

# **Whatcom County Fire District #5**

## **Point Roberts Fire Department**

**2030 Benson Road, Suite A  
Point Roberts, Washington, 98281  
Special Meeting of the Board of Commissioners  
April 26<sup>th</sup>, 2022**

### **MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Norm Katz  
Commissioner Pat Harper  
Chief Christopher Carleton  
District Secretary Linda Hughes  
Financial Manager Patty Markel

Guests: Assistant Chief Shields  
Brian Snure  
Jim Nelson  
All Point Bulletin - Pat Grubb  
Allison Calder  
Rhiannon Allen  
Arthur Reber  
Mark Nelson  
Steve Work  
Rhonda Granger  
Lynn Taylor  
Jen Kurcz  
Mark Robbins  
Rod Matheson  
Doris Terry  
Louise Cassidy  
Mary Acosta

#### **A. CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Commissioner Lester, who then proceeded to give an overview of the purpose of this Special Meeting.

## **B. DISCUSS POTENTIAL LEVY/BOND FOR DISTRICT**

Chief Carleton introduced the Guest Speakers for today's meeting, Brian Snure, Legal Counsel for the District, and Jim Nelson, a bond broker and financial consultant experienced in assisting fire districts with bond financing.

Chief Carleton then reviewed the updated Capital Facilities Plan, individually reviewing all current assets of the District, and their expected service-life, as well as the plans to repair and replace these diminishing assets over time. After physical assets were reviewed, he noted that the members of this District are also a great asset, however many will be aging out over the next few years, and the rate of local volunteer enrollment has decreased. If this continues, he noted, then the District will also have to plan on hiring outside members to protect this community, which will add to future costs of operation.

Brian Snure, legal counsel, then gave a presentation on the tax levy system and how it works. He included examples of levy rates, allowable increases and the routes available to the District to pursue to increase future revenue to meet the needs of the increasing costs of operation and the replacement costs of assets noted in the Capital Facilities Plan. He discussed the current levy, how it is calculated on property values, and outlined options available to the District, noting that a Levy lid lift requires only a simple majority of voters and that excess levies require 60% voter approval. His presentation included examples of levy lid lifts and the expected revenue they could generate.

Jim Nelson, bond consultant, has a lot of experience assisting fire districts plan for bond requests. He noted that funds raised by bond can only be used for capital improvements, and may not be used for operational expenses. He then reviewed revenue based bond options, planning and election timing, the costs of bonds, and the potential to use a levy lift to raise the funds to cover the bond costs. He further noted that a District may not "campaign" but that a Volunteer Election Committee could provide that service to the cause of seeking voter approval.

Chief Carleton then showed examples of prospective tax increases based on property values, in a variety of scenarios, and summarized the goals of the District going forward. He noted that the Commissioners will plan for several meetings through May to decide whether any action is to be taken, and if a plan emerges to seek voter approval for increased funding, he then plans to host a series of informative meetings throughout June to help the public understand the objectives and reasoning behind the request for increased funding.

**J. ADJOURNMENT**

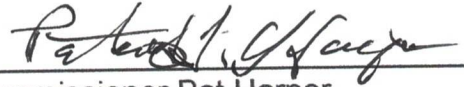
As there was no further business, Commissioner Lester moved to adjourn the meeting.  
Commissioner Harper seconded the motion. **Motion passed 3 – 0.**



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Commissioner Virginia Lester

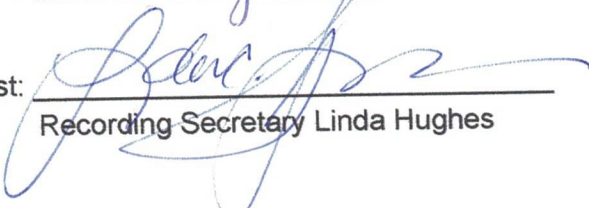


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Commissioner Norm Katz



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Commissioner Pat Harper

Dated May 10, 2023

Attest:   
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Recording Secretary Linda Hughes