

# 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  
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## CVCD Board of Trustee Meeting Agenda

Meetings called to order at 6:30PM

January 22, 2025

**Public meeting notices given:** Meeting notices are posted on 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 occasionally 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 asks 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 December 30, 2024

Original documents on file with Treasurer & available to Board members

1 <sup>st</sup> Interstate Bank checking .....	\$ 2,925.23
State LG money market account .....	\$156,760.58
Total amount of funds available in all district's bank accounts .....	\$159,685.81

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### Current financial Information

Deposits to 1 <sup>st</sup> Interstate Bank	\$144.23 + 13.65 + 88.82 + 6,947.35 + 9,829.22 + \$32.33 + 28,962.94 + 7,143.76 + 496.62.
Deposits to State LGIP Account	\$452.63 + 445.45 + 45,000 (Property tax) + 7,000 (Property tax) + 473.24
Other Income	\$0.00
Debit card usage	\$1,201.73 (Oct24 to Jan 25)

Amazon 9/26/24 New computer & BU drive	Oct/24	\$556.04
SelectTel Wireless 5G service monthly cost	Oct 24	\$ 33.04 X 4 months= <b>\$132.16</b>
Carbonite back up service, annual plan	Jan/25	\$ 81.96
1st Interstate bank new check & checkbook order	Oct/24	\$226.22
PC Mover software converts win 10 data to win 11 data	Oct/24	\$69.95
Microsoft 365 business programs (word, excel, etc.)	Nov/24	\$12.50 X 3 months = <b>\$37.50</b>
PC Matic yearly -----	Oct/24	\$50.00
R-Drive image copy software -----	Nov/24	\$44.95
Refund – Amazon defective back up drive -----	Nov/24	-\$97.04 (Refund for BU drive)
Amazon 11/11/24 – replacement video camera for FS#2		\$99.99 (provides spare camera)

**Bills to be paid.**

Three Rivers Mosquito & Vector Control mosquito Control Services 4 of 7	\$0.00
Friends of the Chiloquin library – community calendar advertising	\$ 89.50
Ethics Commission annual billing up 360% over previous years	\$151.31
SDAO Annual insurance payment	<u>\$2,177.00</u>
<b>Total amount of this month’s payments to vendors .....</b>	<b>\$2,417.81</b>
<b>PAID: SDAO Dues check number 1000, paid 11/16/2024</b>	<b>\$140.00</b>
Discussion and vote to approve Treasurers report, bill paying and transfers of money.	

**New and Old Business**

Tim McDermott was reinstated for another 4-year term by the BOCC.

Vote for calendar year 2025 CVCD officers and budget director.

Vote to approve the budget & operating calendar for 2025.

New CVCD computer, software, and parts update; the total system cost \$623.90; budget was \$800.

Discussion of notice of audit by DOR– request for minor changes in terminology for budget resolution.

Discussion of issues with Ethics Commission billing, 150% increase in fees per legislation.

SDAO Insurance documents filed with WHA Insurance 10/03/24. Insurance coverage remains the same.

Umpqua bank zero balanced as of 10/04/24, account closed 10/10/24, \$3,135.44 trans to LGIP.

Property tax collected for FY 24-25 to date \$ 55,116, budget was 56,000.

Interest collected to date: \$3,410, budget was \$4,500.00.

Discussion on amount that #RMC should base 85% fee for FY 25-26 Budget. Suggested 60K

