

Chiloquin Vector Control District Klamath County, Oregon

JB Brown, Dennis Jefcoat, Tim McDermott, Albert Wilder
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CVCD Board of Trustee Meeting Agenda

Meetings called to order at 6:30PM

January 24 , 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, Noticed on CVCD web page: 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 a \$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 December 30, 2024

Umpqua bank account checking	\$ 4,348.00
State LG money market account	<u>\$149,891.60</u>
Total amount of funds available in all district's bank accounts;	<u>\$154,239.60</u>

Deposits to Umpqua Bank	\$9,459.73 + 8,301.97 + 28,041.43+ \$33.29 + 5,373.89 + 188.00* + 2000.* LGIF + \$898.60* (*new deposits)
Deposits to State Account (some combined together)	\$9,716.03 + 8,001.97 + 28,041.43 + 5,373.8 (434+417+409+387+405+448 +631 monthly Interest deposits)
Payments from Klamath County Treasurer:	\$9,459.73 + 8,301.97 + 28,041.43 + 33.29 + 5,373.89 + 188.00 + 898.60 Total of tax payments received; <u>\$52,296.91 to date.</u>

Bills to be paid.

All receipts are in the possession of the Treasurer and may be viewed by board members

Paid in Nov- DEC: SDAO dues \$140.00.

NA

Three Rivers Mosquito & Vector Control mosquito Control Services 4 of 7	\$ 0.00 (7,100.00)
SDIS 2024 Insurance payment.....	\$2,056.00
Herald & News annual meeting legal notice.....	\$103.36
State of Oregon Ethics Commission (note large price increase)	\$151.34
Chairpersons meeting expenses – food, plates, etc	\$??
Chairman’s expense, New HP color inkjet printer.....	\$116.99
Chairman’s expense, replaced broken security camera DVR at FS#2 CVCD owned	\$478.63
Replaced obsolete & damaged Swann NVR recorder, upgrade new recorder with 4 TB video storage, replaced two obsolete cameras, installed new hardware; new shelf at FS#2 safe room, new cable runs in the ceiling area, and the broken & obsolete Cat 5 cables to maintain basic security at Fire station #2 Modoc point road.	
Chairmans expense, replace old HP computer monitor with new Samsung Monitor	<u>\$139.00</u>
Total amount of this month’s payments to vendors	<u>\$3,045.32</u>

Discussion and vote to approve Treasurers report, bill paying and transfers of money.

New and Old Business

Vote for 2024 CVCD Board of Trustee Officers. (2) Vote for the Budget Director. (3) Vote to accept 2024 Budget Calendar all required by Oregon law – see attached document.

Discussion Item vote required: Security camera system for FS#2 purchased in part with a SDAO security grant in 2018 completely failed from FS#2 construction issues & obsolescence. Complete replacement upgrades required as old video cameras are obsolete and will not work with the new 4K NVR Recorder. Board should consider replacing existing six video cameras, old 1080 camera monitor with a 4K monitor, cabling, and assorted hardware. The anticipated additional upgrade cost estimated at less than \$1,500 from the reserve fund. Discussion and vote to accept or reject project money request by Chairman.

Discussion on the proposed FY 2024 – 2025 budget form LB31. Note the increase in funding available due to unexpected interest received and property taxes received. Note large increases in individual category spending due to inflation and need to replace obsolete non-working equipment example; our Windows 10 Computer cannot be upgraded to Win 11 without a computer replacement.

