



**Board of Trustees Regular Board Meeting
Camano Island Mosquito Control District
Thursday November 21, 2024
2:00– 3:00 P.M.
Camano Center- 606 Arrowhead rd. Camano Island, WA**

Minutes

Opening of Meeting

- **Call to Order – Call to Order – 2:01 PM**
- **Roll Call – Theresa Fletcher, Bruce Trimble, Bill Watkins, Patricia Campbell, Jay Lawrence**
- **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 agenda. Bill seconded, all in favor, motion carried.**

Review Expenditures

• **Vouchers**

Name	Warrant (Check) Number	Amount	Date
Bank Of America Credit Card	657938	\$367.90	10/23/2024
MV Books LLC	658487	\$200.00	11/6/2024
	Total	\$ 567.90	

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

Payroll

Paperwork is included in the meeting portfolio for payroll expenses listed below.

Name	Warrant (Check) Number	Amount	Date	Frequency
Jay Lawrence Payroll	657939	\$6,189.29	10/23/2024	Monthly
Fed Withholding, Social Security, and Medicare	EFT	\$1,995.24	11/8/2024	Monthly
WA. Employment Security Department	EFT	\$61.58	10/31/2024	Quarterly
WA. Department of Labor & Industries	EFT	\$215.63	10/31/2024	Quarterly
WA. Paid Family & Medical Leave	EFT	\$120.56	10/31/2024	Quarterly
WA Cares Fund	EFT	\$132.30	10/31/2024	Quarterly



	Total	\$8,714.60		
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- **Approval of Payroll Expenditures** – Theresa made a motion to approve the payroll expenditures, Bill seconded the motion, all in favor, motion carried.

Total Expenditures - \$9,282.50

1) New Business –

- a) Review / Approval of Budget Hearing/Workshop minutes - Bruce made a motion to approve the minutes of the Budget Hearing, Theresa seconded, all in favor, motion carried.
- b) 2025 Budget
 - i) Review 2025 Budget. Brief review of budget proposal with Jay providing budget spread sheets and resolutions. Cost comparisons for monthly and yearly difference assessment per parcel. Theresa made a motion to approve the 2025 Budget of \$162,000.00, Bill seconded, all in favor, motion carried.
 - ii) Review of Budget Resolutions
 - Sign Resolution 112124-A Property Classification Bruce asked about how many acres are in the district, Jay will work to figure it out.
 - (1) Sign Resolution 112124-B Establishing the Assessment and Collection of the Revenue Theresa made a motion to approve the budget resolutions, Bruce seconded, all in favor, motion carried.

2) Continuing Business –

- a) Employment candidate offer. An offer of employment was offered to a Cheyenne. The offer was not accepted. Jay presented the letter of offer, Bruce read the letter to the board. She proposed a higher salary- the district offered \$90,000 annually, counteroffer of \$110,000.00, medical benefits offered \$1,000 per month stipend. Her proposal is a \$1,000/month stipend changing to full benefits starting January 2026 to include full medical dental for family, retirement plan and a better paid time off plan. Jay let her know the district cannot match her proposal and after more consideration she declined the offer.
- b) Manager search update The search for a manager is ongoing.
 - i) Discussions about where to advertise and timing of advertising. Zip Recruiter, LinkedIn, Work source.
 - ii) We might have a better response after the new year and since advertising is expensive post more ads then.
 - iii) Meanwhile the advertisement on WorkSource WA is free and is ongoing.
 - iv) Theresa asked about what Jay was going to do as far as staying on for the long run until they found a new manager. Jay will maintain the books and make sure the bills are paid. He will discontinue doing the mosquito-control pesticide applications and other field work. Jay will complete the annual report for 2024 which is usually completed by the end of March. We can discuss further options at the next meeting.
- c) Still one open position on the board.

3) Manager Report –

- a) Jay will send all the budget paperwork to the appropriate county offices.



Financial report

Jay read the financial report.

Balance October 31, 2024 - \$81,355.70

Receivables Tax year	October 2024 Income	Amount Receivable
2020	\$0	\$67.47
2021	\$33.63	\$100.90
2022	\$0	\$460.62
2023	\$73.88	\$ 1,102.55
2024	\$47,015.65	\$ 9,333.10
<u>Total Income</u>	<u>\$47,123.16</u>	
<u>Total Receivable</u>		<u>\$11,064.64</u>

Next Regular Meeting scheduled for Thursday, December 19, 2024. Camano Senior and Community Center at 2:00 PM –3:00 PM.