



**Board of Trustees Regular Board Meeting  
Camano Island Mosquito Control District  
Thursday July 18, 2024  
2:00– 3:00 P.M.  
Camano Center- 606 Arrowhead rd. Camano Island, WA**

**Agenda**

**Opening of Meeting**

- **Call to Order – 2:00 PM**
- **Roll Call – Bruce Trimble, William Watkins, Theresa Fletcher, Patricia Campbell**
- **Review / Approval of last meeting minutes – Bruce made a motion to approve the meeting minutes, Theresa seconded. All in favor, motion carried.**
- **Review / Approval of Agenda – Bruce made a motion to approve the meeting Agenda, Theresa seconded. All in favor, motion carried.**
- **Review Expenditures**

• **Vouchers**

| Name                        | Warrant (Check) Number    | Amount           | Date      |
|-----------------------------|---------------------------|------------------|-----------|
| Bank Of America Credit Card | 650426                    | \$240.71         | 5/22/2024 |
| Bank Of America Credit Card | 652152                    | \$278.72         | 6/26/2024 |
| Drone Payment Interest only | Electronic funds transfer | \$117.76         | 6/3/2024  |
|                             |                           |                  |           |
|                             | <b>Total</b>              | <b>\$ 637.19</b> |           |

The drone will be paid off in December of 2024. The total remaining balance is \$4,828.19.

- **Approval of Vouchers – Theresa made a motion to approve the expenditures, Duffy seconded the motion. All in favor, motion carried.**

**Payroll**

| Name                 | Warrant (Check) Number | Amount             | Date      | Frequency |
|----------------------|------------------------|--------------------|-----------|-----------|
| Jay Lawrence Payroll | 650778                 | \$6189.29          | 5/29/2024 | Monthly   |
| Jay Lawrence Payroll | 652153                 | \$6,189.29         | 6/26/2024 | Monthly   |
|                      | <b>Total</b>           | <b>\$12,378.58</b> |           |           |

- **Approval of Payroll Expenditures – Theresa made a motion to approve the payroll expenditures, Duffy seconded the motion. All in favor, motion carried.**



**Total Expenditures - \$ 13,015.77**

**1) New Business –**

- a) **Job Description for District Manager** - review and edit, as necessary. **Add bullet point- Maintains an office to be relocated. Bruce commented that it is unlikely to find someone who checks every box. Some items are required and some could be desired, identify as needed both as needed.**
- b) **About Camano and Island and the District Manager** - Review and edit, as necessary.
- c) Discuss plans for job posting, screening, and interviewing. Jay can advise on these items to make sure to comply with pertinent laws concerning hiring dos and don'ts.
  - i) When to post and the closing date for applying. **Post on August Close on October 1.**
  - ii) AMCA and NWMVCA both have job boards on which we can post. Jay can also solicit to other mosquito districts. **How will applications be received?**
  - iii) Decide if one person, all board members, or who will receive the resumes and do the screening. **All board members will be reviewing and screening applications and resumes.**
  - iv) After screening candidates, how will the interviews be coordinated? In person, over the phone, or other. Who will do the initial interviews? **All board members.**
  - v) Create a list of questions and information you would like to know in an interview. **Will work on this at the next meeting.**
- d) Authorize by motion to open the District Manager position.
- e) **Assessment Audit Report from Office of Washington State Auditor**
  - i) The auditor's office conducted an audit of the district in June for the years 2021, 2022, and 2023. This the normal audit assessment that they conduct every three years. Jay would like to go over the audit at the August meeting. **Jay will provide copies at the next meeting.**

**2) Continuing Business –**

- a) Still one open position on the board. **No movement on this.**

**3) Manager Report –**

- a) All areas have been treated regularly and inspections are ongoing.
- b) Iverson Spit Preserve has seen a lot of mosquitoes this season. I attribute this to the lack of steady attention to the drainage system at the preserve. At one time there were at least 4 beaver dams blocking the ditch which is supposed to drain into Livingston Bay. The ditch has been extremely high and has flooded more land than usual. There are several wet areas in the large field on the preserve, these all have small drainage ditches leading into the main ditch, but these have not been maintained. With poor drainage the water sits for longer periods of time. The amount of rain we had this spring only added to the problem.
  - i) **Appeal to the Island County Commissioners in commissioners meeting at annex as to flooding at Iverson. Health and safety concerns. Bruce will look talk to his contacts at FOCIP about prior efforts to get the county to maintain the tide gate at Iverson. Despite appeals the county fails to maintain the tide gate and to do the maintenance necessary to control the flooding. It I sa health safety matter. The failure to maintain the drainage system creates an impediment to our mosquito control program. This will be discussed as continuing business at August meeting.**



**Financial report**

**Balance June 30, 2024 - \$77,295.26**

| Receivables Tax year           | June 2024 Income       | Amount Receivable         |
|--------------------------------|------------------------|---------------------------|
| 2020                           | \$0                    | \$67.47                   |
| 2021                           | \$0                    | \$134.53                  |
| 2022                           | \$0                    | \$498.67                  |
| 2023                           | -\$36.95               | \$ 1,507.17               |
| 2024                           | \$617.43               | \$ 60,561.70              |
| <b><u>Total Income</u></b>     | <b><u>\$580.48</u></b> |                           |
| <b><u>Total Receivable</u></b> |                        | <b><u>\$62,769.54</u></b> |

**Next Regular Meeting** scheduled for Thursday, August 15, 2024. Camano Senior and Community Center at 2:00 PM –3:00 PM.

Meeting was closed at 2:44 PM.