Contractors Report

Report by Edward Horvath TRMVC – Annual report submitted to BOCC

Public Comments

Next scheduled Meeting

4th Wednesday, February 28, 2024 at 6:30PM

CHILOQUIN VECTOR CONTROL DISTRICT'S
BUDGET CALENDER AND BOARD MEETINGS FOR 2024

January 25	6:30PM	Election of officers. Election of the Budget Director Budget calendar approved. Usual vector control Business conducted.
February 28	6:30PM	Two Public Notices posted for budget Committee Members by the Chairman at the 1 st of February. Usual vector control business conducted.
March 27	6:30PM	Budget committee members chosen before budget hearing in April's meeting. Usual vector control business conducted.
April 24	6:30PM	Budget Committee hearing. <u>Two Legal Notices posted by Chairman</u> for meeting at the end of February and beginning of April. Normal bills paid by Treasurer.
May 22	6:30PM	<u>Chairman post LB 1 form in legal notices by May 14th.</u> CVCD Board of Trustees holds Public Budget hearing and takes input from the public on budget matters. Final adjustment if any made to the Budget document. The FY 2023 -2024 Budget approved by Board of Trustees.
Before June 16 of each year		Approved budget is delivered to the BOCC and County Clerk by the Chairman or Treasurer
June 26	6:30PM	Regular CVCD Board of Trustee Meeting to approve expenses.
July 24	6:30PM	Regular CVCD Board meeting – financial report on FY 2021 -2022 presented to the Board & Public
August 28	6:30PM	CVCD approves the annual audit report to the Oregon Secretary of State. The approved Audit report is transmitted to the SOS Audit Division.
September 25	6:30PM	Final Regular Board Meeting for 2022 to approve expenses.

Board members & public may participate in any public meeting by remote conferencing

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sheet

Dec	Full Year	Notes
51,846	183,618	
448	45,190	Left over from preceding year
	3,131	LGIF Interest income
51,398	-	Any other sources of income
	52,297	Property taxes collected in FY
	83,000	Not applicable after 2023-2024
		Help

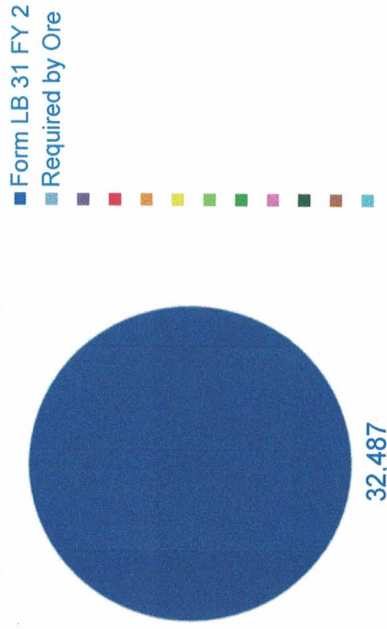
738	32,487	
738	32,487	SDAO/SDI Insurance
	2,073	Mostly legal advertising cost
	766	Software cost
	40	Community Center & FS#2
	830	As needed
	-	Office cell telephone cost
	-	Office supplies & meeting cost
459	918	Milage & Travel
	234	Equipment repairs & upgrades
279	1,939	7 Equal payments for each FY
	21,300	2 Umpqua bank & LGIF
	2	SDAO Annual Fee
	140	DEQ & Ethics Commission
	151	Grants to outside organizations
	2,500	May be used up to \$5,000.
	1,594	Help
	-	Cannot use this fund by law
	-	Cannot use this fund by law

Yearly

Budget Summary



Spending Summary



Spending by Month

44,000

Budget_By_Month

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[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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Income											
	1,530	-	-	-	-	-	128,624	417	409	387	405
LB 20-01 Carry Over							45,190				
LB 20-04 Interest income	631						434	417	409	387	405
LB 20-07 Miscellaneous											
LB 20-30 Property Taxes	899										
LB 11 - transfer in							83,000				

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

Spending											
	2,448	-	-	-	-	-	12,211	9,190	7,760	-	140
Form LB 31 FY 23-24	2,448	-	-	-	-	-	12,211	9,190	7,760	-	140
LB 31-02 Insurance	2,056								17		
LB 31-03 Advertising	103						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	137						114	98	110		
LB 31-09 Travel									234		
LB 31-10 Miscellaneous							1,312	288	60		
LB 31-11 Contracting							7,100	7,100	7,100		
LB 31-12 Bank Fees	1						1				
LB 31-13 Dues											140
LB 31-14 Permits	151										
LB 31-18 Grants							2,500				
LB 31-20 Reserves								1,594			

