

# Chiloquin Vector Control District Klamath County, Oregon

JB Brown Dennis Jefcoat Tim McDermott Theresa Shelby Albert Wilder  
140 S 1<sup>st</sup> Street, Chiloquin Community Center Conference Room  
Mailing address PO Box 860, Chiloquin, Oregon 97624 541 274 0132  
Email: [cvcdistrict@gmail.com](mailto:cvcdistrict@gmail.com) Web page: [www.chiloquinmosquito.org](http://www.chiloquinmosquito.org)



## CVCD Board of Trustee Meeting Agenda

Meetings called to order at 6:30PM

June 26, 2024

**Public meeting notices given:** Meeting notices are posted in the Chiloquin Community Center public notice board, announced in the Chiloquin News at [chiloquinnews.com](http://chiloquinnews.com), Notice on CVCD web page: [chiloquinmosquito.org](http://chiloquinmosquito.org), printed in the Friends of the Library Community Calendar and regularly printed in the Herald & News.

**Meeting Rules and Regulations:** The public is invited to address the Board at the end of the meeting unless the Presiding Officer asked for or accepts public discussion on any agenda item. Time limit shall be 3 minutes per speaker or 30 minutes total for all public comments. Legal issues cannot be discussed unless our legal council is present. Meeting minutes are maintained by sound recording per ORS 192.650(1). USB thumb drive MP3 format copy of individual meetings available upon request when accompanied by a payment of \$25.00 payable to the CVCD and completion of the CVCD Freedom of Information Act request form available on our web page. The district does not provide written minutes of meetings.

### Roll call of Trustees

### Treasurer's Monthly Report

Financial statement balances as of May 2024

Original documents on file with Treasurer & available to Board members

Umpqua bank account checking .....	\$ 5,393.60
State LG money market account .....	\$126,948.72
<b>Total amount of funds available in all district's bank accounts;</b>	<b>\$132,342.32</b>

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Current financial Information

Deposits to Umpqua Bank	\$897.77+\$39.51 (6/10/24) Prop Tax + \$7,100.00 Transfer LGIF.
Deposits to State Account	\$581.08 Interest
Payments from Klamath County Treasurer:	\$897.77+\$39.51
Other Income	\$0.00

**Bills to be paid.**

Three Rivers Mosquito & Vector Control mosquito Control Services 7 of 7	\$7,100.00
Chairpersons expense: yearly USP post office box rental fee	\$ 72.00
Chairpersons meeting expenses – food, plates, etc.	\$
<b>Total amount of this month’s payments to vendors</b>	<b>\$</b>
Discussion and vote to approve Treasurers report, bill paying and transfers of money.	

**New and Old Business**

Report concerning the CVCD involvement in the Chi-Town Family Festival June 21 & 22 at the Chiloquin fairgrounds.

Discussion concerning the annual expenses paid for by the Chairman to include: Carbonite \$56.99, HP Printer Ink annual cost \$168.00, Swann Security annual cost \$120.00, Picture It Insect ID \$72.00, Microsoft Standard Business Software package license \$150.00, & Cell Telephone \$89.00 + PC Matic – Chairmans license (\$50.00) Total \$655.99

