



**Board of Trustees Regular Board Meeting
Camano Island Mosquito Control District
Thursday October 19, 2023
2:00– 3:00 P.M.
Camano Center- 606 Arrowhead rd. Camano Island, WA**

Minutes

Opening of Meeting

- **Call to Order – 2:02 PM**
- **Roll Call – Theresa Fletcher, William “Duffy” Watkins, Boyd Kallicott, Jay Lawrence**
- **Review / Approval of last meeting minutes – Theresa made a motion to approve the last meeting minutes, William seconded, all in favor. Motion carried.**
- **Review / Approval of Agenda – Theresa made a motion to approve the Agenda, William seconded, all in favor. Motion carried.**

Review Expenditures

• **Vouchers**

Name	Warrant (Check) Number	Amount	Date
Leading Edge Aerial Technologies	638025	\$495.00	9/20/2023
Bank of America Credit Card	638024	\$238.04	9/20/2023
Dept. of Ecology	638402	\$500.00	9/27/2023
	Total	\$1,233.04	

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

• **Payroll**

Name	Warrant (Check) Number	Amount	Date	Frequency
Jay Lawrence Payroll	638401	\$5,616.99	9/27/2023	Monthly
Fed Withholding, Social Security, and Medicare	EFT	\$1,823.48	9/6/2023	Monthly
	Total	\$7,440.47		

- **Approval of payroll Expenditures – Theresa made a motion to approve the payroll expenditures, William seconded, all in favor. Motion carried.**
- **Total Expenditures - \$ 8,673.51**

1) New Business –

- a) Boyd and Duffy’s terms are expiring at the end of the year. Boyd has stated that he will not be reapplying for the position. Boyd has served the board for sixteen years, starting in 2008.
 - i) **Duffy would like to continue.**



- b) Budget workshop immediately following this meeting.
- c) The budget paperwork needs to be completed and sent to the county by November 30, 2023, so it needs to be completed and signed at the November 16th meeting.
- d) Salary review needs to be made at a regular meeting prior to finalizing the budget. Salary review up for discussion. Jay brought up the proposed draft budget for payroll which shows a 6% salary increase for 2024 budget to illustrate what a 6% salary increase would look like. Discussion of 2023 salary increase, inflation, and new Washington State payroll deductions. Jay explained that the draft budget can be adjusted to whatever the board determines appropriate whether an increase or decrease of the 6% noted in the draft budget. Jay did find examples of what some other districts to compare to what we pay. The other districts also offer benefits. Sick leave and vacation were discussed as well as experience level in determining an agreed upon rate.
10% was discussed as a fair amount, Jay plugged the numbers into his salary spreadsheet and the budget draft to show what the change would be for payroll. Jay projected the budget paperwork onto the monitor at the front of the room so the board could see the changes.
Patricia asked for a motion to increase Jay’s payroll. Theresa made a motion to increase Jay’s salary by 10%, William seconded, all in favor. Motion passed.

2) **Continuing Business – No continuing business**

3) **Manager Report – Jay is going to be doing some continuing education classes and webinars during the winter months.**

Financial report

Jay read through the financials for October. We are right on track with the 2023 budget.

Balance September 30, 2023 - \$44,412.39

Receivables Tax year	September 2023 Income	Amount Receivable
2020	\$0	\$172.78
2021	\$0	\$403.62
2022	\$0	\$ 994.72
2023	\$1,182.20	\$ 51,039.26
<u>Total Income</u>	<u>\$1,182.20</u>	
<u>Total Receivable</u>		<u>\$52,610.38</u>

Next Regular Meeting scheduled for Thursday November 16, 2023. Camano Senior and Community Center at 2:00 PM –3:00 PM.

The regular meeting ended at approximately 2:45 and transitioned into the budget workshop discussions. See agenda and minutes for 2024 Budget Hearing/Workshop