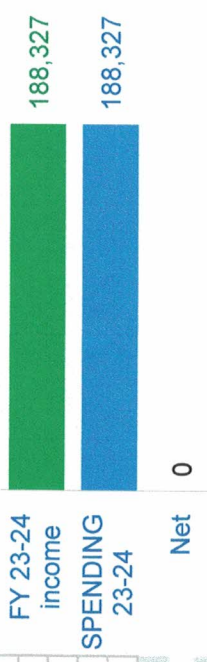
For more rows, click "More spending rows" then select "Unhide rows" under "Format" menu [Help](#)

Required by Oregon law											
LB 31-17 Contingencies											
LB 31- 26 Unappropriated											

[About this sheet](#)

Yearly

Budget Summary



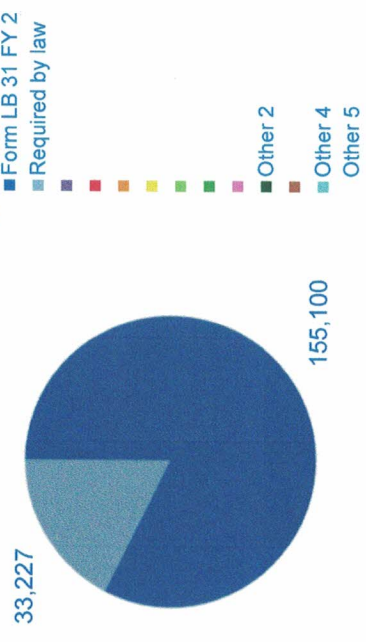
Category Name	Frequency	Amount	Monthly	Yearly	Notes
FY 23-24 income					
LB 20-01 Carry Over	Yearly	45,190	15,694	188,327	Last years budget
LB 20-04 Interest income	Yearly	2,000	3,766	45,190	4.25% 7/30/2023
LB 20-07 Misc Income	Yearly	250	167	2,000	Anticipated
LB 20-30 Property taxes	Yearly	57,887	4,824	57,887	Anticipated
Transfer In LB 11	Yearly	83,000	6,917	83,000	Money from reserve

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

SPENDING 23-24

Form LB 31 FY 23-24			15,694	188,327	
LB 31-02 Insurance	Yearly	2,000	12,925	155,100	SDAO
LB 31-03 Advertising	Yearly	2,500	167	2,000	H&N
LB 31-04 Accounting	Yearly	500	208	500	Software items
LB 31-05 Property Rentals	Yearly	1,000	42	1,000	Conf room & FS#2
LB 31-06 Legal	Yearly	500	83	500	In case item
LB 31-07 Telephone	Yearly	300	42	300	Cell telephone service
LB 31-08 Office & meeting	Yearly	2,000	25	2,000	Supplies & Food items
LB 31-09 Travel	Yearly	500	167	500	Usually milage
LB 31-10 Miscellaneous	Yearly	2,000	42	2,000	Equipment maint.
LB 31-11 Contracting	Yearly	50,000	4,167	50,000	3RMVC 7 payments
LB 31-12 Bank Fees	Yearly	50	4	50	Umpqua & LGF
LB 31-13 Dues	Yearly	250	21	250	SDA Annual Fees
LB 31-14 Permits	Yearly	1,000	83	1,000	DEQ cost
LB 31-18 Grants	Yearly	2,500	208	2,500	As warranted
LB 31 -20 Reserves	Yearly	90,000	7,500	90,000	Reserved funds
For more rows, click "More spending rows" then select "Unhide rows" under "Format" menu Help					
Required by law items					
LB 31-17 Contingency	Yearly	2,000	2,769	33,227	Required by law
LB 31-26 Unappropriated	Yearly	31,227	167	2,000	Required by law

