

***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  
Work Session for 2026 Budget  
November 5<sup>th</sup>, 2025**

**MINUTES**

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

Guests: Bill Zidel  
Rhiannon Allen

**A. CALL TO ORDER**

The meeting was called to order at 4:16 by Commissioner Lester.

**B. RESOLUTION 2025-02 REGULAR MEETING DATE CHANGE**

**MOTION:** Commissioner Harper moved to reschedule the Regular Meeting of November 12<sup>th</sup>, 2025 to November 13<sup>th</sup>, 2025 at 4:30 pm. The motion was **SECONDED** by Commissioner Katz. **MOTION PASSED: 3-0.**

## C. WORK SESSION

Chief Carleton displayed the projected levy income worksheet on the shared screen, and then the budget worksheet, for all in attendance to view and follow along.

He identified expected sources of income, beginning with the allotted annual increase known as the 1% increase, based on the levy income in 2025 of \$1,198,016.31 for a potential increase in levy income of \$11,980.16, bringing the total projected levy income for 2026 to \$1,209,996.47.

Chief explained that other income is also anticipated to be received by the district, derived from unpaid taxes, rent, fees, etc. bringing the total projected income for 2026 to \$1,240,833.47.

Chief reported that the current budget anticipates spending in the amount of \$940,242.00, which would result in a carry-over of available funds to invest into the capital fund of \$300,591.47.

Chief mentioned that it is time for consideration of his salary and requested that an Executive Session be scheduled at the next regular meeting. If any changes are to be made to his salary, the current budget would then be amended accordingly prior to adoption.

Chief reviewed the budget through each segmented division and line item, pointing out various anticipated increases and decreases in spending.

Chief noted that 2026 is expected to be an audit year for operations in 2023, 2024 and 2025, and estimated costs for that audit are included in this budget.

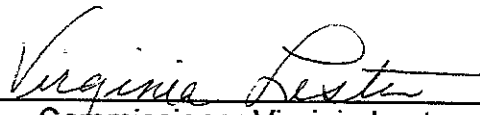
Chief displayed draft Resolution 2025-03 regarding the request for levy increase of 1% for consideration and approval at the next regular meeting.

Chief displayed draft Resolution 2025-04 regarding the proposed 2026 budget for consideration and adoption at the next regular meeting.


## C. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:53 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be November 13<sup>th</sup>, 2025,  
at 4:30 pm.

  
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Commissioner Virginia Lester

  
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Commissioner Norm Katz

  
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Commissioner Pat Harper

Dated November 13 / 25

Attest:   
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Recording Secretary Linda Hughes