

**FAIRVIEW WATER DISTRICT**  
**BOARD OF COMMISSIONERS MEETING MINUTES**  
**REGULAR SESSION | NOVEMBER 20, 2025 | 5:00 PM**  
**403 MAROLF LOOP ROAD, TILLAMOOK, OREGON**

**1. CALL TO ORDER**

Board Chair John Casteel called the meeting to order at 5:02 PM.

**2. ROLL CALL**

- a) **Board Members Present:** John Casteel  
Boyd Rulifson  
Gary Bond  
Jim Huffman (arrived at 5:04 PM)  
Dustin Burdick (arrived at 5:28 PM)
- b) **Board Members Absent:** None
- c) **Staff Present:** Michael Ostensen, General Manager  
Melissa Rondeau, Office Manager
- d) **Visitors Present:** None

**3. APPROVAL OF MINUTES – OCTOBER 30, 2025 BOARD MEETING**

***Motion by Gary Bond and seconded by Boyd Rulifson, to approve the minutes of the October 30, 2025 Board of Commissioners Meeting.***

**Vote:** Aye: John Casteel, Boyd Rulifson, Gary Bond  
Nay: None  
Abstain: None  
Motion passed 3-0

**4. PUBLIC COMMENT (on Non-Agenda Items)**

No public comment was offered.

**5. GENERAL MANAGER'S REPORT**

Michael Ostensen presented his report to the Board. He explained that a contractor working at the Tillamook County Fairgrounds accidentally damaged a water line and that he provided necessary parts so the repair could be completed more quickly. Work at the intersection of 3<sup>rd</sup> Street and Wilson River Loop has been finished, and all areas disturbed by the construction have been cleaned up and restored to their original condition. PFAS testing at three District wells was completed by the State of Oregon on November 18, which is also the start date for the District's new Water Utility Worker I, Stephany Whitaker. Stephany brings prior experience in water utility work and general maintenance. With increased staffing levels and the ability to work on more projects concurrently, Michael reported that he has begun searching for a

second District vehicle to support the workload. Both of our utility workers are scheduled to take their Level 1 Oregon Water Distribution certification exams in late December. Michael also provided a current leak list and reviewed progress on ongoing and upcoming repairs. The Board asked several questions regarding planned projects, timelines, and general methods. No Board action was required.

## **6. OFFICE MANAGER'S REPORT**

Melissa Rondeau presented her report to the Board and confirmed that she is continuing work on a draft financial policy and an updated personnel policy, both of which are expected to be ready for Board review very soon. She also noted that she has begun reviewing several existing policies that may conflict with one another. The Board acknowledged receipt of the report and had no questions or requests for further clarification.

## **7. FINANCIAL REPORTS**

### **a) Approval of October 2025 Accounts Payable**

Two Excel calculation errors were corrected and the October 2025 accounts payable report was re-presented to the Board for approval. Melissa Rondeau explained several regular items on the report for Board clarity.

***Motion by Gary Bond and seconded by Dustin Burdick, to approve all payments for October 2025 as amended.***

**Vote:** *Aye: John Casteel, Boyd Rulifson, Dustin Burdick, Gary Bond, Jim Huffman  
Nay: None  
Abstain: None  
Motion passed 5-0*

### **b) Review of Budget v. Actuals Report**

The Board reviewed the District's current financial status and discussed the budget-versus-actuals report.

### **c) Delinquent Accounts**

Melissa Rondeau presented the delinquent accounts summary. Discussion was held regarding the level of detail appropriate for Board review, and staff clarified legal limits on customer-identifying information. The Board requested that future reports include a condensed summary and a non-identifying list showing balance statuses and any action(s) taken to collect the balance.

### **d) FY 2023-2024 & FY 2024-2025 Audits**

Singer Lewak will begin the audit of fiscal year 2023-2024 during the first week of December utilizing information provided in the District's Quickbooks Online account. Melissa Rondeau expects to begin the fiscal year 2024-2025 audit immediately upon the completion of the fiscal year 2023-2024 audit.

## 8. OLD BUSINESS

### a) Well 1 Rebuild, Well 3 Rebuild, & Wilson Well Refurbishment

No electricians have responded to inquiries regarding the remaining work at Well 1 and the District Office. Board members recommended additional contractors that may be able to assist the District.

