

FAIRVIEW WATER DISTRICT

BOARD OF COMMISSIONERS MEETING MINUTES

Special Session | August 27, 2026 | 5:00 PM

Tillamook Swiss Hall | 4605 Brookfield Avenue, Tillamook, OR

1. CALL TO ORDER

President Pro Tempore James Huffman introduced himself to those in attendance and called the meeting to order at 5:00 PM.

2. ROLL CALL

- a) Board Members Present: Boyd Rulifson, Jerry Dove, James Huffman
- b) Board Members Absent: None
- c) Staff Present: General Manager Michael Ostensen, Office Manager Melissa Rondeau
- d) Consultants Present: Eileen Eakins, District Legal Counsel (via telephone), Mark Knudson, Special Districts Association of Oregon (SDAO) (via telephone)
- e) Members of the Public Present: Richard Obrist, Stephany Whitaker, Jessica Ostensen, Jeff LaTurner, Chris Rondeau, Doug Barker, Joseph Barker, Dan Leuthold, Matt Mumford, Barb Schmitz, Mike Schmitz, Larry Anderson, Jessi Coon, James Coon, Luke Oldenkamp, Ryan Killgore, Michael Tohl, Brian Beeler, Adam Nielsen

3. ACKNOWLEDGEMENT OF RESIGNATIONS AND APPOINTMENT TO BOARD POSITION NO. 2

President Pro Tempore Huffman acknowledged the recent resignations of Commissioners John Casteel and Gary Bond. He reported that the Tillamook County Board of Commissioners had appointed Jerry Dove to Board Position No. 2 on Tuesday, August 25, 2026.

Huffman administered the oath of office, after which Commissioner Dove was seated on the Board.

4. CONSIDERATION OF APPLICATIONS FOR APPOINTMENT TO BOARD POSITION NO. 1

President Pro Tempore Huffman introduced Board candidates Adam Nielsen and Douglas Barker and invited each candidate to speak.

Mr. Nielsen summarized his experience with water systems and his work as City Engineer for the City of Tillamook. He stated that his technical knowledge of water systems and grant-writing experience would benefit the District. Following Mr. Nielsen's remarks, Huffman introduced Matt Mumford, former general manager of the Tillamook County Transportation District. Huffman stated that, while he had served on the Transportation District board, he and Mr. Mumford worked cooperatively with the City of Tillamook.

Mr. Barker summarized his prior experience with the Wilson River Water District and his service on other boards in Tillamook County, including the Tillamook County Creamery Association Board of Directors. He expressed concern that dairy farmers were not represented on the Fairview Water District Board of Commissioners. He also stated that the District's operations needed significant improvement and expressed general dissatisfaction with the District's current direction.

President Pro Tempore Huffman thanked both candidates and requested appointments for Board Position No. 1.

Motion by Boyd Rulifson and seconded by Jerry Dove to appoint Douglas Barker to Fairview Water District Board of Commissioners Position No. 1.

Vote: Aye: Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 3-0-0

Huffman administered the oath of office, after which Commissioner Barker was seated on the Board.

Immediately after the vote, Huffman stated that the Board should determine whether the candidates would receive a tie vote and moved to appoint Adam Nielsen to the same position. Commissioner Dove seconded the motion. Huffman called for a vote, but Mark Knudson of SDAO advised the Board to proceed to officer elections. No vote was completed.

Huffman stated that the motion would be stricken. No appointment resulted.

5. BOARD OFFICER ELECTIONS

President Pro Tempore Huffman proceeded to Board officer elections, expressed his desire to remain Board Secretary, and invited nominations for Board President.

Motion by Jerry Dove and seconded by Boyd Rulifson to elect Douglas Barker as President of the Fairview Water District Board of Commissioners.

Vote: Aye: Dove, Rulifson, Huffman

Nay: None

Abstain: None

Did Not Vote: Barker

Motion passed 3-0-0, with no vote recorded for Barker.

President Barker assumed the chair and presided over the remainder of the meeting.

Chair Barker called for nominations for Vice President.

Motion by Boyd Rulifson and seconded by James Huffman to elect Jerry Dove as Vice President of the Fairview Water District Board of Commissioners.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

Chair Barker called for nominations for Secretary.

Motion by Boyd Rulifson and seconded by Jerry Dove to elect James Huffman as Secretary of the Fairview Water District Board of Commissioners.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

Chair Barker called for nominations for Treasurer.

Motion by James Huffman and seconded by Jerry Dove to elect Boyd Rulifson as Treasurer of the Fairview Water District Board of Commissioners.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

Following the officer elections, Commissioner Dove asked whether the Board would consider appointing Adam Nielsen to vacant Position No. 4. Commissioner Huffman stated that the vacancy would be considered at a future meeting.

6. GRIEVANCES

a) Consideration of Public Meetings Law Grievances and District Response

Commissioner Huffman invited attendees to take copies of the grievances made available at the meeting. District Counsel Eileen Eakins explained that the District had received two Oregon Public Meetings Law grievances arising from the July 30, 2026 regular Board meeting. One grievance was submitted by then-Commissioner Gary Bond and the other by General Manager Michael Ostensen. Counsel outlined the grievance process and the District's obligations in responding. She stated that Office Manager Melissa Rondeau had followed Counsel's direction regarding cancellation of the previously scheduled meeting and submission of the grievance materials to the Oregon Ethics Commission following the Board resignations earlier that week. In response to Commissioner Huffman's question, Counsel confirmed that the submission deadline had been met.

b) Consideration of Governance Grievance Submitted by General Manager Michael Ostensen

District Counsel introduced the grievance and recommended that the Board acknowledge its receipt and agree to discuss the item at a future Board meeting.

