



**Board of Trustees**  
**Camano Island Mosquito Control District**  
**Tuesday October 25, 2022**  
**2:00 – 3:00 PM**  
**Camano Senior and Community Center**  
**2023 Budget Hearing/Workshop**  
**Minutes**

**1) Opening of 2023 Budget Hearing/Workshop**

- a) Call to Order 2:01 October 25, 2022
- b) Roll Call Patricia Campbell, William Watkins, Boyd Kallcott, Jay Lawrence. Bruce Trimble was not able to attend the workshop, however all the documents were e-mailed to him.

**2) Review / Approval of Agenda– Pat made a motion to approve the agenda, William Second, all in favor. Motion passed**

**3) Review Budget Proposal from District Manager**

- a) Review 2023 Draft Budget draft.
  - i) Budget Overview
    - (1) The operating budget of the district for calendar year 2023 is estimated to require approximately \$122,000.00 in expenditures. Thus, the proposed budget of \$122,000.00 is recommended.
    - (2) Jay handed out the Draft Budget overview spreadsheet to the board. Jay went over the budget draft spreadsheet overview month by month.
    - (3) Jay also handed out a sheet that compared and averaged the annual receivables at the end of past 4 years. This allowed for an estimate of receivables for the beginning of the next year. It also showed and averaged the end of calendar year total cash on hand from the previous year. The average balance is used to estimate the monthly running balance of cash at the end of each month. This is important to ensure the cash balance is sufficient throughout the budget cycle as our income only comes twice per calendar year.
- b) Review Budget comparison 2021, 2022, 2023  
Jay handed out the 2021-2023 Budget Comparison Spreadsheet. The board reviewed the spreadsheet which showed the difference between the differences in either positive or negative changes line by line.
- c) Review Budget vs. Actual from 2022, 2021, 2020  
Jay handed out Profit and Loss Budget vs. Actual for 2020, 2021, 2022. These were printed reports taken from QuickBooks reports. These also show the accuracy of the actual expenses and income that was projected by the budget.
- d) Discussion, changes, questions.
- e) Are there any items that will need a motion and vote at the regular meeting?
  - i) Salary  
A 3% salary increase for the manager was included in the draft budget. This will need a vote to approve at the next regular meeting.

The final budget will be approved at the regular board meeting on November 17, 2022.

**4) Review Budget Resolutions**

- a) Make Changes as needed. No changes were noted.  
Jay handed out copies of the Draft Budget resolutions required to be signed at the regular meeting. The first was Resolution 111722-A Classifying the properties within the district for the 2023 assessment.



The second was Resolution 111722-B Establishing the Assessment, Collection, and Disposition of Revenue for the 2023 budget.

**5) Public Comment**

There were no public comments.

- a) Copies of the budget draft will be available for review. To obtain a copy send a request by mail or e-mail to cimcd@wavecable.com. Copies will be mailed to the address you provide.

Mail requests to;

370 N East Camano Drive Ste5 #156

Camano Island, WA 98282

**Adjourn**