**Contractors Report**

Report by Edward Horvath TRMVC

**Public Comments**

**Next scheduled Meeting**

Wednesday, Feb 26, 2025, at 6:30PM

**CHILOQUIN VECTOR CONTROL DISTRICT'S  
BUDGET CALENDER AND BOARD MEETINGS FOR 2025**

January 22	6:30PM	Election of officers. Election of the Budget Director Budget calendar approved. Vector control business conducted.
February 26	6:30PM	Notices posted for budget Committee by email news & CVCD web page. Closing date March 26. Vector control business conducted.
March 26	6:30PM	Budget committee members chosen before budget hearing in April's meeting. Vector control business conducted.
April 23	6:30PM	Budget Committee hearing. <u>Two Legal Notices posted by Chairman</u> for meeting at the end of February and beginning of April.
May 28	6:30PM	<u>Chairman post LB 1 form in legal notices by May 15<sup>th</sup>.</u> CVCD Board of Trustees holds Public Budget hearings and takes input from the public on budget matters. Final adjustment if any to the Budget document. The FY 2025 -2026 Budget approved by Board of Trustees.
<b>Before June 16 of each year</b>		<b>Approved budget is delivered to the BOCC and County Clerk by the Chairman or Treasurer</b>
June 25	6:30PM	Regular CVCD Board of Trustee Meeting.
July 23	6:30PM	Regular CVCD Board meeting – financial report on FY 2024 -2025 presented to the Board & Public
August 27	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 24	6:30PM	Final Regular Board Meeting for 2025 to approve expenses.

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

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Dec	Full Year	Notes
970	181,527	
	123,000	Left over from proceeding year
473	3,410	LGIF Interest income
	-	Any other sources of income
497	55,116	Property taxes collected
	-	<a href="#">Help</a>

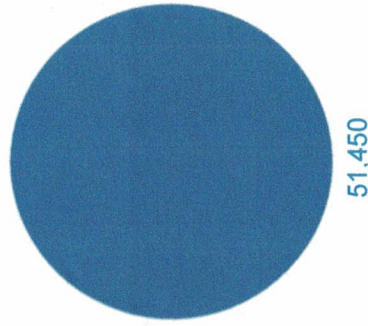
50	51,450	
50	51,450	
	-	SDAO/SDI Insurance
	90	Advertising; H&N & local events
	80	Software & Sec of State cost
	830	Community Center & FS#2
	-	As needed
33	448	Office cell telephone cost
13	1,315	Office supplies & meeting cost
	378	Milage & Travel
	100	Equipment repairs & upgrades
	47,810	7 Equal payments for each FY
4	247	Bank fees & LGIP cost
	-	SDAO Annual Fee
	152	DEQ & Ethics Commission
	-	Grants to outside organizations
	-	May be used up to \$5,000.
	-	<a href="#">Help</a>
	-	Cannot use this fund by law
	-	Cannot use this fund by law

Yearly ▼

### Budget Summary



### Spending Summary



### Spending by Month

Budget\_By\_Month

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
<b>Income</b>	1,352	-	-	-	-	-	123,958	682	662	542	53,361
LB 20-01 Carry Over							123,000				
LB 20-04 Interest income	473					534		528	505	453	445
LB 20-07 Miscellaneous											
LB 20-30 Property Taxes	879					424		154	157	89	52,916

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

Category Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Spending</b>	377	48	6,878	6,878	6,878	6,878	7,361	7,788	7,211	910	193
Form LB 31 FY 23-24	377	48	6,878	6,878	6,878	6,878	7,361	7,788	7,211	910	193
LB 31-02 Insurance	90										
LB 31-03 Advertising						80					
LB 31-04 Accounting								830			
LB 31-05 Property rentals											
LB 31-06 Attorney Fees											
LB 31-07 Telephone	33	33	33	33	33	33	33	85	33	33	33
LB 31-08 Office & Meeting	100	13	13	13	13	13	342	43	45	649	58
LB 31-09 Travel						75			303		
LB 31-10 Miscellaneous											100
LB 31-11 Contracting			6,830	6,830	6,830	6,830	6,830	6,830	6,830		
LB 31-12 Bank Fees	2	2	2	2	2	2	1			228	2
LB 31-13 Dues											
LB 31-14 Permits	152										
LB 31-18 Grants											
LB 31-20 Reserves											