**Contractors Report**

Report by Edward Horvath TRMVC

**Public Comments**

**Next scheduled Meeting**

4<sup>th</sup> Wednesday, July24, 2024 at 6:30PM

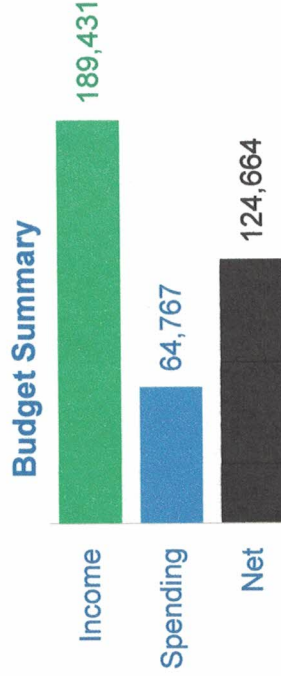
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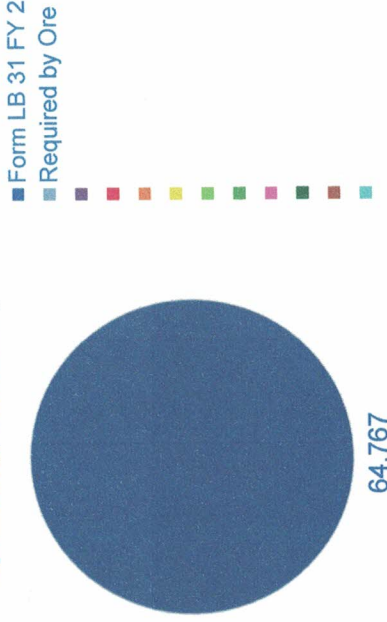
Dec	Full Year	Notes
51,846	189,431	
448	45,190	Left over from proceeding year
	6,188	LGIF Interest income
	-	Any other sources of income
51,398	55,053	Property taxes collected in FY
	83,000	Not applicable after 2023-2024
		<a href="#">Help</a>

738	64,767	
738	64,767	SDAO/SDI Insurance
	2,073	Advertising; H&N & local events
	1,782	Software & Sec of State cost
	40	Community Center & FS#2
	830	As needed
	-	Office cell telephone cost
	-	Office supplies & meeting cost
459	1,327	Milage & Travel
	234	Equipment repairs & upgrades
279	2,504	7 Equal payments for each FY
	49,700	Umpqua bank & LGIF
	2	SDAO Annual Fee
	140	DEQ & Ethics Commission
	985	Grants to outside organizations
	2,500	May be used up to \$5,000.
	2,650	<a href="#">Help</a>
-	-	Cannot use this fund by law
-	-	Cannot use this fund by law
-	-	Cannot use this fund by law

Yearly ▼



### Spending Summary



### Spending by Month

44,000

[About this s](#)

[View Charts >>](#)

Select "Notes" cells

Select "Amount" cells

More Income rows

Category Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
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<b>Income</b>	1,530	995	1,501	913	886	1,518	128,624	417	409	387	405
LB 20-01 Carry Over							45,190				
LB 20-04 Interest income	631	632	611	643	590	581	434	417	409	387	405
LB 20-07 Miscellaneous											
LB 20-30 Property Taxes	899	363	890	270	296	937					
LB 11 - transfer in							83,000				

For more rows, click "More income rows" then select "Unhide rows" under "Format" menu [Help](#)

<b>Spending</b>	2,469	2,234	7,309	7,894	7,650	7,172	12,211	9,190	7,760	-	140
<b>Form LB 31 FY 23-24</b>	<b>2,469</b>	<b>2,234</b>	<b>7,309</b>	<b>7,894</b>	<b>7,650</b>	<b>7,172</b>	<b>12,211</b>	<b>9,190</b>	<b>7,760</b>	<b>-</b>	<b>140</b>

LB 31-02 Insurance	2,056								17		
LB 31-03 Advertising	103	263	94	210	449		354	70	239		
LB 31-04 Accounting								40			
LB 31-05 Property rentals							830				
LB 31-06 Attorney Fees											
LB 31-07 Telephone											
LB 31-08 Office & Meeting	158	81	115	60	60	72	114	98	110		
LB 31-09 Travel									234		
LB 31-10 Miscellaneous				524	41		1,312	288	60		
LB 31-11 Contracting			7,100	7,100	7,100	7,100	7,100	7,100	7,100		
LB 31-12 Bank Fees	1						1				
LB 31-13 Dues											140
LB 31-14 Permits	151	834									
LB 31-18 Grants							2,500				
LB 31-20 Reserves		1,056						1,594			

For more rows, click "More spending rows" then select "Unhide rows" under "Format" menu [Help](#)

<b>Required by Oregon law</b>	-	-	-	-	-	-	-	-	-	-	-
LB 31-17 Contingencies											
LB 31- 26 Unappropriated											

