board of Commissioners Meeting and Executive Session.
  - a) Motion passed 3-0.

**D. Visitor Propositions**

- I. There were no visitor propositions.

**E. Financial Report**

- I. Current Financial Status
  - a) The Board reviewed and discussed the District's budget v. actuals financial report. Michael Ostensen points out that electricity costs were lower than anticipated to date due to reduced pumping and that anticipated costs for the FY 2025-26 will be a bit higher.
- II. Approval of the Bills for January 2025
  - a) Motion by Boyd Rulifson and seconded by Gary Bond to approve the bills for January 2025 as presented.
  - b) Motion passed 3-0.
- III. Delinquent Accounts
  - a) All delinquent accounts were reviewed, and Melissa Rondeau provided an update regarding their status.

IV. FY 23/24 Audit

- a) Melissa has completed the cash reconciliation between ABS, Stripe credit card payments, NMI online check payments, the General Fund checking account and the SDC checking account. She is working to rectify any issues discovered, hopes to have all items completed, and be working with Singer Lewak before the end of March.

V. FY 2025-26 Budget

- a) The first budget committee meeting for the FY 2025-26 budget will be held at 5:00 PM on March 27, 2025 at the Swiss Hall on Brookfield Avenue.
- b) Melissa will call all standing budget committee members to confirm their participation and presence at the meeting and book the hall for that date.
- c) Several budgetary items of concern were noted and will be followed up upon at the budget committee meeting.
- d) Gary Bond reminds all present that the District possesses a contingency fund and that we shouldn't shy away from spending those funds should costly repairs be necessary.

**F. General Manager Report**

I. General Manager Michael Ostensen presented his report to the Board.

- a) Overhead power has been disconnected, and underground power has been run to Well 3; a new footing has been poured, and a new steel security door will be financed and installed by the college when the footing has cured. Michael will meet with Woodpecker Roofing & Remodel to discuss the extension of the wellhouse roof and its installation. When the old roof is removed, the new electrical cabinet must be installed into the wellhouse via crane; and at the same time, the old discharge line must be abandoned and the new one must be put into use. This project is progressing nicely, and Michael expects that it will be completed soon.
- b) The pump assembly and drop pipe for Well 1 has been removed and hauled away. Michael would like to contract A&A Drilling Service, Inc. to install a new valve on the discharge pipe. Upon discussion with A&A, it was noted that, if contracted, they would do this procedure "hot", meaning that the valve will be installed without the pipe being brought offline or exposed. Once the valve has been installed, Michael will assess whether the District should install the drop-pipe in-house or outsource the project to a contractor. Prior to installing the new pipe, the well must be blasted and airlifted; Michael would like to contract Cascade Water Works, LLC to complete this work as soon as possible, as Well 1 needs to be brought online as quickly as possible.
  - i. Motion by Gary Bond and seconded by Boyd Rulifson to declare that bringing Well 1 back online with operational gain is an emergency, and that Fairview Water District staff should schedule and pay for the de-scaling of Well 1 as soon as possible based on the quote received from Cascade Water Works, LLC.
  - ii. Motion passed 3-0.
- c) Arrival of Board member Dustin Burdick at 5:43 PM.
  - i. Motion by John Casteel and seconded by Gary Bond to utilize A&A Drilling Service, Inc. to install the valve for the discharge pipe.
  - ii. Motion passed 4-0.

- d) During talks with Cascade Water Works, LLC, it was discovered that they would be able to utilize their equipment to clean the Wilson Well. This item was met with interest and discussion was held..
  - i. The Board directed staff to move forward with hiring Cascade Water Works, LLC to clean the interior of the Wilson Well.
- e) Two quotes have been received for the pad pour around Well 4 and staff are waiting for at least one more quote before presenting them to the Board. After the pad is poured, District staff plan to store the vac trailer as well as excess pipe behind the fence. Michael would like to examine installing barbed wire on the top of the fence for security purposes.
  - i. Motion by Boyd Rulifson and seconded by Gary Bond to accept the best presented quote and move ahead with the installation of the concrete pad around Well 4.
  - ii. Motion passed 4-0.
- f) A contractor has been hired to bore new water lines under the road for properties at 7500 and 7600 Trask River Road.
- g) Gerard Smith has been hired to fill the vacant Utility Worker 1 position, and he is expected to arrive from Pendelton on May 1, 2025.
- h) Michael has asked A-1 Painting to pressure wash, inspect, and paint the reservoir.
  - i. Gary Bond noted that the tank will need to be washed before inspection.
- i) Melissa Rondeau added an Office Manager's report to the General Manager's report and the Board asks that she create her own report to present each month.

