JOHNSON COUNTY WEED & PEST CONTROL DISTRICT BOARD

MINUTES

June 2, 2022

Members Present: Scott Rogers, Chairman; Tyler Benton; Vice Chairman; Dick Gould; Randy Hepp

Others Present: Rod Litzel, Supervisor; Allen Buff,

The regular meeting was called to order at 5:00 pm by Chairman Rogers.

Minutes for the April meeting were approved with a motion by Tyler and a second by Randy.

Financial Statements for April were reviewed. Rod and Val have been simplifying Quickbooks from four company files into two companies to make things simple for a new person coming in. There was noted a $97.67 dollar discrepancy in the general fund financial statement rod was trying to find and recommended waiting to approve until that is fixed.. Randy moved, seconded by Dick to approve the financial statements for the leafy spurge funds. Motion carried.

* Payment Vouchers were reviewed: Dick moved, second by Tyler to pay the bills preapproved vouchers listed. Motion carried.

Old business:

* Accounts receivable report – Rod reported that WYDOT has a carry over from 2021 which is uncollectible. Randy moved to right off this balance with a second by Tyler. Motion carried.
* Activity report
  + Rod reported that he is trying to make the books more transparent, easier to follow for invoicing and vendor coupons, and set up so more how the auditor would like them for the County Audit.
  + Bookkeeping RFP has been issued with a request for GAAP accounting.
    - So far no one that has expressed interest in doing the books does GAAP
    - Jennifer Schroefel, By The Books CPA – responded at $60 per hour, only one to submit so far.
    - Consensus was to wait a couple days to make sure there is no other interest then contact Jennifer.
  + Allen has completed more Pesticide Certifications, participated in Ag Day and been out spraying.
* Job announcements – No phone call or applicants
* Policy Review – Rod went over proposed wording changes to clarify some of the policies
  + Change 2 week notice for termination from requested to required, consideration for health issues to receive annual and sick leave payouts
  + Add 1 month written notice and verification from WRS for retirement
  + Clarify Medical/457 stipend
  + Assistant Supervisor to be added to Administrative staff
  + Chain of command.
  + Process for filing complaints
  + Randy moved to make the proposed changes, Dick seconded the passing motion.
* Budget Overview – Mill levy estimated at $265,000 per mill; plus the settlement monies including the initial lump sum is expected after the start of the fiscal year.
  + Proposed budget has been submitted to the Commissioners and Dept of Audit.
  + Total Revenue $1,720,660, expenditures of $1,613,467 with $62,317 to be used in Leafy Spurge Reserve funds to complete the fiscal year, returned in the next year.
  + Budgeting for $44,876 less expenses than revenue for cushion.
  + Budgeting for administration transition, otherwise most all other line items proposed are close to the current year.
  + The reserve fund policy needs to be revisited. It needs to be clearly defined if can operate on Reserve funds until revenue comes in to start the Fiscal Year or budget to have $100,000-150,000 cash carry each year to operate the month of July. The District is currently in the “Grey” area for the proposed budget with respect to Reserve Rules with the Dept of Audit.
  + No date has been set yet to meet with the Commissioners on the proposed budget.
* Public Budget Hearing – discussion on when to set the date of the Budget hearing. Randy moved to set the Budget Hearing July 7th at 7 PM with a 2nd by Tyler. Motion carried.

New Business:

* Herbicide Prices – prices are very volatile – prices have jumped 10-20% in some cases.
* Building/Parking – the Flatiron Street reconstruction/widening will take most of the off street parking for seasonal crew on the West side of the building. Once completed there should be street parking available.
* Office work flow – Rod would like to make time to help with the crew and complete small spray jobs for a short period of time each morning. Tyler moved to set office hours from 9-5 and by appointment outside of those hours. Dick seconded the passing motion.
* Year end meeting- is to be June 30th, all agreed to set the time for 6:00 Pm

There being no further business, the meeting was adjourned by unanimous ballet at 7:15 pm.

