

**FAIRVIEW WATER DISTRICT
BOARD OF COMMISSIONERS MEETING
DECEMBER 19, 2024**

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 Vice Chair Dustin Burdick called the meeting to order at 4:58 PM.

B. Roll Call

- I. Board Members Present
 - a) Boyd Rulifson
 - b) Dustin Burdick
 - c) Gary Bond
- II. Board Members Absent
 - a) John Casteel
- III. Visitors' Present
 - a) Walter Nordman - 7500 Trask River Road
 - b) Clara Blaser - 7500 Trask River Road
- IV. Staff Present
 - a) Michael Ostensen, General Manager
 - b) Melissa Rondeau, Office Manager

C. Approval of the November 21, 2024 Board Meeting Minutes

- I. Motion by Boyd Rulifson and seconded by Gary Bond to approve the minutes of the November 21, 2024 Fairview Water District Board of Commissioners Meeting.
 - a) Motion passed 3-0

D. Visitor Propositions

- I. Walter Nordman and Clara Blaser present their request to the Board for the addition of a shut-off valve to their water supply line at 7500 Trask River Road. A prior conversation regarding this matter was held between Walter and General Manager Michael Ostensen earlier in the year when the property was purchased. The water service line for this address crosses underneath Trask River Road and will need to be entirely replaced, as adding a shut-off valve to the existing weak copper and schedule 40 line is impossible without damaging the line. The District will facilitate the boring of a new line underneath Trask River Road as soon as a contractor becomes available to do the work. Walter and Clara are understandably frustrated with their situation and fear that the contractors that they have hired to do work on their property will not be able to proceed without the shut-off valve installed. Discussion followed.
- II. Walter presented his concerns regarding the US Environmental Protection Agency's (EPA) service line inventory customer reporting survey created and sent out by Fairview Water District to all Fairview and Hunt Water District customers. Walter works for Oceanside Water District and has

been gathering information about their customer service lines for over a year; as such, he questions Fairview's late start in gathering information for the survey as well as the integrity of customer responses. Due to a full changeover in staffing, the EPA's mandate was not discovered until late 2024 by Fairview Water District staff, when plans were made to comply with the mandate and communication was opened with the State. Staff will further examine whether Fairview's criteria meets the requirements of the EPA and adjust it if necessary. Both Fairview and Hunt's Service Line Inventory Workbooks were submitted to the State on December 18, 2024 and were accepted at that time.

E. Financial Report

- I. Current Financial Status
 - a) The Board reviewed and discussed the District's budget v. actual financial report.
- II. Approval of the Bills
 - a) Motion by Gary Bond and seconded by Boyd Rulifson to approve the bills for the month of November 2024 as presented to the Board.
 - b) Motion passed 3-0
- III. Delinquent Accounts
 - a) All accounts that are 60 days past due or more were discussed and reviewed.
- IV. FY 23/24 Audit
 - a) Singer Lewak continues to work with staff to complete the FY 23/24 audit.

F. General Manager Report

- I. General Manager Michael Ostensen presented his report to the Board.
 - a) Michael is taking a much-needed vacation during the week of the Christmas holiday but will be available for any emergencies that might arise.
 - b) Advanced Excavation has been contracted to complete several projects for the District, including the repair of the 3rd Street and Wilson River Loop leak, but they have been delayed by other projects. Michael is in regular communication with them and will update the Board as things progress.
 - c) Due to a lack of adequate drainage on site, flooding at and around the Tillamook Bay Community College project has been rather extreme. The district office has experienced several incidents of high water surrounding the District office that impedes traffic flow.
 - d) Kirby Nagelhout Construction will be billed \$1,352.44 for damage caused to the main waterline by their construction crew doing work near Well 3 at Tillamook Bay Community College.
 - e) The Variable Frequency Device (VFD) has been installed at the pump on Westwood Drive. Once tested, Michael will hardwire it into the system and bring it online.
 - f) Champion Park Apartment's water meter vault remains flooded, and it does not appear that the complex is utilizing the sump pump that is installed inside of it. The District will continue to average their water bill until their water usage can be determined with an actual read.
 - g) Four new radio read meters have been installed this month.

