

**FAIRVIEW WATER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES
REGULAR SESSION | OCTOBER 30, 2025 | 5:00 PM
403 MAROLF LOOP ROAD, TILLAMOOK, OREGON**

CALL TO ORDER

Board Chair John Casteel called the meeting to order at 5:01 PM.

ROLL CALL

Board Members Present: John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman

Board Members Absent: Dustin Burdick

Visitors Present: Jake Rzuczek

Staff Present: General Manager Michael Ostensen, Office Manager Melissa Rondeau

APPROVAL OF MINUTES – SEPTEMBER 25, 2025 BOARD MEETING

Motion by Gary Bond and seconded by Jim Huffman, to approve the minutes of the September 25, 2025 Board of Commissioners Regular Meeting, as amended.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman

Nay – None

Abstained – None

Motion passed 4-0

PUBLIC COMMENT (on Non-Agenda Items)

Presentation Regarding Water Pressure in the Westwood Court Service Area

Jake Rzuczek addressed the Board regarding water pressure concerns in the Westwood Court service area and presented information and materials documenting his observations. The Board and staff discussed an overview of system operations; no Board action was taken.

Customer Request for Water Bill Adjustment

Office Manager Melissa Rondeau presented a request from Frank Steiner for a water bill reduction following repair of a leak at his property. After discussion, the Board approved a 50% reduction in the consumption portion of the affected billing period.

Motion by Gary Bond and seconded by Boyd Rulifson, to approve a 50% reduction of the highest consumption bill during the period of the water leak at Frank Steiner's connection, in the amount of \$41.08.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman

Nay – None

Abstained – None

Motion passed 4-0

GENERAL MANAGER'S REPORT

General Manager Michael Ostensen confirmed that the Board had reviewed his written report. John Casteel inquired about the status of the repair near the Fairgrounds at 3rd Street and Wilson River Loop. Michael reported that the work had been delayed due to unforeseen circumstances and that he will be rescheduling with the contractor for completion of the work. He also noted that the repairs at the Wilson wellhouse are ongoing, with staff continuing to replace remaining sections of old plumbing.

OFFICE MANAGER'S REPORT

Office Manager Melissa Rondeau confirmed that all Board members had reviewed her written report and invited any questions from the board. No questions were raised.

FINANCIAL REPORTS

Approval of September 2025 Accounts Payable

Motion by Gary Bond and seconded by Boyd Rulifson, to approve all payments for September 2025.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman

Nay – None

Abstained – None

Motion passed 4-0

Review of Budget v. Actuals Report

The Board reviewed and discussed the District's current financial status. Office Manager Melissa Rondeau noted that late fees have begun to be applied to delinquent accounts and that the Board will begin to see the corresponding fund account increase in future reports.

Delinquent Accounts

Melissa Rondeau presented the delinquent accounts report to the Board in a new consolidated format. The Board reviewed the report as presented and took no action.

FY 2023-2024 & FY 2024-2025 Audits

Office Manager Melissa Rondeau provided an update regarding the District's audits for fiscal years 2023-2024 and 2024-2025. She reported that the District's contracted CPA has completed the account reconciliations and confirmed that the District's financial balances are in order. Melissa has been in contact with SingerLewak, the District's auditor, and is providing additional documentation as requested. Once the fiscal year 2023-2024 audit is complete, both the CPA and SingerLewak will proceed with the audit for fiscal year 2024-2025.

OLD BUSINESS

Staff Conclusions & Recommendations: Customer-Reported Water Pressure Findings on Westwood Court

General Manager Michael Ostensen presented his findings regarding water pressure on Westwood Court, based on data collected through temporary monitoring equipment. He reported that system pressure at the location was consistent with normal operating conditions and that any observed variations reflected typical system usage. The Board discussed the findings and directed staff to prepare a letter drafted by the

Board of Commissioners, summarizing the District's conclusions and recommendations to be mailed to the affected property owner.

