



**Board of Trustees Regular Board Meeting
Camano Island Mosquito Control District
Thursday August 15, 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 – 2:25 PM**
- **Roll Call – Bruce Trimble, Theresa Fletcher, Patricia Campbell**
- **Review / Approval of last meeting minutes – Theresa made a motion to approve the meeting minutes. Bruce seconded, all in favor. Motion carried.**
- **Review / Approval of Agenda – Bruce made a motion to approve the agenda. Theresa seconded, all in favor. Motion carried.**

Review Expenditures

• **Vouchers**

Name	Warrant (Check) Number	Amount	Date
Bank Of America Credit Card	653598	\$516.94	7/24/2024
Enduris Washington	653868	\$6,018.00	7/31/2024
ADAPCO	653201	\$2,704.76	7/17/2024
	Total	\$9,239.70	

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

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

Name	Warrant (Check) Number	Amount	Date	Frequency
Jay Lawrence Payroll	653600	\$6,189.28	7/24/2024	Monthly
Fed Withholding, Social Security, and Medicare	EFT	\$1995.24	7/1/2024	Monthly
Employment Security, Washington State	ACH	\$61.58	7/31/2024	Quarterly
WA Department of Labor and Industries	ACH	\$295.72	7/31/2024	Quarterly
WA Paid Family and Medical Leave	ACH	\$120.56	7/19/2024	Quarterly
WA Cares Fund	ACH	\$132.30	7/31/2024	Quarterly



	Total	\$8,794.68		
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- **Approval of Payroll Expenditures** – Theresa made a motion to approve the payroll expenditures, Bruce seconded the motion. All in favor, motion carried.

Total Expenditures - \$ 18,034.38

1) New Business –

No new business

2) Continuing Business –

- a) Still one open position on the board.
- b) **Job Description for District Manager** – Jay included a copy in the portfolio for the meeting.
 - i) Jay Added bullet point- “Maintains an office to be relocated.”
 - ii) Bruce commented that it is unlikely to find someone who checks every box. Some items are required, and some could be desired. *Jay updated the job description with these changes.*
- c) **About Camano and Island and the District Manager** – Jay included a copy for the meeting.
 - (1) Jay posted on our website and on AMCA and NWMVCA websites so far.
 - (2) Jay also sent an email to mosquito district managers and other colleagues. I told them they can contact me if they need paperwork as well.
- d) **Application for District Manager-** Jay included a copy in the portfolio for the meeting.
 - i) Jay gave two options for submitting applications and resumes, mail, email. Applications, job description, and About Camano Island are all available for download or print out on the website.
 - (1) Pat and Jay discussed having a special meeting to discuss a review and interview process. The date suggested was August 29 at 2:00 PM. After screening candidates, how will the interviews be coordinated? In person, over the phone, or other. Who will do the initial interviews? Create a list of questions and information you would like to know in an interview. Will work on this at the August 29 meeting.
- e) Iverson flooding problem discussion from July
 - i) Jay has discussed this many times with Island County Department of Natural Resources and public works personnel. Jay was on the Iverson Spit Project committee as a mosquito district manager to discuss the flooding issues for the project and as a neighboring property owner affected by the flooding and mosquitoes.
 - (1) Jay has provided a document containing links to the Iverson Project final report as well as reports that go with the project and another Study, “Iverson Farm Study”, that was done by the county in 2021 showing options for the property. “I was not aware that the county did the Iverson Farm Study”, Jay. There are too many documents and pages to print so please refer to the links on the Links to Iverson Projects sheet.
- f) **Assessment Audit Report from Office of Washington State Auditor**
 - i) Jay provided a copy of the annual report audit of the district completed in June for the years 2021, 2022, and 2023. This is the normal audit assessment that they conduct every three years. Jay can go over this in the September meeting.

3) Manager Report –



- a) All areas have been treated regularly and inspections are ongoing.
- b) Iverson Spit seems to have cooled down. I was treating on August 7th and didn't see a single mosquito. Although I did hear of three mosquitoes in the back trail in the forested portion of the park.

Financial report

As of the writing of this agenda Jay has not received the July report from Island county treasurer. The Total expenditures for the month are listed above.

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
<u>Total Income</u>	<u>\$580.48</u>	
<u>Total Receivable</u>		<u>\$62,769.54</u>

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

Special Meeting will be held on August 29th at Camano Senior and Community Center at 2:00 PM –3:00 PM.

Meeting Adjourned 2:49 PM