- h) An individual suspected of siphoning gas from the District's GMC truck was detained by the Tillamook County Sheriff's Office. As a result, staff have improved the District's security system by moving the security monitor into the office reception area and bringing two additional exterior cameras online. The District will pursue charges and work with the Sheriff's office as required.

G. Old Business

- I. Well 1 Project Update
 - a) Minus the cap, all the materials required for this project have been delivered and a contractor has been secured to remove the old drop pipe by crane and install the new one at the same time.
- II. Well 3 Project Update
 - a) The surface grade around Well 3 has increased by 2-3 feet due to the construction at Tillamook Bay Community College. It has become apparent that the wellhead and VFD will have to be lifted to ensure that the water does not penetrate the wellhead or damage the VFD. Discussion was held regarding how to accommodate this formerly unforeseen development which seems to have resulted from a lack of communication from applicable agencies during the planning phase of the construction project.
- III. 3rd Street/Wilson River Loop Water Leak
 - a) The contractor that has been hired to assist in the completion of this project has been delayed due to complications with another project that they are completing for the City of Tillamook. As soon as they are available, District staff will be working with contractors to bore a new water line under 3rd Street.
- IV. Discussion Regarding General Manager Performance Evaluation
 - a) This item has been tabled until January 2025.
- V. Board and Staff Vacancies
 - a) There are no updates for this item.
- VI. EPA Service Line Inventory
 - a) The EPA's Service Line Inventory workbook was submitted to the State of Oregon on December 18, 2024.
- VII. Westwood Drive Water Service Expansion
 - a) In past meetings, and due to suspected water quality issues in their private wells, residents of Westwood Drive approached the District requesting that the water service be expanded further up the roadway so that all residents would have the ability to tap into a reliable water service if needed. Since that time, some of the residents that petitioned the District for water service with the claim of a water emergency have begun to partition off additional lots of land to sell, while others have begun to speak of selling their homes. Michael feels strongly that this expansion now borders on an ethical violation. and could be seen as a misuse of District funds. He feels that a better option would be to advise the residents of Westwood Drive that they will need to work together to create their own water system. Once that system is completed to specification, Fairview Water District would happily supply Westwood's created system with water.

- VIII. Northwoods Water District
 - a) This item has been tabled until January 2025.
- IX. Hunt Water District
 - a) This item has been tabled until January 2025.
- X. Emergency Power Source Update
 - a) Michael is working with EC Electric on narrowing down the best types of emergency power sources to use with current and future District infrastructure.

H. New Business

- I. Discussion Regarding the Creation of an LGIP Account for SDC Funds
 - a) Board member Gary Bond presents to the Board the idea of creating an LGIP account utilizing SDC funds. Discussion followed.
 - b) Motion by Dustin Burdick and seconded by Boyd Rulifson to create a new LGIP account and transfer the SDC funds into it.
 - c) Motion passed 3-0
- II. SDAO Conference, February 6-9, 2025 in Bend, OR
 - a) John Casteel will attend the conference in February.
- III. 2025 Fairview Water District Board of Commissioners Elections
 - a) Tillamook County has requested an update to all Board member's personal information (i.e. address, telephone number, etc.); all records were updated, and the information will be sent to the County.
- IV. 1st Security Bank Signers Form
 - a) 1st Security Bank has requested signatures from all Board Members and staff who are legal signers for the General Fund account. All present signed the required form, and John Casteel's signature will be obtained later.

I. Non-Agenda Items

- a) Board Member Boyd Rulifson requests that the yard around Well 4 be cleaned as it is overrun with vegetation. Due to an excess of invasive pampas grass and old vegetation inside of the fence, this subject has become a recurring issue that is often discussed by staff. Michael presents to the Board a plan to scrape the surface, remove all traces of the invasive plant, and encase the yard and a small distance beyond the fence with a concrete slab to prevent further encroachment. This idea was met with approval, and Michael will begin scouting contractors that can complete the work.

J. Adjournment

- I. Motion by Dustin and seconded by Boyd to adjourn the meeting at 6:38 PM.
 - a) Motion passed 3-0.