The Wilson Well plumbing repairs are nearly complete, and staff hope to restore the well to service before the new year. Board member Boyd Rulifson raised concerns about property boundaries and possible agricultural encroachment. The board discussed surveying the lot and adding fencing.

***Motion by John Casteel and seconded by Jim Huffman, to contract a surveyor for the Wilson Well property and to install fencing after a survey has been completed.***

**Vote:** Aye: John Casteel, Boyd Rulifson, Dustin Burdick, Gary Bond, Jim Huffman  
Nay: None  
Abstain: None  
Motion passed 5-0

Once work has been completed at the Wilson Well, staff will transition to Well 3 and complete the project at that location.

### b) Continued Discussion Regarding Water Rate Study

Gary Bond reported no new updates. Communication with Tim Tice of Oregon Association of Water Utilities (OAWU), is ongoing. Tim expects to have a draft report for the Board by mid-December.

### c) Water Pressure on Westwood Court

Additional emails from customers in the Westwood area regarding private line pressure issues prompted continued discussion on this matter. The Board spoke with staff about potential solutions for affected customers. Michael Ostensen explained that the District could install a system similar to the Valley View Heights pump setup at an estimated cost of \$15,000. While such an improvement could increase water volume in that portion of the system, it would not resolve pressure issues caused by deficiencies or recurring problems within private plumbing systems. Michael reiterated that the District is not responsible for the maintenance or performance of any water lines beyond the water meter. If private homeowners are experiencing pressure issues within their own systems, the appropriate next steps would be for them to hire a licensed plumber to diagnose and correct any underlying issues or to install a private booster pump on their side of the meter.

## 9. NEW BUSINESS

### a) Westwood Pressure Pump

This item was discussed earlier under Old Business (Section 8(c)).

## **10. BOARD PRESENTATIONS**

### **a) SDAO Annual Conference**

John Casteel announced that the Special Districts Association of Oregon (SDAO) will hold their annual conference in Seaside, Oregon during the first week of February 2026, and encouraged all interested parties to register.

### **b) Holden Creek Riparian Zone Buffer**

John Casteel proposed marking the riparian buffer on District property at Brookfield Avenue and McCormick Loop Road once ground conditions allow in 2026. Discussion included the need to follow City of Tillamook setback requirements, which are available online and specific to Holden Creek.

## **11. STAFF CONCERNS**

No staff concerns were presented.

## **12. ADJOURNMENT**

***Motion by Gary Bond and seconded by Boyd Rulifson to adjourn the meeting at 6:41 PM.***

***Vote:*** Aye: John Casteel, Boyd Rulifson, Dustin Burdick, Gary Bond, Jim Huffman

***Nay:*** None

***Abstain:*** None

***Motion passed 5-0***



# FAIRVIEW WATER DISTRICT

403 Marolf Loop Road  
Tillamook, OR. 97141

(503) 842-4333  
[www.fairviewwater.com](http://www.fairviewwater.com)

## GENERAL MANAGER'S REPORT

NOVEMBER 20, 2025 - Board of Commissioner's Meeting

I'll keep this report brief, as it has only been a couple of weeks since our last meeting.

The project at the intersection of 3<sup>rd</sup> Street and Wilson River loop is now complete. The former BLM building at the intersection has been updated with a new fire-main isolation valve, and the domestic service now has its own dedicated isolation as well. All work completed is fused HDPE from the mainline to the customer side of the service.

We are currently in the process of reading meters through the weekend and into Monday.

Our new hire will spend their first few days of training next week and getting up to speed before the holiday week. I will be on leave the week of Thanksgiving, and when I return, we will continue building out the Wilson well's infrastructure.

I will soon be focusing on acquiring a second District vehicle for staff use. Managing with one vehicle for four employees has become increasingly difficult. The current service truck is ideal for field tasks but is not well suited for meter reading or longer distance travel. We're evaluating options for a smaller more maneuverable vehicle with better fuel economy that can be used for management tasks, meter reading, sampling, and general service work.

I will also be moving forward with the sale of our surplus equipment.

