

**FAIRVIEW WATER DISTRICT  
BOARD OF COMMISSIONERS MEETING  
OCTOBER 24, 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. The board meeting was called to order at 5:00 PM by Board Chair John Casteel.

**B. Roll Call**

- I. Board Members Present
  - a) John Casteel, Board Chair
  - b) Boyd Rulifson
  - c) Dustin Burdick
  - d) Gary Bond
- II. Board Members Absent
  - a) No Board Members were absent
- III. Visitors Present
  - a) Kitt Patten, property owner on Westwood Drive
  - b) Rex Parsons, property owner on Westwood Drive
  - c) Joan Kelsey, property owner on Westwood Drive
  - d) Robert Deen, property owner on Westwood Drive
- IV. Staff Present
  - a) Mike Ostensen, General Manager
  - b) Melissa Rondeau, Office Manager

**C. Approval of the September 26, 2024 Board Meeting Minutes**

- I. Motion by Dustin Burdick and seconded by Boyd Rulifson to approve the minutes of the September 26, 2024 Fairview Water District Board of Commissioners Meeting.
  - a) Motion passed 4-0.

**D. Visitor Propositions**

- I. Four property owners from Westwood Drive in Tillamook were in attendance to ask that the District extend water service on Westwood so that all residents may receive water service if desired. Attendee Rex Parsons was first to speak on behalf of those present and proposed the group's desire to the Board. Most of the properties on Westwood are supplied with water through private wells and these wells are becoming increasingly unreliable each year. Mr. Parsons and Joan Kelsey have additional undeveloped property adjacent to their residence on Westwood and would

like to have a reliable source of water to foster future development on those undeveloped parcels. Robert Deen addressed the Board to reiterate just how dire the well situation is for some property owners, and that he wishes to have a reliable water system in place soon, prior to winter if possible.

Joan Kelsey has submitted to the District a letter of request along with a check in the amount of \$2,489.00, for the required SDC fee, to be held in earnest by the District.

General Manager

Michael Ostensen explained to all present that this project has been on the District's radar for some time and that he would like to extend service as finances allow. A brief explanation of how service could be expanded ensued. To allow for an increased flow of water further up the hillside it is necessary for the District to install a Variable Frequency Drive (VFD) to the existing water pump(s). Approximately four months ago the District arranged for the purchase of a VFD through EC Electric and staff are waiting for an update regarding its arrival. Once the VFD is delivered and installed the District can move forward with hiring a contractor to extend the water line further up the road. Michael does not foresee any physical issues in routing the pipe along the roadside.

Discussion was held regarding the relocation of two 10,000-gallon tanks that are presently located on Marvin Lane to a location on Westwood Drive if the District can secure an easement for their placement on private property. The system would function best if tanks could be placed at the top of the system to allow for gravity feed as the pumps on the system are incapable of providing the required 20 pounds of pressure for each connection on the line on their own. Michael will meet with Mr. Parsons on site to review potential placement locations for these tanks.

Robert Deen speaks of concerns regarding holes along the roadside by his property that were left by a contractor installing water lines and asks that they be filled in. John Casteel directs staff to communicate with contractor to correct any issues with the drainage ditches along the roadway. Resident Kitt Patten inquires about potentially deeper ditches for drainage when the line is extended. Joan Parson requests that Michael visit and complete a walkthrough of her property.

All guests departed at 5:25 PM. Discussion amongst the Board regarding the expansion of water service on Westwood Drive and the relocation of the two water tanks from Marvin Lane to Westwood. Further information is needed before moving forward with the project.

## **E. Financial Report**

### **I. Current Status**

- a) The Board reviewed and discussed the District's budget v. actual financial report.
- b) All delinquent accounts were reviewed, and Melissa Rondeau provided an update about their status.
- c) The FY 23/24 audit is set to begin in November. Melissa is working with Singer Lewak and is making good progress.
- d) Motion by Gary Bond and seconded by John Casteel to approve the bills for the month of September as presented to the Board.
  - i. Motion passed 4-0.

