

**FAIRVIEW WATER DISTRICT
BOARD OF COMMISSIONERS MEETING
NOVEMBER 21, 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 Chair John Casteel called the meeting to order at 4:58 PM.

B. Roll Call

- I. Board Members Present
 - a) John Casteel, Board Chair
 - b) Boyd Rulifson
 - c) Gary Bond
- II. Board Members Absent
 - a) Dustin Burdick
- III. Visitors Present
 - a) David Scott
- IV. Staff Present
 - a) Mike Ostensen, General Manager
 - b) Melissa Rondeau, Office Manager

C. Approval of the October 24, 2024 Board Meeting Minutes

- I. One spelling error was pointed out and corrected.
- II. Motion by John Casteel and seconded by Boyd Rulifson to approve the minutes of the October 24, 2024 Fairview Water District Board of Commissioners Meeting as amended.
 - a) Motion passed 3-0.

D. Visitor Propositions

- I. There were no visitor propositions.

E. Financial Report

- I. Current Status
 - a) The Board reviewed and discussed the District's budget v. actual financial report.
 - b) Motion by Gary Bond and seconded by John Casteel to approve the bills for the month of October as presented to the Board.
 - i. Motion passed 3-0.
 - c) All accounts 60 days past due or more were discussed and reviewed.
 - d) Singer Lewak is scheduled to arrive at the District to begin the FY 23/24 audit during the last week of December.

F. General Manager Report

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

- a) The equipment needed to rebuild the pump for Well 1 has been delivered and the drop pipe has been ordered. The existing drop pipe in the well will need to be removed via crane, and Michael is working with Cascade Water Works to determine a plan for its removal. Since there is no easily accessible way to isolate and shut-off the water, Michael will freeze the water within the pipe to stop its flow while a new valve is installed to regulate and/or shut off water flow. Discussion followed regarding this process. When installed and complete, the District will apply for a rebate on the new motor for Well 1 from Tillamook People’s Utility District (TPUD).
- b) The variable frequency device (VFD) for Westwood Drive has been delivered, and as soon as it is installed, the District will apply for a rebate from TPUD.
- c) The District has hired Advanced Excavation to aid in the needed repair at 3rd Street and Wilson River Loop, as well as the expansion of water service on Westwood Drive. The existing steel water line will be fully replaced with HDPE. Further discussion with Advanced Excavation revealed that they were the company contracted to install the water line under Highway 6 during the Wilson River Loop project in the early 2000s and they are familiar with the location of existing services in the ground as well as its means of installation.
- d) The District is in discussion with Mark Tulso from Watts Welding to raise the wellhead at Well 3 during the rebuild of the wellhouse.
- e) Water leaks on Blum Lane, Wilson River Loop, and 12th Street were discussed.
- f) This year, Well 1 will be offline when the District tests for Nitrates. Unfortunately, this means that the State will most likely penalize the District for failure to comply with their requirement. Jaime Craig at Tillamook County has instructed our District to take the hit to our record and test when the well is back online.
- g) The District’s website has been modified to include separate pages instead of one scrolling homepage.

G. Old Business

- I. Well 1 Rehabilitation
 - a) This topic was discussed in the General Manager’s report.
- II. Well 3 Update
 - a) TPUD will be installing new power service at Wellhouse 3 in December. Once installed and the old mainline has been abandoned, the VFD can be lowered and installed into the wellhouse. The existing electrical controls will be left intact until the very end of the project. Boyd Rulifson inquiries about installing a generator to supply power in the case of an outage and discussion followed.
- III. Board and Staff Vacancies
 - a) No applications have been received for either position.
- IV. EPA Service Line Inventory
 - a) This project is ongoing. Surveys were mailed to all District connections that were older than 1985 and any information received will be inserted into the government provided spreadsheet.

- b) Fairview Water District will be completing and submitting to the state the Service Line Inventory spreadsheet for Hunt Water District.
- V. FWD/Tillamook Urban Services Agreement
 - a) This board will revisit this item in the future.
- VI. Approval of 2025 Meeting Dates
 - a) Board meeting dates were proposed for 2025 and approved by the Board. Staff will post all meeting dates on the District website.
- VII. Staff COLA Increase
 - a) It is unknown when the last time a cost of living (COLA) raise was granted to staff. Discussion was held regarding current and comparable COLA rates in the state of Oregon.
 - b) Motion by Gary Bond seconded by John Casteel to approve resolution 2024-05, *A resolution to apply a cost of living (COLA) adjustment to the salaries of Fairview Water District employees for 2025, and a rate increase of 5.5%.*
 - c) Motion passed 3-0.
- VIII. Westwood Drive Water Service Expansion
 - a) Continuing discussion regarding the expansion of water service on Westwood Drive and the potential of establishing a tax boundary for services provided.
- IX. Fairview Water District Water Rights/Certifications
 - a) District staff will continue to search for information and contact the Watermaster about obtaining information on the District's water rights and certifications.

H. New Business

- I. Personnel Policy
 - a) As the current policy is outdated, John Casteel stressed to the Board the need to rewrite the current District personnel policy. This item will be addressed in the coming months.
- II. Personnel (Management) Evaluation Form
 - a) A new managerial personnel evaluation form has been created by John Casteel and will be used for Michael Ostensen's evaluation in December.
- III. District Information on County Website
 - a) It was discovered that a good majority of the information provided on the County's website for water districts is not correct. Melissa Rondeau sent corrections for Fairview Water District as well as all other water districts in their boundaries to them so that their records can be updated appropriately.
- IV. Discussion Regarding Northwoods Water District
 - a) Board member(s) will schedule time with the board of Northwoods Water District to discuss the potential of Fairview providing water service to them in the future.
- V. Discussion Regarding Hunt Water District
 - a) Board member(s) will contact Dan Leuthold of Hunt Water District to discuss Hunt's desire to have Fairview provide water to their district. Discussions regarding provision of water or absorption will need to be presented to the constituents of Hunt for them to make an informed decision.
- VI. 2025 Board Officer Designations

- a) Staff will research when the District needs to change or renew officer designations and how long each member holds their title.

VII. Ongoing Water Pressure Issues at 6420 Westwood Court

- a) To better determine why 6420 Westwood Court continues to experience pressure issues, Michael Ostensen will need to install equipment that will allow Fairview Water District to document pressure at the water meter. Neighboring residents further up the water line have disclosed that they are not experiencing any pressure issues with their water service. Boyd Rulifson inquires about whether 6420 Westwood Court is on the same water line as their neighbor. Further information about this issue is required to proceed. It is unknown whether the property owner at has hired a plumber to examine the water system on their side of the meter.

I. Non-Agenda Items

- I. John Casteel reminds all present of the upcoming SDAO conference in Bend, Oregon in February 2025.

J. Adjournment

- I. Motion by Boyd Rulifson and seconded by John Casteel to adjourn the meeting at 6:00 PM.
 - a) Motion passed 3-0.