About this sheet

More Spending rows More Income rows

Select "Amount" cells Select "Notes" cells

Category Name	Frequency	Amount	Monthly	Yearly	Notes
<b>FY 23-24 income</b>					
LB 20-01 Carry Over	Yearly	45,190	15,694	188,327	Last years budget
LB 20-04 Interest income	Yearly	2,000	3,766	2,000	4.25% 7/30/2023
LB 20-07 Misc Income	Yearly	250	21	250	Anticipated
LB 20-30 Property taxes	Yearly	57,887	4,824	57,887	Anticipated
Transfer In LB 11	Yearly	83,000	6,917	83,000	Money from reserve

Yearly

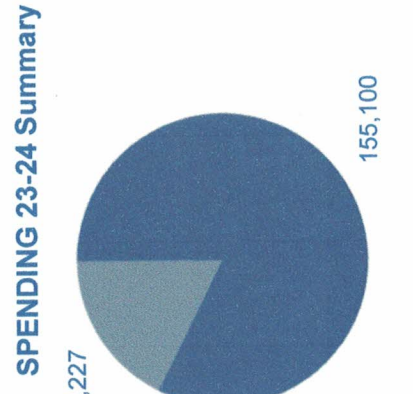


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**SPENDING 23-24**

Form LB 31 FY 23-24	Yearly	Monthly	Yearly	Notes
LB 31-02 Insurance	2,000	167	2,000	SDIS
LB 31-03 Advertising	2,500	208	2,500	H&N & local events
LB 31-04 Accounting	500	42	500	Software & SOS Cost
LB 31-05 Property Rentals	1,000	83	1,000	Conf room & FS#2
LB 31-06 Legal	500	42	500	Reserved for Legal
LB 31-07 Telephone	300	25	300	Cell telephone service
LB 31-08 Office & meeting	2,000	167	2,000	Supplies & Food items
LB 31-09 Travel	500	42	500	Milage & Training
LB 31-10 Miscellaneous	2,000	167	2,000	Equipment maint.
LB 31-11 Contracting	50,000	4,167	50,000	3RMVC 7 payments
LB 31-12 Bank Fees	50	4	50	Umpqua & LGF
LB 31-13 Dues	250	21	250	SDA Annual Fees
LB 31-14 Permits	1,000	83	1,000	DEQ & Ethics Commiss
LB 31-18 Grants	2,500	208	2,500	As warranted
LB 31-20 Reserves	90,000	7,500	90,000	Reserved funds
<b>Required by law items</b>		<b>2,769</b>	<b>33,227</b>	
LB 31-17 Contingency	2,000	167	2,000	Required by law
LB 31-26 Unappropriated	31,227	2,602	31,227	Required by law

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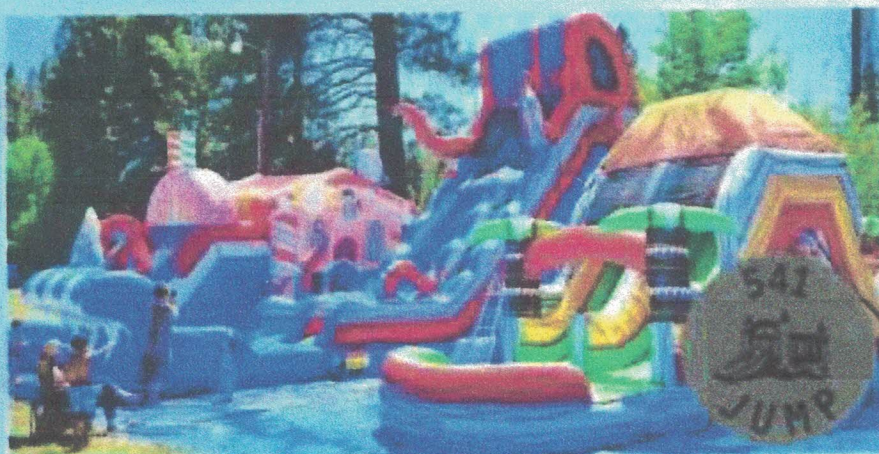
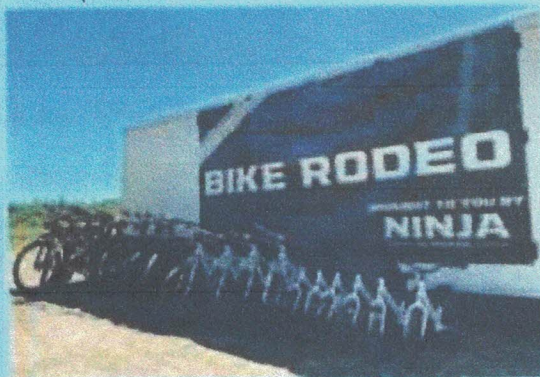
**Fri June 21 – 2 to 6 pm**  
**Sat June 22 – 10 to 6 pm**