Motion by Gary Bond and seconded by John Casteel, directing staff to prepare and mail a letter drafted by the Fairview Water District Board of Commissioners regarding the water pressure findings at 6420 Westwood Court to the property owner.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman
Nay – None
Abstained – None
Motion passed 4-0

Updates on Well 1 Rebuild, Well 3 Rebuild, and Wilson Well Refurbishment

General Manager Michael Ostensen reported that there were no new updates regarding the rebuilds of Well 1 or Well 3. He noted that Well 1 is operating efficiently and that the Well 3 project is nearly complete, pending installation of the well house door. The Wilson Well refurbishment was discussed earlier during the General Manager's Report

NEW BUSINESS

Resolution 2025-04 Adopting an Updated Social Media Policy

Motion by Gary Bond and seconded by Jim Huffman, to approve Resolution 2025-04; A Resolution Repealing the Social Media Policy Approved on August 22, 2024 and Adopting an Updated Social Media Policy for the Fairview Water District.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman
Nay – None
Abstained – None
Motion passed 4-0

Resolution 2025-05 Adopting the Fairview Water District Disposal of Surplus Property Policy

Motion by Gary Bond and seconded by John Casteel, to approve, as amended, Resolution 2025-05; A Resolution Adopting the Fairview Water District Disposal of Surplus Property Policy and Repealing any Prior Policy in Conflict Therewith, with the modification of striking items 1 and 2 under the "Definition of Surplus Property" section.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman
Nay – None
Abstained – None
Motion passed 4-0

Resolution 2025-06 Adopting an Updated Public Records Policy for Fairview Water District

The Board discussed the proposed rates included in the draft Public Records Policy Resolution. Board member Gary Bond proposed changing references of "actual hourly rate" to a flat rate of \$35.00 per hour wherever staff time is specified or required within the rate or fee schedule.

Motion by Gary Bond and seconded by Jim Huffman, to approve Resolution 2025-06; A Resolution Adopting an Updated Public Records Policy for Fairview Water District and Repealing any Prior Policy in Conflict Therewith, as amended.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman
Nay – None
Abstained – None
Motion passed 4-0

Memo of Informational Resources: Drinking Water Sources & Pesticide/Herbicide Use

Melissa Rondeau presented information to the Board for educational purposes regarding the use of pesticides and herbicides in proximity to drinking water sources. The presentation was informal only, and no Board action was required.

BOARD PRESENTATIONS:

Water Rate Study Update

Board member Gary Bond reported that he met with Tim Tice and District staff in order to better develop a list of recommendations for submission to the Oregon Association of Water Utilities (OAWU) regarding the rate study being conducted for Fairview Water District. The Board reviewed the list and reached full consensus to direct staff to forward the recommendations to Tim Tice.

Leak Report

The Board requested that staff provide a brief report each month summarizing any identified leaks and completed repairs within the District.

STAFF CONCERNS:

No staff concerns were received.

ADJOURNMENT

Motion by Gary Bond and seconded by Jim Huffman to adjourn the meeting at 7:05 PM.

Vote: Aye – John Casteel, Boyd Rulifson, Gary Bond, Jim Huffman
Nay – None
Abstain – None
Motion passed 4-0



FAIRVIEW WATER DISTRICT

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General Manager's Report OCTOBER 23, 2024

We've had a lot of feedback from residents regarding a Westwood Drive service line extension. The small amount of line that we laid earlier in the summer generated much talk among the residents of that neighborhood, and the "Field of Dreams" tactic appears to be working by word of mouth. We've communicated extensively with some residents of the area and have already received one SDC in earnest, as their wells are becoming increasingly unreliable. There is no doubt in my mind that Westwood Drive will need our services sooner than later and I would like to move forward with this as soon as I can get a VFD up and running in the pump house.

As mentioned last month, Well #1 has been decommissioned and a new pump and motor assembly have been ordered. If possible, we hope to have a working assembly in place by December. I'll be ordering drop pipe as soon as I get confirmation that the pump has shipped.

With the help of the documentation that John brought back from Idaho, we've started distributing surveys to customers to help us with the lead service line inventory. We've received three back as of today.

