

Clallam County Fire Protection District No. 4



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Commissioners:
Marcus "Ben" Pacheco, Chair
Sam Nugent, Vice Chair
Lynne Kastner
Bruce Leiper
Chris Christie
Fire Chief:
Gregory Waters

Clallam County Fire Protection District No. 4
Special Meeting of the Board of Commissioners Minutes
Joyce, Washington
August 28, 2023

Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner
Sam Nugent, Vice-Chairman/Commissioner
Lynne Kastner, Commissioner
Bruce Leiper, Commissioner
Gregory Waters, Fire Chief

Others Present

Cheryl Anderson, District Administrative Assistant
Rae Leiper, District Secretary to the Board
Bob Kastner
Dan Peacock

I. Call to Order

Chairman Ben Pacheco called the special meeting to order at 5:30 p.m. So ordered.

II. Roll Call of Commissioners

Ben noted that all commissioners were present except Chris Christie, who was away with an excused absence. He noted Chief Greg Waters was also present.

III. Introduction of Guests and Visitors

Ben welcomed community members Bob Kastner and Dan Peacock.

IV. Public Comment

The community members in attendance did not wish to speak.

V. For Board Action:

The Special Meeting was called in order for the Board to discuss, approve, and sign the paperwork necessary for completing the forms and documentation necessary to apply for a lease from the Office of the State Treasurer's through what is called the LOCAL Program. This financing option would be used to partially fund the

construction of an apparatus bay to house the District's vehicles and equipment and is an option to explore for funding. It is not required for the District to accept this funding at this time. This program would allow the District to receive a Certificate of Participation (COP) from the State Treasurer's Office during their next round of funding. If the District decides to move forward with this program, the amount the District decides upon would be available in November 2023. Chief Waters reminded the Board that the District would not be committed to accepting this program until October 2, 2023. This gives the District time to continue to explore other funding options the Building Finance Advisory Committee has been working on.

The Commissioners had questions regarding the meaning and intent of some of the wording of the documents. Chief Waters, who had discussed the documents with the District's attorney, answered those questions. Chief Waters has also been working closely with Brianna May from the Office of State Treasurer's LOCAL Program, which gave him a better understanding of the documents provided. The Commissioners discussed the timeline involving the application to the Office of the State Treasurer's (OST) LOCAL Program and how that would impact other options the District is considering for financing. The final terms for repayment of this program are dependent on how much funding is ultimately secured and what time option for repayment is selected. Commissioners also sought to understand how the LOCAL Program would work as compared to a loan from a bank. Of concern was how signing these documents would obligate the District. Greg explained nothing would commit the District at this point until the final consent is given by the District prior to October 2, 2023. The District's intent is to have the documentation already submitted in the event they choose to go forward and authorize the funding from the OST LOCAL Program. Greg wanted to reiterate that none of the current funding options being explored would result in any additional money be asked for or collected from the community, above and beyond the currently existing levy amount. With that in mind the Commissioners moved forward to discuss the resolutions and documentation.

A. Approval of Form of Reimbursement Resolution – Resolution 4:2023

Resolution 4:2023 will allow the District to seek reimbursement from the OST LOCAL Program for building costs already incurred.

Sam Nugent motioned to approve Resolution 04:2023. Bruce Leiper seconded the motion. Motion carried unanimously. So ordered.

The Board discussed if other costs would be incurred regarding the processing of this paperwork with the OST and how the funds would be released to the District. There should be minimal costs to the District as they are bundled into the total funding pool with other entities going through the current COP cycle. The funds for construction costs would be released as requests for payment to vendors are submitted to the District and be sent to the Office of the State Treasurer for payment.

B. Approval of Form of Authorizing Resolution – Resolution 5:2023

Resolution 5:2023 authorizes the board to seek financing through the OST LOCAL Program.

Bruce Leiper motioned to approve Resolution 05:2023. Sam Nugent seconded the motion. Motion carried unanimously. So ordered.

Members of the Board expressed concern that an amount to build the apparatus bay had not been determined and did not want the District to be obligated for funding that was not necessary. Bids are currently being sought to finalize the amount needed for construction.

C. Approval of LOCAL Program Documentation from the Office of the State Treasurer – State of Washington

The LOCAL Program requires extensive documentation of District budgets, assets, financial status, and membership. The Commissioners need to approve the providing of those documents to the OST LOCAL Program.

Sam motioned to approve providing necessary documentation for the application process. Bruce seconded the motion. Motion carried unanimously. So ordered.

The Building Finance Advisory Committee will be informed of all possible funding options for construction and will recommend to the District which option will best serve the District and the community.

VI. Adjourn

Lynne moved and Sam seconded the motion to adjourn the meeting at 6:35 p.m. Motion carried unanimously. So ordered.

The next regular meeting of the Board of Commissioners will be held on Wednesday, September 27, 2023, beginning at 5:30 p.m. at the Joyce Fire Hall, Joyce, Washington.

Respectfully submitted,
Raeann Leiper
District Secretary