Chiloquin Rodeo Event Grounds

**Free event for the  
whole family**

### Event Stage

- Fri 2 pm – JMT Blues Revue
- Fri 4 pm – Spinning Gold
- Sat 10 am – Tom Franks
- Sat 11 am – Curtis Peoples
- Sat 12 pm – Two Local Folkies
- Sat 2 pm – Chris Garrett
- Sat 3 pm – Robert Kerns
- Sat 4 pm – Two Local Folkies



<https://chi-townfamilyfestival.com>

## Information for Friday/Saturday's Chi-Town Family Festival

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From: Robert Cowie (robert@cityofchiloquin.org)

To: jmcreations79@gmail.com; sabrina@transformwc.org; camillennaylor26@gmail.com; 1pacificalanimalrescue@gmail.com; bryanwilson711@icloud.com; jmjvinyard@gmail.com; stephanie@codsn.org; suedougal@gmail.com; mtswest336@gmail.com; yeseniayocum@hotmail.com; fran.hartsfield@gmail.com; walters179@hotmail.com; belenfatima1214@gmail.com; daddydollabills@hotmail.com; misshissin79@gmail.com; haserad@centurytel.net; witchywarriorcrafts@gmail.com; ssgtcrampton@gmail.com; thestrongholdps@gmail.com; jackson@chiloquinunique.com; beardedesigns@gmail.com; cvcdistrict@gmail.com; events@leaffilter.com; kkeenbrown20@gmail.com; themysticgrill2024@gmail.com; zuc@zucsbbq.com

Cc: chicityhall@gmail.com

Date: Monday, June 17, 2024 at 10:36 AM PDT

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Hello all vendors,

We're all getting excited as the weekend is almost here and we are looking forward to seeing all of you at the Chi-Town Family Festival this Friday and Saturday!

Vendor setup on Friday is from 12 pm to 1:30 pm and take down is from 6 pm to 7:30pm. Vendor setup for Saturday is from 8 am to 9:30 am and take down is from 6 pm to 7:30 pm. When you arrive, please check in with one of our volunteers and they will provide you with your assigned space. This year we will be assigning your space when you arrive in order to keep the market area as compact as possible. We recommend unloading your vehicle and then parking your vehicle in the vendor parking lot before completing your setup. We do have a few vendors staying overnight and security Friday night as well, so you are welcome to leave you setup in place overnight.

**Please note the following message from Klamath County Public Health:**

Hello, My name is Jeremiah Bloink. I am an Environmental Health Specialist with Klamath County Public Health.

I would like to remind the event coordinators that any food service operations serving food to the public need to be licensed.

Our office handles temporary food service licenses. If you have any questions, please contact us at 541-883-1122.

If you have any questions, please stop by City Hall, call 541 783-2717, or email [familyfestival@cityofchiloquin.org](mailto:familyfestival@cityofchiloquin.org).

Remember your donation to City Hall for this event - it helps us cover the cost for the festival. Did you sign and turn in your waiver (see attached)? If not, see the first table at entry - City Hall to make your donation, and fill out the waiver on your way in.

Please bring your own chairs and tables. Bring any items that you need to stay comfortable for up to two days in the sunshine. This might include water, snacks, sun block, a hat or scarf, hand sanitizer, cleaning cloths, extra layers of clothing. Spray bottles with water, a battery-operated fan, and any other items to help stay cool. (I freeze bottled water and let it thaw on a hot day.) And of course, a cooler to keep all your ice, drinks, and snacks stowed in.