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											

**RESOURCES**  
CHILOQUIN VECTOR CONTROL DISTRICT  
General District Funds

CHILOQUIN VECTOR CONTROL DISTRICT

	Historical Data			Adopted Budget This Year Year 2024 - 2025	RESOURCE DESCRIPTION	Budget for next fiscal year 2025 - 2026		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2022 - 2023	First Preceding Year 2023 - 2024						
1	\$40,989.00	\$45,190.00	\$123,000.00	\$126,032.00	Available cash on hand* (cash basis)			1
2	\$0.00	\$0.00	\$0.00	\$0.00	Oregon timber fund payments			2
3	\$0.00	\$0.00	\$0.00	\$0.00	Previously levied taxes estimated to be received			3
4	\$3,997.00	\$6,188.00	\$4,500.00	\$4,500.00	Interest- note; changed due to massive inflation			4
5	NA	\$83,000.00	NA		Transferred IN, from termination of the reserve fund			5
6					OTHER RESOURCES			6
7					Miscellaneous		\$0.00	7
8								8
9								9
10								10
11								11
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26								26
27								27
28								28
29	\$44,986.00	\$134,378.00	\$127,500.00	\$130,532.00	Total resources, except taxes to be levied			29
30	\$52,319.00	\$55,053.00	\$56,000.00	\$57,100.00	Taxes estimated to be received estimated 2% increase			30
31					Taxes collected in year levied			31
32	\$97,305.00	\$189,431.00	\$183,500.00	\$187,632.00	TOTAL RESOURCES includes terminated reserve fund			32

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

**DETAILED REQUIREMENTS**  
**FISCAL YEAR 2025 - 2026**  
**CHILOQUIN VECTOR CONTROL DISTRICT**

FORM  
LB-31

1	Historical Data			Object Classification	Detail	BUDGET FOR FY 2025 -2026			
	Actual		Adopted Budget This Year FY 2024 - 2025			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding FY 2022 - 2023	First Preceding FY 2023 - 2024							
1				1					1
2	\$1,813.00	\$2,073.00	\$2,200.00	2	Insurance	SDIS Insurance & Bonding	\$2,400.00		2
3	\$1,473.00	\$1,782.00	\$2,000.00	3	Advertising	Public Notices & Local Advertising	\$1,500.00		3
4	\$40.00	\$40.00	\$300.00	4	Accounting	Software & Annual S.O.S. Expense	\$300.00		4
5	\$898.00	\$830.00	\$900.00	5	Rentals	Rental FS#2, Community Center, POB	\$900.00		5
6	\$0.00	\$0.00	\$100.00	6	Attorney legal	Attorney fees	\$100.00		6
7	\$275.00	\$0.00	\$300.00	7	Telephone services	Cellular telephone monthly & repairs	\$400.00		7
8	\$1,121.00	\$1,388.00	\$3,000.00	8	Office	Office supplies & computer repairs	\$2,000.00		8
9	\$713.00	\$234.00	\$1,000.00	9	Travel	Mileage & travel cost CVCD business	\$1,000.00		9
10	\$795.00	\$2,504.00	\$3,350.00	10	Miscellaneous	Repairs, Replacement Equipment.	\$3,000.00		10
11	\$46,900.00	\$49,700.00	\$51,000.00	11	Contracting	TRMVC contracting services	\$53,000.00		11
12	\$1.00	\$1.00	\$50.00	12	Bank fees	Fees charge by banks	\$50.00		12
13	\$140.00	\$140.00	\$200.00	13	Dues	Government & Private organizations	\$200.00		13
14	\$854.00	\$985.00	\$1,100.00	14	Permits	DEQ permit & Ethics Commission	\$1,200.00		14
15				15					15
16				16					16
##	\$55,023.00	\$59,677.00	\$65,000.00		Total budget needs	TOTAL BUDGET REQUIREMENTS	\$66,050.00		##
17	\$0.00	\$0.00	\$2,000.00	17	Contingency	State Required Budget Item	\$2,000.00		17
18	\$0.00	\$2,650.00	\$0.00	18	Grants	Special projects, Drones, Midges Etc	\$0.00		18
19	na	na	\$67,000.00	19	TOTAL	TOTAL BUDGET REQUIREMENTS	\$68,050.00		19
20		\$90,000.00	\$90,000.00	20	Reserve funding	Reserved for Future Expenditures	\$93,082.00		20
21				21	**	**includes transferred money from			21
22				22		equipment reserve fund of \$83,000.			22
23				23		from FY 23-24 & unspent budgeted			23
24				24		funds from previous budget years			24
25				25		Ending balance (prior years)			25
26			\$26,500.00	26		UNAPPROPRIATED ENDING FUND BALANCE	\$26,500.00		26
27	\$55,023.00	**152,327.00	\$183,500.00	27		REQUIREMENTS	\$187,632.00		27