Motion by James Huffman and seconded by Jerry Dove acknowledging a governance grievance submitted by General Manager Michael Ostensen and recognizing that the item will be addressed in a future meeting.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

7. RATIFICATION OF VOTES TAKEN AT JULY 30, 2026 REGULAR BOARD MEETING

District Counsel explained the ratification process why actions taken during the July 30, 2026 meeting required confirmation by the current Board before they could be treated as approved Board actions.

a) Direction to Staff to Write a Letter to the City of Bay City

Adam Nielsen summarized this action for the Board, stating that staff had been directed to write a letter informing the City of Bay City of the District's intent to end payment on the monthly intertie fee.

Motion by Jerry Dove and seconded by Boyd Rulifson to ratify the direction given to staff during the July 30, 2026 meeting to prepare a letter to the City of Bay City regarding the payment of the intertie fee.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

b) Approval of the June 2026 Accounts Payable Report

Motion by Jerry Dove and seconded by James Huffman to ratify the June 2026 accounts payable approval made during the July 30, 2026 meeting.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

c) Amendment and Adoption of Resolution 2026-03, Relating to Fairview Water District's Financial Management Policy.

Motion by Jerry Dove and seconded by James Huffman to ratify the adoption of Resolution 2026-03, relating to the Fairview Water District's Financial Management Policy, made during the July 30, 2026 meeting.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

d) Authorization of a Letter Concerning Commissioner Rulifson's Continued Service on the Board.

Office Manager Rondeau explained that the letter concerning Commissioner Rulifson's continued service on the Board had been written by then-President Casteel and that its authorization was among the actions taken during the July 30, 2026 meeting. Commissioner Rulifson stated that he had not received a telephone call concerning the matter and had not opened previous correspondence sent to him.

Motion by James Huffman and seconded by Douglas Barker not to approve the letter concerning Commissioner Rulifson's continued service on the Board.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

The July 30, 2026 authorization of the letter was not ratified.

8. APPROVAL OF MINUTES

a) June 25, 2026 Regular Board Meeting

Commissioner Huffman requested that the full statement of complaint made against General Manager Michael Ostensen, read aloud by Josh Henderson during the June 25, 2026 meeting, be incorporated verbatim into the minutes and be posted online.

Commissioner Huffman asked District Counsel whether his proposed addition was allowed. Commissioner Dove asked how he should proceed with the approval of minutes for a meeting he had not attended. Counsel stated that Dove may abstain or rely on the word of others. No response to Huffman's question was provided.

Motion by Jerry Dove and seconded by James Huffman to approve the June 25, 2026 regular Board meeting minutes as amended by James Huffman.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

b) July 30, 2026 Regular Board Meeting

District Counsel recommended that the Board make any requested corrections and approve only the portion of the minutes through Commissioner Huffman's departure from the meeting.

Commissioner Huffman requested that the minutes reflect his remarks that he would not attend an executive session without legal counsel present, as well as his comments regarding the District's former Board stipend, which he described as a \$50 monthly or per diem payment that had been discontinued in 2023 because of potential legal concerns.

Motion by Jerry Dove and seconded by James Huffman to approve the July 30, 2026 regular Board meeting minutes as amended by James Huffman, and with the official minutes concluding when Commissioner Huffman left the meeting.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

9. FINANCIAL REPORTS

a) Approval of the July 2026 Accounts Payable Report

Motion by Douglas Barker and seconded by James Huffman, to approve the July 2026 payments as presented.

Vote: Aye: Barker, Dove, Rulifson, Huffman

Nay: None

Abstain: None

Motion passed 4-0-0

b) July 2026 Budget v. Actuals Report

The Board, staff, and members of the public discussed fiscal year 2025-26 year-end expenses, water consumption revenue, and District spending.

No action was taken.

c) Delinquent Accounts Summary from June and July 2026

Office Manager Rondeau presented the delinquent accounts summary to the Board.

No action was taken.

d) Fiscal Year 2024-25 Audit

Office Manager Rondeau reported that Singer Lewak was completing the audit and that completion was expected soon. She expressed hope that work on the fiscal year 2025-26 audit will begin soon and be completed by the end of 2026.

10. BOARD PRESENTATION

- a) Commissioner Huffman thanked Mark Knudson of SDAO for attending and requested Board training. Knudson explained that SDAO provides the District with up to eight hours of annual support, of which approximately two to three hours had been used to date. He described SDAO's standard two-hour training covering Board authority, Board and staff roles, public meetings, ethics, and the Best Practices Program. Knudson recommended scheduling the training after the remaining Board vacancy was filled. Chair Barker stated that the Board would contact him when ready.
- b) Commissioner Dove asked whether Position No. 4 could be filled that evening. Knudson and District Counsel Eakins explained that the agenda identified Positions 1 and 2 but that the Board could amend the agenda if they wished. Counsel explained that the immediate objective was to establish a functioning Board. Commissioner Huffman commented that additional qualified members should be considered so that the Board could work together as a team.

Although a public-comment period was not announced, comments from the public were received at this time.

- c) Richard Obrist requested that the remaining vacancy be advertised, stating that many members of the public were unaware of it and that additional applicants should be considered. Chair Barker agreed that the vacancy was not widely known.
- d) Mr. Obrist also requested that written comments previously submitted by Luke Oldenkamp and reviewed by the Board in June 2026 be placed on the next meeting agenda for further consideration. Commissioners Huffman, Dove, and Barker indicated support for the request.

11. ADJOURNMENT

Chair Barker declared the meeting adjourned at approximately 6:01 PM. No motion to adjourn was made, and no vote was taken.