## **F. General Manager Report**

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

- a) Staff have begun to work on the EPA's service line inventory and have been delivering surveys to residents of the district asking that they answer a few simple questions about their service line(s).
- b) Many small leaks were repaired this month and several manual read meters were replaced with radio meters.
- c) A substantial leak on Hughey Lane was repaired. This water line is in very poor condition and has had leaks in the past.
- d) The leak at 3<sup>rd</sup> Street and Wilson River Loop has not yet been repaired. There is a lack of available utility contractors in the Tillamook area and this lack is delaying many projects in the District.
- e) Michael has completed Jeffree LaTurner's yearly employee evaluation.

## **G. Old Business**

### **I. Water Rate Study**

- a) Staff have completed the necessary form required by OAWU and are waiting to hear from Tim Tice on next steps.

### **II. Vacant Board of Commissioners Position**

- a) There have been no applications received from any interested parties.

### **III. Vacant Utility Worker Level 1 Position**

- a) Thirty-five applications have been received for this position, though none of the candidates possess the minimum qualifications. This position remains unfilled.

### **IV. Future Projects Planning**

- a) Due to potential water service expansion on Westwood Drive and the proximity of the Northwoods Water District, Michael asks that the Board communicate with Northwoods to ask that representatives from their district

meet with Fairview. John Casteel will reach out to the current sitting board of Northwoods Water District.

- b) Hunt Water District residents have communicated with Michael about the potential of expanding Fairview water service into their district. It is unknown if Hunt has a functional board currently. Discussion was held regarding steps forward in opening communication with Hunt and what might be involved in expanding service into their district.

V. DEQ Workshop – *How to Increase Resiliency with Land Conservation*; held on October 15, 2024 at the Port of Tillamook Bay.

- a) John Casteel reports that the focus of this meeting was on watersheds and not on groundwater, and while not necessarily geared towards our District, he was able to glean new insight into the subject, take away some information, and expand his contacts. A brief discussion ensued regarding the District's forest land property east of the city, its potential uses, and its history.

VI. EPA Service Line Inventory

- a) Fairview staff have been distributing to connections that were built prior to 1986 a modified informational pamphlet and survey that Board Chair John Casteel discovered on a recent trip to Idaho. Due to a very short timeline, the District is asking property owners to identify their service lines and return the information survey to the District by November 30, 2024.

## H. New Business

I. Well 1 Failure and Rebuild

- a) Board direction to staff to repair Well 1 as quickly as possible. Michael has ordered a new pump and an order for the drop pipe will be placed as soon as the new pump ships. Arrangements are being made for a crane to pull the old pump from the well.

II. Discussion Regarding the Addition of Telemetry to the Wilson Well.

- a) In the case of tsunami, the Wilson well is the most vulnerable of the District's wells and would have to be physically shut off in the event of an emergency. Depending on the nature of the emergency, staff may not have the time or ability to do so. One way to solve this issue would be to add telemetry to the well so that it can be managed from any distance so long as there is electricity at the location. This is an expensive venture and is being proposed only as a solution to a known potential problem.
- b) The Board directs staff to communicate with OAWU to ask them to assess the well's condition so that they may determine if upgrades are the best course of action. Staff will contact OAWU and report back to the Board.

III. Calendar of Dates/Future Meetings Schedule

- a) John Casteel proposes to the Board that a set schedule of meeting dates should be determined and approved at the November 21, 2024 Board Meeting.

IV. Confirmation of Water Rights

- a) Discussion was held regarding the District's water rights and connected documentation. The Board will re-examine at a future time the District's water rights boundaries.
- b) Board direction to staff to confirm all District water rights and compile and keep a collection of all existing paperwork to be kept as a physical reference at the District office.

V. Staff COLA Increase

- a) The Board will review comparable COLA rates for 2025 and consider this item again at the November 21, 2024 Board Meeting.

**I. Non-Agenda Items**

- I. Review of emails sent by 6420 Westwood Court resident Jake Rzuczek, discussion of work completed to date, and potential cause of the recurring pressure issue that he is experiencing at his home. Michael does not have intimate knowledge of how the system exists underground on Westwood and will have to conduct further system studies in the area before he can make a determination regarding the pressure issues.

**II. Adjournment**

- I. Motion by John Casteel and seconded by Dustin Burdick to adjourn the meeting at 7:00 PM.
  - a) Motion passed 4-0.