

**FAIRVIEW WATER DISTRICT  
BUDGET COMMITTEE MEETING  
APRIL 24, 2025**

*A meeting of the Fairview Water District Budget Committee was held at 5:00 PM at the Swiss Hall at  
4605 Brookfield Avenue in Tillamook, Oregon*

**A. Call to Order**

- I. The Fairview Water District Budget Committee Meeting was called to order at 5:07 PM.

**B. Roll Call**

- I. Budget Committee Members Present
  - a) Richard Obrist
  - b) Walt Beeler
  - c) Larry Anderson
  - d) Jim Huffman
  - e) John Casteel
  - f) Boyd Rulifson
  - g) Gary Bond
- II. Budget Committee Members Absent
  - a) Matt Mumford
  - b) Dustin Burdick
- III. Visitors Present
  - a) No visitors were present
- IV. Staff Present
  - a) Michael Ostensen, General Manager
  - b) Melissa Rondeau, Office Manager & Budget Officer

**C. Designation of Budget Committee Officers**

- I. Budget Committee Chair
  - a) Richard Obrist was appointed Budget Committee Meeting Chair.
- II. Budget Meeting Recorder
  - a) Melissa Rondeau was appointed Budget Committee Meeting Recorder.

**D. Presentation and Discussion of the Proposed Budget for fiscal Year 2025-2026**

- I. Budget Officer Melissa Rondeau presented an overview of the current fiscal year, the challenges faced, and the goals for the upcoming fiscal year prior to reviewing the proposed budget for fiscal year 2025-2026.
- II. A line-by-line review of the budget was conducted.
  - a) General Fund Items of Interest:
    - i. **Line 2, Interest:** Clarification that the source of interest was estimated from the current amounts of \$1200-\$1300 received per month during fiscal year 2024-2025.
    - ii. **Line 8, Late Payment Fee:** The office will begin collecting past due payments on water accounts, as specified in district policy, after the start of fiscal year 2025-2026.
    - iii. **Line 23 and Line 24, Payroll Benefits, Wages, and Taxes:** Clarification that the 4 Full Time Employee (4FTE) designation for staffing is carried over from fiscal year 2024-2025 and is required to adequately complete the daily operations at Fairview Water District. In addition, the District would like to retain the ability to incentivize employment and retain staff.

- iv. **Line 32, Legal Services:** The District will continue to use their current legal representation, as they remain a capable and fiscally responsible option.
- v. **Line 38, System Repair and Materials:** Discussion was held regarding the District's use of high-density polyethylene (HDPE) pipes as a conduit for water distribution due to its longevity and cost-savings to the district.
- vi. **Line 39, Building Maintenance:** A significant increase of this fund means that the District will be able to consider completing any deferred maintenance that was deemed not crucial in years past. Staff will complete any repairs when appropriate and hire contractors when not.
- vii. **Line 47, Electricity:** Discussion was held regarding the cost savings to electricity with the installation of variable frequency devices (VFD) in the district.
- viii. **Line 65, Capital Equipment and Tools:** A slight increase has been made to this fund with the hope of purchasing an HDPE fusion machine and/or a second vehicle if necessary.
- ix. *Request made by Gary Bond to move the \$10,000 listed on line 79, Reserved for Future Expenditure to line 78, Operating Contingency, increasing line 78 to \$17,900 to allow for more flexibility of funds if necessary.*
- b) System Development Fund (SDC) Fund Items of Interest:
  - i. **Line 2, Revenue – SDC LGIP Interest:** A new LGIP account was opened for SDC reserves, and this line was created to account for upcoming interest earned in fiscal year 2025-2026.

**E. Public Comment**

- I. There was no public comment.

**F. Set Future Meeting Date(s) or Approve Proposed Budget**

- I. *Motion by Jim Huffman and seconded by Walt Beeler to approve the Fairview Water District fiscal year 2025-2026 Budget with the amendment of changing Line 78 of the General Fund, Operating Contingency, to \$17,900 and decreasing Line 79 of the General Fund, Reserved for Future Expenditure, to \$0.*
  - a) *Motion passed unanimously.*

**G. Adjournment**

- I. *Motion by Larry Anderson and seconded by Jim Huffman to adjourn the meeting at 6:08 PM.*
  - a) *Motion passed unanimously.*