Respectfully submitted

See You at the Next Board Meeting

### June 30 at 6 pm

Vouchers

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | **ANB Bank Accounts** | | | |  | |  | |  |  | |  | | | |  |  | | |  |  | |
|  |  | | **General - 4933** | |  | |  | |  | | |  | |  |  |  | | |  |  | | |
|  |  | |  | |  | |  | | 05/04/2022 | | |  | | 16654 |  | Buffalo Small Engines LLC | | |  | -163.11 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16655 |  | Van Diest Supply | | |  | -3,825.70 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16657 |  | Buffalo Computer Consulting, LLC | | |  | -200.00 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16658 |  | Ultimate Outdoors | | |  | -134.95 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16659 |  | Big Horn Tire, Inc. | | |  | -196.23 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16660 |  | Atlas Premier Services | | |  | -84.13 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16661 |  | Bolinger Inc. | | |  | -45.00 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16662 |  | Warne Chemical & Equipment | | |  | -197.94 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16663 |  | Big Horn CO-OP | | |  | -14.58 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16664 |  | MTR Ranch Supply | | |  | -903.17 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16665 |  | Montana Dakota Utilities | | |  | -97.23 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16666 |  | North Wyoming Insurance | | |  | -140.00 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16667 |  | Buffalo Bulletin | | |  | -34.50 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16668 |  | Spanos Administrative Services | | |  | -125.00 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16669 |  | Ace Hardware | | |  | -121.65 | | |
|  |  | |  | |  | |  | | 05/05/2022 | | |  | | 16670 |  | Teton County Weed & Pest | | |  | -280.00 | | |
|  |  | |  | |  | |  | | 05/09/2022 | | |  | | 16672 |  | Belus Brothers | | |  | 0.00 | | |
|  |  | |  | |  | |  | | 05/09/2022 | | |  | | 16673 |  | Belus Brothers | | |  | -175.00 | | |
|  |  | |  | |  | |  | | 05/09/2022 | | |  | | 16674 |  | Zezas Ranch, Inc. | | |  | -425.00 | | |
|  |  | |  | |  | |  | | 05/10/2022 | | |  | | 16675 |  | City of Buffalo | | |  | -126.70 | | |
|  |  | |  | |  | |  | | 05/10/2022 | | |  | | 16676 |  | Rocky Mountain Power | | |  | -61.15 | | |
|  |  | |  | |  | |  | | 05/16/2022 | | |  | | 16677 |  | WEX Bank | | |  | -86.41 | | |
|  |  | |  | |  | |  | | 05/23/2022 | | |  | | 16678 |  | Spectrum | | |  | -117.97 | | |
|  |  | |  | |  | |  | | 05/31/2022 | | |  | | 16685 |  | Great West Trust Co LLC | | |  | -2,750.00 | | |
|  |  | |  | |  | |  | | 05/31/2022 | | |  | | 16686 |  | Wyoming Retirement System | | |  | -1,862.00 | | |
|  |  | |  | |  | |  | | 05/31/2022 | | |  | | 16689 |  | Wyoming Worker's Comp | | |  | -477.81 | | |
|  |  | |  | |  | |  | | 05/31/2022 | | |  | | ach |  | IRS 941 Tax | | |  | -3,948.68 | | |
|  |  | | Total General - 4933 | |  | |  | |  | | |  | |  |  |  | | |  | -12,645.23 | | |
|  | Total ANB Bank Accounts | | | |  | |  | |  | | |  | |  |  |  | | |  | -12,645.23 | | |
| **TOTAL** | | |  | |  | |  | |  | | |  | |  |  |  | | |  | **-12,645.23** | | |
|  | | **ANB Bank Accounts** | | | |  | |  | |  |  | |  | | | |  |  | | |  |  | |
|  | |  | | **ANB - LS 9751** | |  | |  | |  |  | |  | | | |  |  | | |  |  | |
|  | |  | |  | |  | |  | | auto |  | | IRS 941 Tax | | | |  | -SPLIT- | | |  | -833.50 | |
|  | |  | |  | |  | |  | | 5163 |  | | Wyoming Worker's Compensation | | | |  | Unemployment | | |  | -95.20 | |
|  | |  | | Total ANB - LS 9751 | |  | |  | |  |  | |  | | | |  |  | | |  | -928.70 | |
|  | | Total ANB Bank Accounts | | | |  | |  | |  |  | |  | | | |  |  | | |  | -928.70 | |
| **TOTAL** | | | |  | |  | |  | |  |  | |  | | | |  |  | | |  | **-928.70** | |

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