

**FAIRVIEW WATER DISTRICT
BOARD OF COMMISSIONERS MEETING
JANUARY 30, 2025**

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

B. Roll Call

- I. Board Members Present
 - a) John Casteel
 - b) Boyd Rulifson
 - c) Gary Bond
- II. Board Members Absent
 - a) Dustin Burdick
- III. Visitors Present
 - a) No visitors were present
- IV. Staff Present
 - a) Michael Ostensen, General Manager
 - b) Melissa Rondeau, Office Manager

C. Approval of the December 19, 2024 Board Meeting Minutes

- I. Motion by Boyd Rulifson and seconded by Gary Bond to approve the minutes of the December 19, 2024 Fairview Water District Board of Commissioners Meeting.
 - a) Motion passed 3-0

D. Visitor Propositions

- I. There were no visitor propositions.

E. Financial Report

- I. Current Financial Status
 - a) The Board reviewed the District's current budget v. actual financial report and discussed future budget plans.
 - b) Board member Gary Bond calls attention to a very slight shortfall in projected overall water revenue at the end of period 6 for FY 24/25. As there was a lack of available historical information during the preparation of the FY 24/25 budget, the Board has kept close tabs on all revenues and expenditures for this fiscal year.
- II. Approval of the Bills for December 2024
 - a) Motion by Gary Bond and seconded by Boyd Rulifson to approve the bills for the month of December 2024 as presented to the Board.
 - b) Motion passed 3-0
- III. Delinquent Accounts
 - a) All accounts that are at least 60 days past due were discussed and reviewed.

IV. FY 23/24 Audit

- a) Singer Lewak continues to work with staff to complete the FY 23/24 audit. Melissa Rondeau is working to finish the digital revenue transactions and hopes to begin reconciling information in ABS by mid-February.
- b) As soon as the FY 23/24 audit is complete, Melissa will begin the FY 24/25 audit so that it may be finished on time.

F. General Manager Report

- I. General Manager Michael Ostensen presented his report to the Board.
 - a) Fairview Water District has encountered some challenges in working with the Fairgrounds Director on several repair projects. Discussion was held regarding potential solutions to these difficulties.
 - b) Cascade Water Works will use a crane to pull the pump and drop pipe out of Well 1 tomorrow, January 31st.
 - c) A candidate for the vacant Utility Worker position will be interviewed next week.
 - d) Mike has been invited to speak at the upcoming OAWU Conference in Seaside, Oregon about his experience utilizing HDPE pipe in the district.
 - e) EC Electric is creating a project plan to replace the aging electric infrastructure at the District Office, utilizing one meter service to power the district office, Well 1, and Well 3, instead of powering them on three separate meters. The reduction in meters will allow for financial savings to the District as well as the ability to use an emergency power source in the case of an emergency power outage.
 - f) The District has purchased a new line tapping machine from Ferguson Waterworks that will allow staff to tap a 1" hole in all types of service line.

G. Old Business

- I. Well 1 Project Update
 - a) Cascade Water Works will pull the pump and drop pipe from Well 1 tomorrow, January 31st. There is still a small amount of work to be done prior to installing and bringing the new pump online; staff will need to assemble the new pump, install a water shut off, and have new electricity put in.
- II. Well 3 Project Update
 - a) Prior to completion, the wellhead at Well 3 will have to be raised to meet the new discharge pipe and the variable frequency device (VFD) will have to be raised above ground level to avoid potential floodwaters. It is preferable that Well 1 be completed prior to Well 3 so that Well 1 can supply water while Well 3 is being brought online.
- III. 3rd Street/Wilson River Loop Water Leak
 - a) A contractor has been secured to complete this repair, though a date has not been set. A new mainline will be installed on 3rd Street from the fire hydrant to the intersection at Wilson River Loop. Once placed, a new 4" line will be bored underneath the intersection to the east side of Wilson River Loop to tie into the existing water line.
- IV. Board and Staff Vacancies
 - a) There has been no interest in the vacant Board position, but several applications have been received for the vacant Utility Worker position. Michael will be interviewing a potential candidate during the first week of February.

