



**Board of Trustees Regular Board Meeting
Camano Island Mosquito Control District
Thursday September 19, 2019
4:00– 5:00 P.M.
Camano Center- 606 Arrowhead rd. Camano Island, WA
~~Agenda~~ **Minutes****

Opening of Meeting

Call to Order – 4:04 PM September 19, 2019

Roll Call – Bruce Trimble, William Watkins, Boyd Kallicott, Jay Lawrence

Review / Approval of last meeting minutes – *need a motion to approve the meeting minutes* William made a motion to approve the meeting minutes, Bruce second, all in favor. Motion passed

Review / Approval of Agenda – *need a motion to approve the meeting agenda* Bruce made a motion to approve the agenda, William second, all in favor. Motion passed

Review/Approval of Expenditures - *need a motion to approve the expenditures*
William made a motion to approve the expenditures, Bruce second, all in favor. Motion passed

August 2019

Name	Warrant (Check) Number	Amount	Date
Camano Island Senior Services	569269	\$20.00	8/14/2019
Skagit Farmer Supply	569687	\$20.98	8/21/2019
Bank of America Credit Card	569686	\$1,255.30	8/21/2019
	Total	\$1,296.28	

Review/Approval of payroll - *need a motion to approve the payroll* Bruce made a motion to approve the payroll, William second, all in favor. Motion passed

Payroll August 2019

Name	Warrant (Check) Number	Amount	Date
Jay Lawrence payroll	570010	\$5,089.01	8/28/2019
	Total	\$5,089.01	

1) New Business –

- a) 2020 budget need to set a time for budget workshop/hearing prior to next regular meeting date. Budget Workshop/hearing set for October 10, 2019 at 4:00 PM
- b) Look at current budget vs actual Jay went over the 2019 budget vs actual numbers as of August 31, 2019



- i) Questions about the software costs of what was budgeted and actual costs. The actual costs were more than what was budgeted for and Jay explained that the Sentinel mosquito software support was being discontinued. Jay purchased the replacement software which is FieldSeeker Mosquito software. Part of the cost was a one-time upgrade cost. We will still have the annual maintenance cost which will be approximately the same as in previous years for the Sentinel. We will go over this in the budget hearing/workshop as well.
 - ii) Boyd said we should look at giving Jay a raise in salary. Jay explained that a motion would have to be made at the regular meeting to approve a raise.
 - c) Up to September 18th the budget expenditures are at 92.8% of the budgeted amount.
- 2) **Continuing Business –**
- a) **Board member still needed**
 - b) Need to update Credit Card Policy and Travel Policy per state audit. Jay updated the policies to reflect the changes approved at the August meeting. *Review the changes and need motion to accept the changes as written.* Jay made the changes to the policies as approved at the last meeting. Jay handed out paper copies with the revisions made. William made a motion to accept the updated Credit Card policy Rev. 1 as written, Bruce second, all in favor. Motion passed. Bruce made a motion to approve the Employee and Board Travel Policy Rev. 1 as written, William second, all in favor. Motion passed.
 - c) Review the Enduris policy *Jay reviewed the insurance schedules for Enduris with the board.*
 - d) **Open Government Trainings Act** Need to complete this. This is not a priority. Watch this as time permits after other business is completed at this meeting. Open Public Records act basics – RCW 42.56 – video 30 minutes <https://www.youtube.com/watch?v=Gcm1tue16Qk>
- 3) Drone Demonstration immediately followed the last meeting. Any questions or comments?
Bruce thought it was cool! Explained to Boyd what we did at the demonstration. A lot of discussion about the drone operations.
- 4) **Financial report - Balance August 31, 2019 = \$54,782.04-** *Need motion to approve financial report.*
Bruce made a motion to approve the financial report, William second, all in favor. Motion passed

Receivables Tax year	August 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	\$0	\$1,363.71
2019	\$354.08	\$46,414.60
<u>Total Income</u>	<u>\$354.08</u>	
<u>Total Receivable</u>		<u>\$49,175.44</u>

Next Regular Meeting Thursday October 17, 2019. Camano Senior and Community Center at 4:00 PM –5:00 PM

Close meeting and state time of closing

Boyd closed the meeting at 4:58 PM