



**Board of Trustees Regular Board Meeting
Camano Island Mosquito Control District
Thursday November 18, 2021
2:00– 3:00 P.M.
Camano Center- 606 Arrowhead rd. Camano Island, WA**

Minutes

Opening of Meeting

- **Call to Order – 2:02PM**
- **Roll Call – Bruce Trimble, Patricia Campbell, Boyd Kallcott, Jay Lawrence**
- **Review / Approval of last meeting minutes –Bruce Trimble made a motion to approve the last meeting minutes, Patricia Campbell second, all in favor, motion passed**
- **Review / Approval of Agenda – Jay requested one change to the agenda to add review and approval of Budget /Workshop minutes. Patricia made motion to approve the agenda with addition requested, Bruce Trimble second, all in favor, motion passed**

Review Expenditures

October 27, 2021

Name	Warrant (Check) Number	Amount	Date
Bank of America credit card	606190	\$327.04	10/27/2021
	Total	\$ 327.04	

Payroll October 2021

Name	Warrant (Check) Number	Amount	Date
October- Jay Lawrence payroll	606191	\$5,137.29	10/27/2021
WA Employment Security	ACH	\$42.58	10/31/2021
WA L & I	ACH	\$232.82	10/29/2021
Fed Withholding, Social Security, and Medicare	EFT	\$1,677.58	10/5/2021
	Total	\$7,090.27	

November 10, 2021

Name	Warrant (Check) Number	Amount	Date
MV Books, LLC	606722	\$140.00	11/10/2021
	Total	\$ 140.00	

Total Expenditures - \$ 7,557.31



Expenditures were reviewed

- **Approval of Expenditures** – Bruce Trimble made a motion to approve the expenditures, Pat Campbell second, all in favor motion passed. Voucher authorizations signed
 - **Approval of payroll Expenditures** – Pat Campbell made a motion to approve the expenditures, Bruce Trimble second, all in favor motion passed. Payroll voucher authorizations signed
- 1) **New Business** –2022 Budget
 - a) Review and approve Budget/Workshop meeting minutes. Patricia Campbell made a motion to approve the budget / workshop meeting minutes, Bruce Trimble second, all in favor, motion passed
 - b) Review 2022 budget – Budget of \$117,000.00 that was presented and discussed at the Budget Hearing/ Workshop after the regular meeting on October 21, 2021.
 - c) Adopt 2022 budget - Bruce Trimble made a motion to adopt the 2022 budget proposed, Pat Campbell second, all in favor motion passed.
 - d) Sign Resolution 111821-A Classifying properties for the mosquito district 2022 assessment – **Resolution signed by board members**
 - e) Sign Resolution 111821-B Establishing the Assessment, collection, and disposition of revenue for 2022 budget - **Resolution signed by board members**
 - 2) **Continuing Business-**
 - a) Still need another Board Member
Boyd Kallicott and William Watkins terms expire at the end of year. Boyd applied to be reappointed
 - 3) **Manager Report**
 - a) Audit for years 2019 and 2020 were just completed by the Washington State Auditor’s office
 - b) Recommendations
 - i) Meeting minutes to include the Board-approved voucher numbers and EFTs “Electronic Fund Transfers” and total amount paid, as required by the BARS Manual 3.8.5.
 - ii) The District’s classifications of expenditures on the Schedule 01 did not accurately report District activity, specifically: the district included benefit payments (vacation and sick time) as salaries.
 - iii) We recommend the District establish a policy governing bidding and procurement activity, as state law is silent for mosquito districts, requiring the local governments to administratively establish their own control. Recommend written policy governing bidding and procurement activity, including thresholds for formal bidding.
Jay handed out copies of the Assessment Audit Report from the Office of the Washington State Auditor to the board.

Financial report – Balance October 31 2021= \$76,248.26

The financial report was reviewed

Receivables Tax year	October 2021 Income	Amount Receivable
2018	\$0	\$67.97
2019	\$27.30	\$423.99
2020	\$169.23	\$1,072.75
2021	\$36,773.25	\$8,185.29
Total Income	\$36,969.78	
Total Receivable		\$9,750.00



Next Regular Meeting scheduled for Thursday December 16, 2021. Camano Senior and Community Center at 2:00 PM –3:00 PM

Meeting closed at 2:28 PM