

**Crook County Vector Control District (CCVCD)**  
**Meeting minutes for 03-01-23**

Present: Ken Fahlgren (chairman), Tom Green, Bob Hindman, Jeff Benkosky, Tom Teaford, and Cliff Kiser

Ken called the meeting to order.

The meeting minutes from 12-06-22 were approved unanimously.

Background

*On 02-24-23 at 3:00 pm, Ken Fahlgren and Tom Teaford met at Law Offices of Jered Reid to retrieve proposals for contractor/manager of the CCVCD program. This was the time and place designated in the Request for Proposals (RFP) for the proposal opening to take place. At the time of our arrival, no candidates were present. An office assistant said that only Cliff Kiser of Kiser and Kiser LLC, had been there earlier and delivered a written proposal, and put it in the conference room, and left. We waited until 3:15 pm and no other candidates arrived. Ken declared the end of the opening period. We found the Kiser and Kiser LLC proposal on the conference room table and Ken took it with him. Per the the RFP, the award would be awarded at a meeting of CCVCD Board on today, 03-01-23.*

At the CCVCD meeting on 03-01-23:

Ken said the RFP had been sent out per the requirements of the RFP and as of the closing date of 03-01-23, there was only one applicant: Kiser and Kiser LLC. Ken made a motion to accept the proposal of Kiser and Kiser LLC as the contractor. Jeff seconded the motion and the motion carried unanimously.

Ken suggested we go over the contract to discuss a few relevant details that either the Board or Cliff had questions about. During the following discussion, some small changes were agreed to and Ken documented those changes. Those changes are shown on Ken's email to Jered Reid dated 03-09-23, which is attached as exhibit A. Ken, Jered, and Cliff reviewed the changes and as of 03-06-23, all were in agreement. A current contract, with the revisions, was e-mailed to all Board members on 03-06-23 and can be seen as attached exhibit B. Board members will review this contract and meet in the near future to discuss the contract and move towards final approval and signatures.

The meeting was adjourned.

Attachments

Proposal from Kiser and Kiser LLC (37 pages)

End