



**Board of Trustees Regular Board Meeting  
Camano Island Mosquito Control District  
Thursday July 18, 2019  
4:00– 5:00 P.M.  
Camano Center- 606 Arrowhead rd. Camano Island, WA**

**Minutes**

**Opening of Meeting**

Boyd Kallcott will not be at the meeting Jay asked if the board would like him to manage the meeting. Board said that would be good

**Call to Order – 4:06 PM**

**Roll Call – Bruce Trimble, William Watkins, Patricia Campbell, Jay Lawrence**

**Review / Approval of last meeting minutes – reviewed minutes from the last meeting. Bruce made a motion to approve the meeting minutes as written, William Second, all are in favor.**

**Review / Approval of Agenda – Reviewed the meeting agenda. Pat made a motion to approve the agenda, William second, all are in favor**

**Review/Approval of Expenditures – Jay asked for a review of the vouchers. Jay explained that there is a change with the procedure in submitting vouchers to the county. The sheets the board signs will be a little different looking but has the same information. For the vouchers only two sheets are sent to the county auditor for checks, the Invoice list and the Voucher Authorization sheet that is signed by Jay and then signed by the board at the next meeting. Vouchers are processed by the County Auditor and Treasurer on Wednesdays.**

All vouchers are approved and signed.

**May 2019**

Name	Warrant (Check) Number	Amount
Accountable Solutions	564932	105.00
Camano Senior Services	564933	20.00
Payroll May 2019	565625	5089.01
Central Welding Supply	565624	115.81
Bank of America Credit card	565623	1187.87
<b>Total</b>		<b>\$6,517.69</b>

**June 2019**

Name	Warrant (Check) Number	Amount
Camano Senior Services	567030	20
Bank of America Credit Card	567029	195.33
Payroll June 2019	567031	5089.01
<b>Total</b>		<b>\$5,304.34</b>



**1) New Business –**

- a) SOA Audit for 2017 and 2018. Jay stated that he received a letter from the Washington State Auditors office that they will be conducting the district audits for the years 2017 and 2018. Jay showed the letter to the board and read through some of the items that are questioned. 1. Meeting minutes from the budget hearing. 2. Credit card statements for the first 6 months of each year. 3. Provide copies of the following items, payroll registers for both years, credit card policy, procurement policy. 4. Copy of the LOCAL agency finance contract for the drone. 5. Policies and procedure for three open store accounts; what are they used for and what controls does the district have in place? What are the accounts? 6. Please indicate if a contract exists for the following venders Camano Senior services and Accountable Solutions. 7. Copies of several receipts and invoices, Hilton Hotel, Valent Biosciences, Electric Beach Wagon, Amazon.com, Allen Wayne
- b) Three WNV detections in Washington, all were in mosquito samples from Benton and Grant counties. Oregon: No detections.  
Idaho: 4 mosquito samples from 4 counties.  
California: 1 human case, 20 birds, and 582 mosquito samples from 16 counties.  
As of July 9, 26 states have reported WNV activity via CDC ArboNET, including 10 states with WNV human infections (disease cases or presumptive viremic donors) and 16 additional states with environmental detections. Thirty-nine human WNV disease cases have been reported including one death.  
Discussed the West Nile Virus detection process who collects information? Washington State Health Department Zoonotic disease department.

**2) Continuing Business –**

- a) **Board member still needed** Jay reminded the board that we still need one more board members and Janet St Claire Island county commissioner has told him to have the board try to recruit someone.
- b) **Open Government Trainings Act** Need to complete this. Open Public Records act basics – RCW 42.56 – video 30 minutes <https://www.youtube.com/watch?v=Gcm1tue16Qk>
- c) Jay is working to schedule the three-day training with the vendor. Drone training was held July 14, 15, 16.
- d) Working with the Washington State Attorney General’s office to obtain a letter for the FAA. The letter came in on May 15, 2019. We also received the COA to operate the drone as a government entity. Can fly anywhere on Camano Island. Had to send out a NOTAM that covers from July through the end of September. I also must have a radio to listen for air traffic coming or going to and from the airport. Jay went through some of the software used with the drone.
- e) **First drone larvicide treatment!** Jay performed the first ever larvicide treatment using a drone in Washington State at Iverson Preserve. Jay wants to arrange a demonstration for the board.

**3) Financial report - Balance May 31, 2019 = \$79,100.78**

Receivables Tax year	May 2019 Income	Amount Receivable
2013	\$0	\$56.25
2014	\$0	\$55.15
2015	\$0	\$61.46



2016	\$0	\$214.99
2017	\$0	\$1,135.44
2018	\$219.14	\$1,440.10
2019	\$9,934.02	\$48,347.45
<b>Total Income</b>	<b>\$10,153.16</b>	
<b>Total Receivable</b>		<b>\$51,310.84</b>

**Balance June 31, 2019 = \$73,596.64**

Receivables Tax year	June 2019 Income	Amount Receivable
2013	\$0	\$56.25
2014	\$0	\$55.15
2015	\$0	\$61.46
2016	\$0	\$214.99
2017	\$126.16	\$1,009.28
2018	\$45.09	\$1,395.01
2019	\$1,156.31	\$47,191.14
<b>Total Income</b>	<b>\$1,327.56</b>	
<b>Total Receivable</b>		<b>\$49,983.28</b>

**Meeting adjourned at 4:55 PM**

**Next Regular Meeting** Thursday August 15, 2019. Camano Senior and Community Center at 4:00 PM –5:00 PM