



**Board of Trustees Regular Board Meeting
Camano Island Mosquito Control District
Thursday August 15, 2019
4:00– 5:00 P.M.
Camano Center- 606 Arrowhead rd. Camano Island, WA**

Minutes

Opening of Meeting

Call to Order – *Jay Called the meeting to order at 4:06 PM August 15, 2019*

Jay explained the italicized text in the meeting agenda. We received recommendations from the state auditor’s office to improve our meeting minutes. Mostly just to approve items by motion or resolution so Jay added reminders in italics.

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

Review / Approval of last meeting minutes – *Jay asked everyone to review the meeting minutes. Jay asked for a motion to approve the minutes. William made a motion to approve the minutes as written, Bruce second, all in favor. Motion passed*

Review / Approval of Agenda – *Jay asked for a review of the agenda and a motion to approve. Pat made a motion to approve the agenda, William second, all in favor. Motion passed.*

Review/Approval of Expenditures – *Jay went over the need for a motion to approve the expenditures. Suggested that the board members look over the expenditures then make a motion to approve expenditures. Once approved the board members will sign the vouchers. Also, the Auditor’s office explained that the payroll vouchers need to be approved separate from other expenditures and will need to be approved in the same way.*
Bruce asked what Enduris is. Jay explained that it is an insurance pool for government entities. The voucher below is the annual fee. Pat thought that was a huge fee for insurance, Jay said he would bring the Enduris paperwork into the next meeting.
Pat made a motion to approve the vouchers, William second, all in favor, motion passed. The following vouchers were then signed.

July/ August 2019

Name	Warrant (Check) Number	Amount	Date
Camano Island senior services Association	568113	\$20.00	7/17/2019
Bank of America credit card	568459	\$167.69	7/24/2019
Accountable solutions	568842	\$140.00	8/7/2019
ENDURIS Washington	568843	\$4,276.00	8/7/2019
	Total	\$4,603.69	



Review/Approval of payroll – William made a motion to approve the payroll, Bruce second, all in favor. Motion passed. Voucher signed

Payroll July 2019

Name	Warrant (Check) Number	Amount	Date
Jay Lawrence payroll	568460	\$5,089.00	7/24/2019
	Total	\$5,089.00	

1) New Business –

- a) SAO Audit for 2017 and 2018. *Hand out report to board members* Jay handed out the State Auditor’s report to the board members. Jay read the letter to the board and management. Jay read through the report including recommendations. Mosquito District “...nothing to show the mosquito district was not in substantial compliance with applicable state laws, regulations, and its own policies...”
- b) Added meeting protocol items requested by the State Audit – *These were explained earlier in the meeting, italics.*
- c) Need to update Credit Card Policy and Travel Policy per state audit- *These were a couple of the recommendations made by the auditor. Add wording to the policies for more controls. Jay brought copies of the credit card and travel policies for the board members to review. Looked at the travel and credit card policies. William made a motion to add statement as recommended by the State Auditor’s Office as follows; “Any charges against the charge card not properly identified on the travel expense voucher or not allowed following the audit required under RCW 42.24.080 shall be paid by the official or employee by check, United States currency, or salary deduction.” Bruce second, all in favor of the change, motion passed. Jay will add the wording to the policies.*
- d) 2020 budget – Jay says it time to start looking at the 2020 budget, will bring 2019 budget to next meeting to get started.

2) Continuing Business –

- a) **Board member still needed**
The board asked Jay to contact the county commissioners to post another add
- 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> Jay will add this to the next meeting. *This is not a required training but is good to have.*

3) Drone Demonstration immediately following this meeting.

4) **Financial report - Balance July 31, 2019 = \$67,246.35** – Jay noted that the date for 2019 Income was incorrect, should be July.

5) Bruce made a motion to approve the financial report, Pat second, all in favor. Motion passed.

Receivables Tax year	June July 2019 Income	Amount Receivable
2013	\$0	\$56.25
2014	\$0	\$55.15



2015	\$0	\$61.46
2016	\$0	\$214.99
2017	\$0	\$1,009.28
2018	\$31.30	\$1,363.71
2019	\$422.46	\$46,768.68
Total Income	\$453.76	
Total Receivable		\$49,529.52

Next Regular Meeting Thursday September 19, 2019. Camano Senior and Community Center at 4:00 PM – 5:00 PM

William made a motion to close the meeting Bruce second, all in favor. Motion passed. Meeting closed 4:43 PM