

**FAIRVIEW WATER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES  
REGULAR SESSION | AUGUST 28, 2025 | 5:00 PM  
403 MAROLF LOOP ROAD, TILLAMOOK, OREGON**

**CALL TO ORDER**

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

**ROLL CALL**

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

Board Members Absent: Dustin Burdick

Visitors Present: No visitors were present

Staff Present: Office Manager Melissa Rondeau

**APPROVAL OF MINUTES – JULY 31, 2025 BOARD MEETING**

***Motion by Gary Bond and seconded by Boyd Rulifson, to approve the minutes of the July 31, 2025 Board of Commissioners Meeting.***

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

Nay – None

Abstained – None

*Motion passed 4-0*

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

There was no public comment.

**FINANCIAL REPORT**

Office Manager's Report:

Melissa Rondeau presented her monthly report to the Board:

Melissa briefed the Board on her recent attendance at the OAWU Conference in Seaside and expressed her appreciation for the opportunity to attend. At the conference, General Manager Michael Ostensen lead a presentation on the benefits of Boreline drop pipe. To support his presentation, all three members of staff produced an instructional video demonstrating the ease of detaching and reattaching Boreline from the wellhead. A new District YouTube channel was created to host and stream the video for the conference and for any interested parties afterward.

To promote safety and staff identity, custom T-shirts were created for operations staff at a significantly reduced cost simply by purchasing the shirts in bulk and applying custom iron-on transfers in-house. Excluding shipping, the final cost of each shirt was a little more than \$8.00. Additionally, staff have also acquired new carbon fiber hard hats, which are lightweight and comfortable, improving both safety and wearability.

Melissa reported that she will begin updating and/or drafting District policies where needed, as many of them are outdated and sometimes altogether absent. Board Member Jim Huffman requests to be included in the creation and review process.

To begin preparing for the completion of the FY 2023-2024 audit, Melissa has engaged CFO Solutions to reconcile the District's accounts and requested Board approval to allow the CPA to work directly within American Business Software (ABS) and QuickBooks. She has also opened communication with the Oregon Secretary of State's office to appraise them of the District's audit status. In the future, the District may qualify to submit an Agreed-Upon Procedures (AUP) report rather than a full audit due to recent expense-level changes in reporting requirements. While the CPA believes this may be a viable option in the future, the auditor has recommended proceeding with a full audit at this time. Melissa will evaluate options once the books are balanced.

Plans to paint the District office may be postponed this year due to time constraints; however, Melissa has requested a quote from a local business to assess the cost of having the work outsourced. The Board agrees and asks her to move forward with the work if the cost is agreeable.

Lastly, Melissa expressed some concerns about reading the meter at Champion Park Apartments. The meter vault measures approximately 15 feet long, 10 feet wide, and 10 feet deep. To read the meter (when empty of groundwater) staff must climb down a slippery ladder and under electric wires, climb on top of water pipes 3-5 feet in the air, and lean over the pipes while balancing with one foot touching the ladder for support. This action poses a significant risk for potential staff injury and she strongly suggests that the board consider installing a radio-read meter as a potential solution to mitigate the hazard.

Approval of July 2025 Accounts Payable:

**Motion by Boyd Rulifson and seconded by Jim Huffman, to approve all payments for July 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, including the budget versus actuals report.

Delinquent Accounts:

The Board reviewed the District’s list of delinquent accounts. Account 0811010 (10050 Trask River Road) has an outstanding balance from a prior leak. Melissa reported that repayment paperwork has been sent to the account holder in the past, but no response has been received, and regular payment has been an ongoing issue. Gary Bond and John Casteel discuss that the policy should be followed and that, if a signed repayment plan is not received within a week, that the District’s shut-off policy be enacted.

**Motion by Gary Bond and seconded by John Casteel, to notify the account holder at 10050 Trask River Road that they must sign a repayment plan within one week or the shut-off policy will be enforced.**

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

Fiscal Year 2023/2024 Audit:

This item was previously discussed in the Office Manager’s Report.

**GENERAL MANAGER’S REPORT**

There is no General Manager’s Report.

**OLD BUSINESS**

Well 1 Project Update:

The General Manager was not available to present on this item.

Well 3 Project Update:

The General Manager was not available to present on this item.

Fairview Water District/Hunt Water District Merger:

Melissa has sent attorney Eileen Eakins an inquiry into the steps needed to annex Hunt Water District and is waiting for a response.