#### **G. Old Business**

- I. Well 1 Project Update
  - a) This item was discussed earlier in the General Manager's Report.
- II. Well 3 Project Update
  - a) This item was discussed earlier in the General Manager's Report.
- III. Wellhouse 4 Concrete Pad Estimates
  - a) This item was discussed earlier in the General Manager's Report.
- IV. 3<sup>rd</sup> Street/Wilson River Loop Water Leak
  - a) Taylor from Aufdermauer Trucking & Excavation will be filling in the exploration ditch in front of the Fairgrounds at the intersection of 3<sup>rd</sup> Street and Wilson River Loop on February 28, 2025.
  - b) Michael explained to the board his hopes for the repair of the water lines at this intersection as well as the challenges he's faced to date in completing it. A new water line must be bored northeast across the intersection from in front of the fairgrounds to tie into the line that exists on the east side of Wilson River Loop. Once complete, two valves must be installed on the south side of 3<sup>rd</sup> Street and a new water main installed along the south side of 3<sup>rd</sup> Street from the Fairgrounds west to the fire hydrant in front of the 4-H building to replace the crumbling steel main line that currently exists.
  - c) Plans are still being created to complete this project.
- V. Board and Staff Vacancies
  - a) The vacant Board position has yet to be filled.
  - b) Gerard Smith has been hired to fill the vacant Utility Worker 1 position. He is expected to arrive from Pendelton on May 1, 2025.

- VI. (SDC) LGIP Account Updates
  - a) Gary Bond has facilitated the creation of an LGIP account for District SDC funds and all funds, minus a small amount, have been transferred from the SDC checking account to the new LGIP account.
- VII. TPUD Community Grant Application
  - a) Unfortunately, this item was unable to be completed due to timing issues and a lack of information from partnering agencies. The District will continue to explore grant opportunities.

## H. New Business

- I. Update regarding the February 2025 SDAO Conference in Bend, Oregon
  - a) John Casteel presents his takeaways from the conference to the Board.
    - i. A collection of presentations from all attended sessions have been made available to interested parties and can be obtained at the District Office.
    - ii. Several presentations of interest were discussed, including adding a line in the agenda for staff concerns, creating a citizen's advisory committee, implementing a District calendar of events online, and hosting an open house for the community.
    - iii. In addition to the SDAO Conference, John attended a water caucus and presented this information to the Board.
      - a. Future federal and state funding may be restricted in the future, with special consideration going towards low-income properties.
      - b. Discussion regarding water rates and existing ordinances, the creation of a financial policy, and updates to the agenda were held.
      - c. Changes to Oregon public meetings law may require that all Board members attend a public meeting training class, and John suggests to all that they become familiar with Oregon's transparency website and the updates to public meetings law.
      - d. Additional items of concern include potential County-imposed right-of-way fees, changes to tax compliance for contractor licenses, and increased cyber warfare attacks on small agencies.
- II. Water District Open House
  - a) John Casteel would like to hold a District Open House in the fall of 2025 to educate the public about the District and its water system. This item will continue to be considered and planned for.
- III. Water Bill Reduction Request Form for 502 Marolf Loop Road
  - a) Jerry Markee had a massive water system failure and made repairs as requested by the District. Michael requests a reduction in the cost of the leak.
    - i. Motion by Boyd Rulifson and second by Gary Bond to reduce the bill by half.
    - ii. Motion passed 4-0.
- IV. February 11, 2025 Tillamook Fair Board Meeting Update
  - a) Attempts by the Water District to secure a utility easement deep underneath the western parking lot of the Fairgrounds have not been fruitful. In spite of agreeing early in 2024 to the proposed plan, the Fair Director and the Fair Board have not expressed a desire to support the plan as engineered and presented in late 2024. At the Fair Board meeting on February 11<sup>th</sup>, conversation focused on the leak exploration ditch at the intersection of 3<sup>rd</sup> Street and

Wilson River Loop instead of on the easement proposal. As there seems to be a breakdown in communication, discussion was held regarding how to move forward with this project.

- b) District staff will attempt to streamline information about the project and reach out to County Commissioners to ask for their advice and cooperation in moving forward. If this next attempt in communication is unsuccessful, the District may have to consider other legal options in order to maintain the best interest(s) of the District's water system and of its constituents.

V. Well 1 Blasting & Air Lifting Estimates

- a) This item was discussed earlier in the General Manager's Report.

VI. Mileage Reimbursement Rate

- a) Board member John Casteel recused himself from this topic due to a conflict of interest.
- b) Melissa Rondeau presents to the Board that the mileage reimbursement amount in the personnel policy is set at \$0.28 per mile, where the State allowance is set at \$0.70. The Board is asked to consider a one-time change to reflect modern reimbursement rates.
  - i. Motion by Gary Bond and seconded by Boyd Rulifson to apply a one-time \$0.70 per mile mileage reimbursement rate to reflect the current State amount.
- c) Motion passed 3-0, with 1 member recusing.

**I. Non-Agenda Items**

I. Flooded Vault at Champion Park Apartments

- a) Michael presents to the Board that Champion Park Apartments has failed to utilize the sump pump installed in their water vault to clear it of water, and it has remained flooded throughout the winter season. It was necessary for staff to utilize the vac trailer to empty the water to accurately read the meter. Michael requests that the Board set an amount to charge Champion Park Apartments each time it is necessary for staff to complete this task.
  - i. Motion by Dustin Burdick and seconded by Gary Bond to charge Champion Park Apartments \$150.00 per hour, with a \$150.00 minimum charge each time staff have to empty the vault of water to read the meter.
  - ii. Motion passed 4-0.

**J. Adjournment**

- I. Motion by Gary Bond and seconded by John Casteel to adjourn the meeting at 7:07 PM.
- II. Motion passed 4-0.