SPENDING 23-24 Summary



RESOURCES
CHILOQUIN VECTOR CONTROL DISTRICT
General District Funds

CHILOQUIN VECTOR CONTROL DISTRICT

Historical Data				RESOURCE DESCRIPTION	Budget for next fiscal year 2024 - 2025		
Actual		Adopted Budget This Year Year 2023 - 2024	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021 - 2022	First Preceding Year 2022 -2023						
1	\$42,388.00	\$40,989.00	\$45,190.00	\$136,663.00		1	
2	\$0.00	\$0.00	\$0.00	\$0.00		2	
3	\$0.00	\$0.00	\$0.00	\$0.00		3	
4	\$708.20	\$3,997.00	\$2,000.00	\$5,000.00		4	
7	\$213.38	\$0.00	\$250.00	\$0.00		7	
8			\$83,000.00	NA	NA	8	
9						9	
10						10	
11						11	
12						12	
13						13	
14						14	
15						15	
16						16	
17						17	
18						18	
19						19	
20						20	
21						21	
22						22	
23						23	
24						24	
25						25	
26						26	
27						27	
28						28	
29	\$43,309.58	\$44,986.00	\$130,440.00	\$141,663.00		29	
30			\$57,887.00	\$59,623.00		30	
31	\$51,296.53	\$52,319.00				31	
32	\$94,606.11	\$97,305.00	\$188,327.00	\$201,286.00		32	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

DETAILED REQUIREMENTS
FISCAL YEAR 2024 - 2025
CHILOQUIN VECTOR CONTROL DISTRICT

	Historical Data			FINANCIAL REQUIREMENTS FOR THE GENERAL FUND		BUDGET FOR FY 2023 -2024			
	Actual		Adopted Budget This Year FY 2023 - 2024	Object Classification	Detail	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding FY 2021 - 2022	First Preceding FY 2022 - 2023							
1				1	Insurance	SDIS Insurance & Bonding			1
2	\$1,712.00	\$1,813.00	\$2,000.00	2	Advertising	Legal & Public Notices in H&N	\$2,400.00		2
3	\$1,961.23	\$1,473.32	\$2,500.00	3	Accounting	Accounting Software & Services	\$1,900.00		3
4	\$40.00	\$40.00	\$500.00	4	Rentals	Rental FS#2, Community Center, POB	\$500.00		4
5	\$948.00	\$898.00	\$1,000.00	5	Attorney legal	Attorney fees	\$1,000.00		5
6	\$0.00	\$0.00	\$500.00	6	Telephone services	Cellular telephone monthly & repairs	\$300.00		6
7	\$0.00	\$274.68	\$300.00	7	Office	Office supplies & computer repairs	\$2,500.00		7
8	\$272.62	\$1,120.59	\$2,000.00	8	Travel	Mileage & travel cost CVCD business	\$750.00		8
9	\$0.00	\$713.32	\$500.00	9	Miscellaneous	Repairs, Replacement Equipment.	\$3,500.00		9
10	\$184.81	\$795.25	\$2,000.00	10	Contracting	TRMVC contracting services	\$51,500.00		10
11	\$44,100.00	\$46,900.00	\$50,000.00	11	Bank fees	Fees charge by banks	\$50.00		11
12	\$248.05	\$0.35	\$50.00	12	Dues	Government & Private organizations	\$250.00		12
13	\$178.91	\$140.00	\$250.00	13	Permits	DEQ permit & Ethics Commission	\$1,200.00		13
14	\$787.00	\$853.91	\$1,000.00	14					14
15				15					15
16				16					16
17	\$0.00	\$0.00	\$2,000.00	17	Contingency	State Required Budget Item	\$2,000.00		17
18	\$0.00	\$0.00	\$2,500.00	18	TOTAL	SPECIAL PROJECTS, DRONES, MIDDGES ETC	\$2,500.00		18
19				19	TOTAL	TOTAL BUDGET REQUIREMENTS	\$4,500.00		19
20			\$90,000.00	20	Reserve funding	Reserved for Future Expenditures	\$97,836.00		20
21			**	21	**	**Includes transferred money from			21
22				22		equipment reserve fund of \$83,000.			22
23				23		FY 2023-2024.			23
24				24					24
25				25		Ending balance (prior years)			25
26			\$31,226.00	26		UNAPPROPRIATED ENDING FUND BALANCE	\$33,000.00		26
27	\$50,432.62	\$55,022.42	\$188,327.00	27	REQUIREMENTS		\$201,286.00		27