Water Rate Study:

Preliminary information from the ongoing water rate study was provided to the Board. Gary Bond asked when the consultant would be available to present the findings and requested that he be scheduled to attend a Board meeting for that purpose. The Board discussed the potential impact of a rate increase, noting additional local cost increases and expressing concern for how higher rates may affect farms. It was also noted that the study has been underway for more than 18 months, and is overdue. Melissa will reach out to Tim Tice at OAWU to confirm his attendance at the September 2025 Board Meeting.

Board Member John Casteel suggests that once the rate study information is available that two board members meet with staff to develop a recommendation for the Board regarding upcoming infrastructure challenges and major projects. He recommends arranging a public presentation or meeting to explain and justify any future water rate increases.

HydroCorp – Refund Request:

HydroCorp has not been responsive to the District’s request for a refund. Board Member Gary Bond suggests that it may be time to involve legal counsel and suggests confirming that the contract with HydroCorp is cancelled and that the District’s request for refund is appropriate.

***Motion by Gary Bond and seconded by Jim Huffman, to authorize staff to communicate with legal counsel and provide all relevant information regarding the HydroCorp matter, and to request legal advice on how to proceed.***

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

Utility Easement at 10330 Skyview Road:

Staff reported on efforts to research a possible modification to the existing utility easement at 10330 Skyview Road. Board Member Gary Bond noted that the easement was in place when the property was purchased, and that any request for the modification should be initiated and funded by the property owner, with the request brought directly to the Board for consideration. The Board directed staff to notify the property owner accordingly and discontinue further work on this matter.

Water Pressure at 6420 Westwood Court:

The District has obtained the data loggers required for monitoring the water pressure at 6420 Westwood Court and will install them and begin logging data when General Manager Michael Ostensen is back from his vacation next week.

**NEW BUSINESS**

Strategic Planning

John Casteel requests that staff compile a list of future projects with projected costs, along with status updates on current projects. He noted that this information will be important in considering how potential rate increases may affect future planning and in providing justification to the public for these increases.

Boyd Rulifson expressed concern about the number of incomplete projects across the District. He emphasized the importance of completing current projects before moving forward with new ones and recommends that the district consider acquiring a second vehicle as part of future planning.

Board Meeting Dates:

Melissa presented potential meeting dates for 2026, noting that they follow the Board's prior decision to hold meetings on the last Thursday of each month. The only conflict identified is the November 2026 meeting, which falls on the Thanksgiving Day holiday. This meeting will be rescheduled to the preceding week.

Service Complaint at 3300 Boquist Road:

The Board reviewed a complaint from consumer Andrew Gienger (3300 Boquist Road), who requested a full refund of all water fees and/or the reimbursement of the cost of his filtration device and filters due to aesthetic water quality issues. Staff noted that the property is located at the end of a water line where a flusher had been installed and programmed to run one time per week in order to maintain water clarity. At the request of the property owner, the flusher was previously turned off due to concerns about water on the dirt road in front of the property.

The Board determined that the District will not refund water charges or filtration costs. Options for the District include reactivating the autoflush device or directing the customer to flush their own private lines at their expense. The District might consider redirecting the autoflush discharge into a trench if it is feasible.

The water quality concerns expressed by Mr. Gienger were determined to be aesthetic only, and most likely the result of his prior request to discontinue the autoflush mechanism. The boil water notice mentioned in his complaint was unrelated to his service location, having been issued in response to a loss of pressure elsewhere in the District and out of a great abundance of caution.

Disposal of Property:

Melissa is preparing a draft disposal policy for Board review in September and will also begin creating an inventory of District assets.

**BOARD PRESENTATIONS:**

Board Members John Casteel and Gary Bond will meet individually with General Manager Michael Ostensen to address separate items outside of the meeting.

Gary Bond expressed interest in reigniting discussions on forming a regional water authority. He will reach out to Michelle Bradley at the Port of Tillamook Bay to begin these conversations. A brief discussion followed regarding potential water line extensions and operations for serving areas further south.

Melissa passed out information on Special Districts Association of Oregon (SDAO) 2025 Best Practices program, which would allow for a small discount on the District's insurance costs.

**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

403 Marolf Loop Road  
Tillamook, OR. 97141

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

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## GENERAL MANAGER'S REPORT

### SEPTEMBER 19, 2025 - Board of Commissioner's Meeting

We completed the line replacement on 3<sup>rd</sup> Street on Monday, the 15<sup>th</sup> of September. With the help of Taylor Aufdermaeur, the project was completed in about ten hours. Everything went very well, and the only issue remaining is a 10-inch fitting that needs a quick adjustment to stop a small drip-sized leak. I'm planning to make that adjustment in the evening sometime next week.