During the holiday season, and weather permitting, we will continue working on priority outdoor activities. This time of year is also when staff typically take vacation leave so they can spend time with family and loved ones.

In addition, we use this season to focus on training. Both of our utility staff members are eligible and, in the system, to take their Level 1 certification exams. We are working to coordinate the scheduling of their exams to reduce the amount of travel time to and from Independence.

There are a few leaks that we are working through in the district. I have provided a summary list for you below:

- 1) Trask River Road (Cedar Crest to Hollyridge)
  - a. Line replacement needed along this segment.
  - b. In-house engineering will be required due to length and placement challenges.
  - c. Contracted services and additional equipment will be required for completion.
  - d. Safety measures will be necessary.
- 2) Wilson River Loop: approximately 0.23 miles east of Highway 101
  - a. Bad corpstop (corporation stop) identified; full replacement planned.
  - b. Project is currently in the planning phase.
- 3) Wilson River Loop/Sollie Smith Road
  - a. Ongoing investigation of cause of leak. Work is currently underway.

- 4) Blum Lane
  - a. Full line replacement required.
  - b. Plan to abandon the older line between Blum Lane and Wilson River Loop and reconnect the replacement line from a more direct line from the wellhouse.
- 5) 3<sup>rd</sup> Street/Circle Drive
  - a. Service line requires excavation and replacement
  - b. Staff are developing a plan of approach for this work as it is located in a difficult area.
- 6) Sollie Smith Road/Aldercrest Road
  - a. Service line requires excavation and repair.
  - b. Planning and assessment are currently underway.
- 7) Marvin Road (near Myers Court)
  - a. Repair needed but must be completed during the dry season due to site constraints.
- 8) Makinster Road at cul-de-sac loop
  - a. Full replacement of the distribution line feeding the circular neighborhood loop.

As always, I am available for your questions and inquiries; please don't hesitate to reach out to me if I can provide further clarity to you.

**COMPLETED ON NOVEMBER 14, 2025**

**Michael Ostensen – General Manager**



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## OFFICE MANAGER'S REPORT FOR NOVEMBER 20, 2025

As of this writing, it has been only a little more than two weeks since our last Board meeting. Given this short amount of time, my efforts have been centered on routine administrative duties and operations.

I currently have two major policy updates underway that I hope to introduce to the Board for review in December: A Financial Policy and an updated Personnel Policy.

- 1) A **financial policy** serves as the District's framework for managing public funds, approving purchases, preventing misuse, and ensuring compliance with applicable laws. A clear financial policy benefits both the staff and the Board by establishing expectations, decision-making procedures, and oversight responsibilities.
- 2) Our existing **personnel policy** seems to have served the District well, but it has not been updated since 1994 (that I can tell). Over the past three decades, Oregon employment laws and standard operating procedures have changed significantly. This updated version will follow the structure of our current policy while ensuring accuracy and compliance with modern requirements.

The delinquent accounts report has been updated to present information in a summarized, non-identifying format. While not the report that you are used to, this new format will provide the Board with a clear and useful overview while upholding confidentiality standards required for public meetings. If you prefer a different format, I am open to your ideas during our upcoming meeting.

At the Board's request, Michael has prepared a summary of current leaks and repair activity. Although I was not able to locate a historical leak report in our files for reference, as was indicated during our October meeting, we have developed a format that provides a useful overview of ongoing work while remaining compliant with public meeting and privacy requirements.

I have spent time over the prior year making slight changes to our website. Our hosting platform is not the most modern one, but it is very cost-effective, and I believe that small improvements over time will allow us to use it very efficiently. In fact, I hope that this time next year our existing site will be cleaner, more attractive, and even easier to use.

I will begin to review some of the conflicting information that currently exists in our resolutions and policies. We have several documents on file that overlap or contradict one another, which can create confusion and occasional tension where it does not need to exist. For example, we have two separate late fee policies; one adopted by ordinance and one that is in the binder as a resolution (and both have the same date). I expect to start bringing these items to the board early in the new year so that we can sort out the inconsistencies and decide which direction we want to move forward with.

Happy Thanksgiving. I hope that you have much to be thankful for this year.

Melissa Rondeau, 11/17/2025