

Crook County Vector Control Board
Meeting Minutes for 05-20-24
FINAL

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

Ken called the meeting to order.

The meeting minutes from the previous meeting on 03-26-24 were approved unanimously.

The main purpose of today's meeting was to go over the Budget Message (attached) for the coming operating year 2024-2025, which begins July 1, 2024.

Budget for 2024-2025 (8 pages total, including a one-page Budget Message.)

Cliff presented the proposed budget to the Board.

Budget Message (page 1)

There were no relevant comments or questions from the Board.

Tom Green asked Cliff if the City of Prineville (COP) was still treating the ponds at the wetlands. Cliff said they were and that they were doing a great job.

Budget Worksheet (Page 2)

Cliff explained that this worksheet's purpose is to find out how much money we will have at the start of the new operating year on July 1, 2024. These are estimated figures because we do not yet have actual numbers for the upcoming months of April, May, and June. Discussion by the Board was from the top of the sheet to the bottom. Main points were as follows:

There will be **\$384,171** in the bank as of April 1st. Additional resources anticipated between now and June 30th (taxes mostly) will bring that total to about **\$385,071**.

Total anticipated expenses between now and June 30th estimated at **\$88,805**. Cliff pointed out the \$25,000 line item for chemical purchases. He explained that he did not order any chemicals last year, but will have to order this year, hence the cost. He also pointed out \$10,000 to be transferred in to the Reserve Accounts for a possible new building.

Subtracting \$88,805 from \$385,071 leaves an estimated total cash remaining as of July 1st of **\$296,266**.

Anticipated Material and Services Expenses July 1st-November 15th are **\$112, 512**.

\$296,266 minus \$112,512 = \$183,754 remaining cash as of November 15th.

There were not comments or questions regarding this page's contents.

DETAILED EXPENDITURES; Operating Account #666 (page 3)

Cliff pointed out that there are no expenditures listed for personal expenses as these expenses will (as of April 1st 2023) be listed under Contract Services, line 3 as **\$115,000**. Cliff explained that this amount combines his contract and accounting services provided by Mike Mohan. Cliff added that this \$115,000 figure is actually closer to \$105,000, with the additional \$10,000 allow owing for potential increased costs for Mohan's services.

Materials and Services

Cliff said the total for Materials and Services (**\$324,700**) is only slightly higher than the current year (**\$319,200**).

Total Capital Outlay

Cliff said the **\$10,000** for equipment listed for the current year has been increased to **\$20,000** to increase the Building Reserve Account.

The total detailed expenditures are **\$499,700**.

There were no comments or questions from the Board regarding this sheet.

RESOURCES; Operating Account #666 (page 4)

Of the available cash currently on hand estimated at **\$296,266** (see worksheet). Other income yet to come.

An additional **\$10,000** will be transferred to the Building Reserve for a total of **\$20,000**. We can use the Operating Account for a new building if necessary.

Total resources will be **\$343,266**. The amount of taxes needed to balance budget is **\$156,434** for total resources of **\$499,700** (matches total expenses on previous page).

Ken said the meeting minutes from March 26, 2024 show we have \$600,000 in the bank. He asked if this is accurate. In the general budget discussions later in the meeting, it became understood that we actually had **\$640,506**:

- Cash on-hand per budget worksheet: \$384,171
- Equipment Reserve fund 104,206
- Building Reserve fund 152, 129
- \$640, 506**

DETAILED EXPENDITURES; Equipment Reserve Account #698 (page 5)

This operating year, we budgeted \$20,000 in capital outlay and will repeat this next year. The total for this account (**\$124,206**) for this coming year is only a few hundred dollars more than this year. Cliff explained that we have not used any this year and the money is there if we need it in the future.

RESOURCES; Equipment Reserve Account #698 (page 6)

Next year's proposed amount for next year (\$124,206) is nearly the same as this year (\$124,514). So very little change proposed here.

DETAILED EXPENDITURES; Building Reserve Account # 662 (page 7)

Next year's proposed amount (\$172,129) is nearly identical as this year's except that \$10,000 has been added to this year's (\$152, 237) to bolster this account in case we have to find new operational facilities.

Cliff asked if the Board thought that the current proposed total for next year of \$172,129 is enough or if we should add more. There was discussion and the consensus was that at some point we may need to add additional funds, but nothing is pressing so we will postpone any increase until needed.

Referring to the \$604, 506 that we currently have in the bank (see above), Cliff asked if the Board should consider investing some of it in a money market account. There was discussion, with Ken saying that since it is public money, we cannot legally do that. Attention turned to possible investment as part of a pool with Special Districts. We could invest up to \$250,000 at 4-5% with perhaps \$100,000 into longer term investments. Cliff will follow up on this.

Tom Teaford made a motion to approve the budget proposal as presented. Tom Green seconded the motion and the motion was approved unanimously.

Other Business

Ken called attention to the \$124,514 currently in the Equipment Reserve Account (page 5) that we are not using. He asked if we should consider replacing the existing pickup with a new(er) one. Cliff said that money in the Equipment Reserve Account was historically planned to be used to purchase a track hoe for recreation projects, but those projects never happened. He said our existing pickup works fine; he doesn't like fixing something that isn't broken. Ken asked Cliff if he uses the existing pickup for going to meetings and/or training. Cliff said generally not. He said he generally uses his personal vehicle for trips such as recently to Montana. He does not claim mileage. A discussion ensued. Tom Green asked the Board if it approved Cliff using his personal vehicle for the Crook County Vector Control District (CCVCD) business purposes. Ken said he thought the contract (with Kiser and Kiser LLC) stipulated that the CCVCD supplies the equipment, which would include the pickup. Cliff was unsure about this and added that he presently uses his own pickup (as needed for hauling). Discussion ensued and general consensus was that the CCVCD was supposed to supply the equipment. (Note: this writer checked the contract and under 15.4 (Equipment and Material) it is written: "***District shall provide equipment and material for Contractor and Contractor shall be responsible for any loss, damage, or destruction caused by its own negligence; otherwise, District shall be responsible for maintenance thereon.***" No reference was found which stated Contractor could also supply equipment.

Ken suggested that since Cliff is traveling as our mandated representative to meetings and/or training to keep his education current, that we mandate that he be paid \$.50 per mile when traveling on CCVCD business and that the CCVCD travel budget has sufficient funds for this. This prompted further discussion about the need for another pickup. The existing pickup was purchased used from the Forest Service in 2008 with 75-100,000 miles on the odometer.

There was a general consensus that we need another newer pickup for back-up if nothing else. Additional comments were to add magnetic signs for the doors advertising the CCVCD and with a phone number. Cliff said he would take the matter under advisement; no action on the pickup was taken by the Board at this time.

It was also pointed out that our current sign at the CCVCD building badly needs replacement with the correct phone number. The number on there now is Cliff's home phone. Ken asked how members of the public contact the CCVCD? Cliff said we are listed on the County website in their directory and the County also forwards calls to us.

Tom Teaford made a motion that we direct Cliff to buy a new building sign from local vendor Juni-art. Bob seconded the motion and the motion was passed unanimously.

The meeting was adjourned at 7:40 pm at Mazatlan Restaurant.

Attachment:

Budget Message and Proposal for 2024-2025 operating year (8 pages)