Don't forget a small cash or change box and have extra change available somewhere or with someone

# Chi-Town Family Festival 2024

## Market and Food Vendor Rules & Guidelines

**Friday, June 21, and Saturday, June 22**

Event hours: Friday, 2 pm to 6 pm and Saturday, 10 am to 6 pm

Vendor hours Friday: Set-up is from 12 pm to 1:30 pm / take down is from 6 pm to 8:30 pm

Vendor hours Saturday: Set-up is from 8 am to 9:30 am / take down is from 6 pm to 8:30 pm

**LOCATION:** 720 Chiloquin Blvd, Chiloquin OR, 97624 (Chiloquin Rodeo & Event Park)

### ALL VENDORS:

1. There is no fee. Donations to the Chi-Town Family Festival are welcome and can help make this event happen.
2. All parties must return a signed waiver to City Hall by June 19, 2024.
3. The City does not guarantee any amount of revenue that will be generated during the event.
4. Vendors may begin set up on Friday at 1 pm/Saturday at 8 am and must be out of the site on Friday and Saturday at 8:30 pm. All vendors must complete the set-up and be present at their location as soon as possible. No vehicular traffic is allowed on the site during event hours for safety and liability reasons. Vendors must leave their space set up until closing time. If you sell out or have an emergency, contact an event staff member, and they will assist you in exiting the market safely. All vendors are requested to conform to rules generally applied to the City event park.
5. Food vendors must have a current Oregon food handlers' card and are responsible for any other necessary licenses and permits.
6. All vendors are encouraged to purchase product liability insurance and a food handler's license and display a sign stating, "not made in a licensed kitchen" (you can pick one up from Chiloquin City Hall, 127 S First Avenue).
  - a. Market vendors are responsible for any necessary licenses and permits.
  - b. Vendors of processed foods of any kind must have a domestic kitchen license (ODA, food safety division-503-986-4720),
  - c. Vendors must be informed of and follow all rules and guidelines issued by the Oregon Dept. of Agriculture Food Safety Division and the USDA.
  - d. All products sold must comply with State and Federal standards governing weight, packaging, and labeling.
  - e. If items are sold by weight, scales must be licensed by ODA Measurement Standards Division 503-986-4670 <http://www.oregon.gov/oda/msd/>.
7. Products sold as "organically grown" must be registered with the State Dept. of Agriculture, 503-986-5720, or certified by an organic certifying organization, such as Oregon Tilth 503-378-0690 <http://www.tilth.org>.
8. No sales are allowed until start times with the following exception: Ready-to-eat foods and sales between market vendors and event staff are allowed before the market opens.
9. Each vendor agrees that they and their staff will not engage in any activity obstructing aisles, pedestrian walkways, or another vendor's space.
10. Each vendor agrees to comply with Fire Safety and Fire Marshall Guidelines.
11. Each vendor is responsible for maintaining cleanliness during and after the market.
12. Each vendor is responsible for disposing of their trash into trash receptacles on event grounds. Event staff will periodically empty trash receptacles.
13. Please do not obstruct other vendors during setup or takedown. Use extreme care when pulling in or out. There are many bodies, equipment, and vehicles in a crowded space. We expect all vendors to exhibit A SPIRIT OF COOPERATION AND GOODWILL to their neighbors. Please follow designated driving paths in and out of the rodeo grounds.
14. The market reserves the right to deny space to a vendor for any reason.
15. Obey all laws.
16. No alcohol or drugs may be sold or consumed at the market.
17. No electronic music allowed.
18. Pets must be on a leash at all times.
19. An adult must supervise young people under 12.
20. Market vendors: in the spirit of the market's goal to promote locally grown products and produce, we would prefer all products to be from local growers and craftspeople. Items may include locally grown produce, nursery stock, cut flowers, honey and bee products, eggs, meat, dairy products, other agricultural products, processed foods prepared by vendors, artwork, jewelry, and crafts by local crafters.
21. The market vendor booth size is 12'x12', and the organizer will determine your location. Vendors generally are assigned one booth.