By my count we are now down to three distribution main line leaks and a few service line leaks. Our next area of focus will be line that runs along the east side of the Sollie Smith bridge at the intersection of Wilson River Loop and Sollie Smith Road. The leak there appears to be located in 2-inch galvanized pipe, and it is unclear how much of the line is steel. We will put a temporary fix in place, with plans to excavate and replace any steel that we can locate.

A small leak has also been identified in a difficult-to-access location behind several houses on Circle Court. Repairing it will require moving equipment onto private property, so we are reaching out to the property owner with the best point of access for permission before we begin.

The last large leak on our list is located on the west/southwest side of Trask River Road close to the intersection of Hollyridge Drive. The location of this leak is particularly hazardous and will require significant planning and resources to address. At the moment, the leak is very small and does not appear to be undermining the roadway. I've discussed some possible approaches with Leonnig Excavation, and we will continue to monitor the situation closely and keep you apprised of any changes.

On Tuesday, September 16<sup>th</sup>, we experienced a power outage that caused a brief loss of water on the Wilson side of the water system. The intertie was still closed following the 3<sup>rd</sup> Street/Wilson River Loop replacement project the day prior, but we quickly opened it to restore pressure and secured the power at the Wilson well. Full system pressure was restored on Wednesday after backflushing the Wilson well.

On Thursday, September 18<sup>th</sup>, we completed some land clearing around our facilities on Blum Road. Blackberries and grass had become overgrown, and we had numerous piles of excavation dirt that needed attention. We spent the day clearing brush and leveling the ground around the buildings. The results were good, though I anticipate that we will need to rent equipment again for an additional day to fully complete the work.

Finally, we received a quote from Cascade Water Works in the amount of \$11,740 to complete the brushing and airlifting the Wilson well. I have informed them that we are ready to move forward at their convenience. In preparation, I have purchased Boreline for the well and will install a new drop pipe once the well is returned to service.

**COMPLETED ON SEPTEMBER 19, 2025**

**Michael Ostensen – General Manager**



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## OFFICE MANAGER'S REPORT FOR SEPTEMBER 25, 2025

Having been out of the office for nearly a full week this month due to travel, my work time has felt both short and incredibly busy. The majority of my time has been devoted to regular administrative duties while also trying to fit four weeks of work into three. It's been a bit of a challenge, but overall I feel that I've managed well without having to defer too many tasks.

Over the last month, I have been working with our CPA, Susan Gahlsdorf, to provide the information she needs to complete the balancing of our books. Susan now has access to both our accounting software, American Business Software (ABS), and our Quickbooks Online account. My main project this month was entering and reconciling all 1<sup>st</sup> Security bank statements from FY 2023-2024 so that Susan could compare them to ABS entries. While time-consuming, the process went smoothly, and as of Monday, September 22<sup>nd</sup>, this task is complete.

As a follow-up to two customer concerns raised last month, I sent letters to the property owners at 3300 Boquist Road N and 3180 Aldercrest Road. I have not yet received responses, but will keep the Board apprised of any further communication.

In your packets, you will find a draft proposal updating our social media policy. Since I had previously worked with board members Gary Bond and John Casteel on this policy, I shared my suggested revisions with them for initial review. The draft is now before the full Board for discussion. I am happy to put it on next month's agenda for consideration and I'm sure that Gary agrees with me when I say that we welcome any comments or suggestions in the month to come.

Also included in your packets is a draft surplus property disposal policy. I have shared this first draft with board members John Casteel and Jim Huffman for initial development. This policy is important for the District, as we are currently burdened with excess and deteriorated equipment and materials that would benefit from a structured process to clean out and dispose of them properly. As we move forward, one consideration for the Board will be setting value thresholds (i.e. defining what constitutes a "high-value" item). I look forward to further discussion and refinement of this policy with your input.

You may notice that the District Office has not yet been painted. The quote that we received to repair the blocks on the building, seal, and paint the walls was approximately \$7,000. Staff felt that this was too costly for the scope of work. Instead, General Manager Michael Ostensen and fellow staff member Jeffree LaTurner have begun to repair the damaged cinder blocks using a compound designed for that purpose and will apply sealant once repairs are complete. I anticipate this work will be finished before the rainy season, and that we will be able to paint the building next summer.

Lastly, I would like to bring forward a project-planning application that I have been trialing. While not designed specifically for utilities, Monday, the application in question, could be an effective tool for our District. The application allows staff to access and update project information both in the field and in the office, with features including timelines, cost tracking, mapping, verbal updates, and more. After using the free trial for several weeks, I see clear value in adopting it. The annual subscription cost is \$108.00, which I believe is well worth the investment for the potential to streamline planning and improve visualization of both current and future projects.

Autumn is upon us. I hope that you have an opportunity to slow down and enjoy the season. Be well.

MR