- V. EPA Service Line Inventory
 - a) The service line inventories for Fairview Water District and Hunt Water District were submitted to the State of Oregon on December 18th and additional required information was sent to all the “unknown” service line connections in both districts on January 28th. Melissa submitted documents to the State attesting that the letters were sent and that the service line inventories were posted to the District website.
- VI. (SDC) LGIP Account Update
 - a) Gary Bond opened a new Local Government Investment Pool (LGIP) account to increase the District’s System Development Charge (SDC) funds. A \$100.00 test transfer was successful, and Gary will transfer most of the remainder of the SDC account into the new LGIP account on January 31st. The District will maintain the existing SDC checking account for connection deposits and transfer any growth into the new LGIP account.

H. New Business

- I. Appointment of a Budget Officer for the FY 25/26 Budget
 - a) Motion by Gary Bond and seconded by Boyd Rulifson to appoint Melissa Rondeau as Budget Officer for the FY 25/26 Budget.
 - b) Motion passed 3-0
- II. Water Bill Reduction Request Form – Markee, 502 Marolf Loop Road
 - a) This item was not discussed.
- III. District Office Electric Service Upgrade
 - a) This item was discussed earlier in the General Manager’s report.
- IV. Auxiliary Power Source for Well 1, Well 3, District Office
 - a) This item was discussed earlier in the General Manager’s report.
- V. Northwoods & Hunt Water District Formal Letters of Request for Water Provision
 - a) The Board directs staff to communicate with Hunt and Northwoods Water District Boards to send, if they wish, formal letters of request to the Fairview Water District Board requesting water service or absorption. In the past, residents of Hunt have verbally requested absorption, and several residents of Northwoods have inquired after service, but no formal request has been made from either.
- VI. TPUD Community Grant Application
 - a) Michael is waiting to hear from EC Electric so that he may complete the TPUD Community Grant Application for submission to Tillamook People’s Utility District by mid-February.
- VII. Bulk Water Sale
 - a) Discussion was held regarding the concept of implementing bulk water sale. Staff were directed to gather more information on the subject and the Board will discuss this item at a later date.

I. Non-Agenda Items

- I. Champion Park Apartments Flooded Vault
 - a) The meter vault at the Champion Park Apartment complex remains flooded and staff cannot read the meter. Their bills are currently being processed each month to reflect an average reading utilizing data from the last 12 months of service. The Board and staff considered whether to charge for pumping services should it become necessary to pump the vault in order to read it. The Board directed staff to charge the complex as needed.

- II. OAWU Rate Study
 - a) Board members request an update on the Rate Study by OAWU. Staff received a phone call from Tim Tice approximately one week ago requesting additional information to move forward with the study. Melissa has been working to compile all the requested information and will send it to Tim as soon as possible.
- III. 7500 Trask River Road
 - a) Regarding the boring of a new water line and installation of a new shut-off valve at 7500 Trask River Road; Michael will reach out to Clara Blaser and Walter Nordman in February to finalize this project.
- IV. SDAO Water Districts Caucus Meeting
 - a) Board Chair John Casteel will be attending the SDAO Water Districts Caucus Meeting on February 7, 2025, held during the 2025 SDAO Annual Conference in Bend, Oregon.
- V. Old Latimer Bridge Water Line
 - a) Board member Boyd Rulifson inquiries about the status of the water line that crosses Old Latimer Bridge. Michael does not believe that it is a cost benefit for the District to repair with the cost of permits and fees that would be necessary to obtain in order to complete the repair; he has, instead, been considering boring a water line under the bridge. The service connections on the other side of the river are non-metered flat-rate connections and it would be beneficial for the District to charge users for the connection as well as their consumption of water.

J. Executive Session

- I. Pursuant to ORS 192.660 (2)(i) The Fairview Water District Board of Commissioners will hold an executive session on January 30, 2025 to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
 - a) Board Chair John Casteel closed the regular Board meeting of the Fairview Water District and opened an executive session at 6:17 PM.
 - b) Board Chair John Casteel closed the executive session and re-opened the regular Board meeting of the Fairview Water District at 6:40 PM.

K. Adjournment

- I. Motion by Gary Bond and seconded by Boyd Rulifson to adjourn the meeting at 6:51 PM.
 - a) Motion passed 3-0.