

# Clallam County Fire Protection District No. 4



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

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 4  
BOARD OF COMMISSIONERS SPECIAL BUDGET WORKSHOP MEETING MINUTES AMENDED  
OCTOBER 15, 2023  
JOYCE, WASHINGTON

## Members Present

Marcus "Ben" Pacheco, Chairman/Commissioner  
Sam Nugent, Vice-Chairman/Commissioner  
Sherri "Lynne" Kastner  
Bruce Leiper

## Others Present

Chief Greg Waters  
Carolyn Flint, Quartermaster  
Cheryl Anderson, Administrative Assistant  
Rae Leiper, District Secretary to the Board  
Dan Peacock

### I. Call to Order

Chairman Marcus "Ben" Pacheco called the special meeting to order at 9:03 a.m. So ordered.

### II. Roll Call of Commissioners

Ben noted that all commissioners were present. Ben then called for a 10 minute break so that commissioners could get breakfast. The meeting reconvened at 9:18.

### III. Board Work Session

#### A. 2022 Budget Amendment

Before beginning work on the budget amendment, Chairman Ben Pacheco reminded Commissioners new territory was being entered with the addition of the financing from the Office of the State Treasury LOCAL Program. This meant that the District would be adding line items to the budget. The BARS Codes for those items have yet to be clarified. Commissioners agreed it was best to add the items and the projected amounts and the BARS Codes could be added later. Also, the county added some new line items to the budget which would need to be considered.

The Board then began to amend the Revenue section of the 2023 budget. The total revenue of the adopted 2023 budget set in September 2022 was expected to be \$1,825,744. The Unencumbered Fund was \$1,176,089. Total revenues were projected to be \$649,655. Board members then reviewed the projected revenues by line item and then amended the budget to show the actual year-to-date revenues. The actual revenues for

2023 came to \$680,419. The amended Unencumbered Fund Balance was \$1,507,376. With the amended 2023 Revenues added to the amended Unencumbered Balance, the District is expected to have \$2,501,895 in the 2023 budget.

Community member Dan Peacock joined the meeting at 9:30 AM. At 10:30, Ben called for a 10 minute break. The meeting resumed at 10:48.

The Board then moved on to reviewing Expenditures for the Operations and Maintenance Budget as proposed for the 2023 budgeted amounts. The budgeted expenditures for 2023 came to \$532,760. The expenditures anticipated for 2023 are projected to be \$586,255.

During the process of reviewing each line item Commissioners noted items that came in higher than budgeted. Payments for staff and volunteer station time went up as the District has had so many more calls and more volunteers to answer those calls. Another item that was higher than budgeted was the payment for professional services as Chief Waters has worked closely with the District Counsel for advice on building contracts and legal fees.

The last section for review was Expenditures of Capital Outlays. Commissioners projected expenditures of \$784,500, but actual expenditures came to \$381,900 as the building of the new apparatus bay is not yet fully underway. The budgeted expenditures for 2023 were estimated at \$1,317,260. The amended year-end expenditures are projected to be \$968,155.

Ben then called for a short break at 11:41. The meeting reconvened at 11:54.

B. 2024 Budget Development

Board members then began the development of the 2024 budget. The first step was to propose expected revenues. Most line-item revenues were expected to stay the same. Revenues for sales of county timber continue to be unpredictable, so Commissioners kept the projected revenue at \$60,000. Property tax revenues may go up slightly as the District collects funds from the capital levy lift. A new budget line item for the LOCAL Program proceeds of \$700,000 was added to revenues as recommended by the Office of the State Treasury. The District's projected revenues for 2024 came to \$1,433,625. Together with the Unencumbered Fund Balance of \$1,533,740, the District's annual budget revenue balance is \$2,967,365.

Next, the Commissioners set expected expenditures in a line-by-line process. Payments of stipends and salaries will go up. Uniform and clothing expenses will go up as the District has more volunteers thus more gear is needed. Chief is also considering going with Starlink for internet service. The largest increase is for Facility Capital Outlay as the District will begin construction of the new apparatus bay. The Commissioners allocated \$1,100,000 for construction spending in 2024. The expenditures include the addition of two new line items for debt servicing which will total \$97,000 towards the principal and interest on the LOCAL program proceeds in 2024.

The 2024 budget projected expenditures came to \$1,879, 305. Revenues are projected to be \$2,967,365. The ending balance of \$1,088,060 is within District guidelines of maintaining a reserve account balance.

IV. Adjourn

Lynne moved, and Bruce seconded to adjourn the meeting. Meeting was adjourned at 2:19

*Respectfully submitted,*

Raeann Leiper  
District Secretary