The list of meter boxes that had leaks have all been fixed if the leak was on our side of the meter or notified if the leak was on the customer's side.

Advanced Excavation was asked to help with a leak repair located in front of 10170 Hughey Lane. An index finger sized hole was found on the top side of the steel mainline. To repair it, we successfully installed a boiler plug and then wrapped and encased it in concrete. Gravel was compacted on the surface and SC paving has been called for a patch in the pavement.

This past Monday, Clyde Wagner with Wagner Water Works had a sizeable leak in the West Hills Water District on the Trask River bridge just west of the hospital. We offered our assistance, but they were able to tighten a fitting and stop the leak in a short amount of time. We did, however, receive a phone call later that afternoon when he attempted to restore water to the system. After a few minutes of trouble shooting and having Clyde walk me through the events of the day I was able to discover a valve that was stuck shut and we helped perform a quick shutdown of the system to reopen the valve that was stuck, and water was restored to West Hills post-haste. Clyde asked that we bill him for our time, but it was after hours and we were happy to help being as one of our own employees lives on the affected water system.

I've asked Todd Leonnig to get started with boring a new branch of 4" line by the fairgrounds heading across the intersection of 3rd Street and north to Wilson River Loop in the direction of the former BLM building. I expect to have that installed within the next couple of weeks.

Lastly, I formally request that the board conduct a annual review of my performance and discuss COLA raises for the 2025.

Prepared on October 23, 2024
Michael Ostensen, General Manager



FAIRVIEW WATER DISTRICT

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OFFICE MANAGER'S REPORT FOR OCTOBER 30, 2025

October has felt like one of the most productive months of the year, with significant progress made in several administrative and compliance areas. As I mark a little over one year with Fairview Water District, I've gained a clearer understanding of both our strengths and the areas where continued attention is needed. Looking ahead, my focus will be set to bringing the District into better alignment with local, state, and federal requirements in reducing organizational risk in areas such as financial accountability, data security, and insurance compliance. I appreciate the opportunity to work alongside the Board as we continue building a stronger foundation for the District's future.

To better support our goals, staff and Board members will begin receiving additional educational materials and training opportunities in the coming months. For example, this month's informational memo addresses best practices for pesticide and herbicide use near drinking water sources. Regulatory standards in the drinking water sector continue to change, and staying informed is key to maintaining regulatory compliance as well as public confidence.

Our contracted CPA has completed reconciliation of all District accounts and confirmed that our books are in good order. These records will be provided to SingerLewak as requested, and I have granted our auditor secure, report-only access to our QuickBooks Online system. The fiscal year 23-24 audit process is well on the way to completion, and preliminary coordination has already begun for fiscal year 24-25. Both the CPA and audit firm have agreed to continue their partnership with the District. I anticipate reviewing the accounting and audit-related costs later this fiscal year to determine whether a budget adjustment for fiscal year 26-27 may be warranted (hopefully one that is much lowered.)

In addition to my regular duties, I have devoted substantial time to policy development. The Board will be reviewing two new policies for adoption this month, and I am preparing additional drafts for future consideration; including a Financial Policy, Computer Use Policy, and Vehicle Policy. Following those, I plan to present an updated Personnel Policy to the Board for consideration in early 2026. Along with Resolution 2024-01 (*Fairview Water District Board of Commissioners Board Duties and Responsibilities Policy Manual*), these foundational documents will help clarify procedures, ensure consistent operations, and support the District's stability for a long, long time. I'm excited to work alongside some of our Board members in the development of these policies.

Finally, I will begin reviewing our Emergency Response Plan with Michael as well as any other agencies that I feel would be helpful after the new year to ensure that it remains up to date with current practices and contact information.

To close, this month has provided a valuable opportunity to dig deeply into the administrative needs of the District. While there is an incredible amount of work to do, each time we complete a task we become that much closer to a well-structured, transparent, and compliant organization that serves the community with the utmost care.

Melissa Rondeau - 10/24/2025