

Johnson County Weed & Pest Control

Minutes

May 9, 2024

Start time 3:02 pm Stop time 4:30 pm

Next meeting June 6th, 5 pm

Attendees: Scott Rogers, Board Chairman
 Tyler Benton, Vice Chairman
 Allen Buff, District Supervisor

Dick Gould
Nathan Williams
Crystal Zimmerschied, Office Manager

Absent: Randy Hepp

Minutes:

- Minutes of the last meeting – Tyler moved to approve the April 4th minutes as written, with a second by Dick, motion passed unanimously.
- Approve financial statements – Allen and Crystal gave an overview of the financial statements from both companies, as well as the budgeted to actual statement. The budget spreadsheet has been completely reconciled with the records in Quickbooks by Crystal, especially with budget season nearing, since the preliminary budget is due June 1st. Nathan moved to approve the financial statements after some discussion, with a second by Tyler, motion passed unanimously.
- Payment vouchers – Nathan asked about the Helena Agri payments, which were the rodenticides of WeevilCide and Rozol. No other concerns were raised. Dick moved to approve payment of the bills as written, Nathan seconded the motion, passed unanimously.

Old Business:

- Activity Report: Thane was instrumental in getting Helicopter plan together, prelim budget is ready to be submitted. The plan is to get sterilant done starting next week. EcoPack will have 2,4-D and those four totes should be in the 15th. Prairie dog rebates were calculated, and the four landowner checks are ready for signatures. Weed Bounty is ready to go, and we just got the bags in from Forest Service. Private applicators expiring in 2024 and 2025 were sent post cards to get them ready for renewal. Crystal is making everything digital by scanning receipts, vouchers, invoices, and applicator cards. Other stuff is getting organized and ready for summer spraying. The Weed and Pest council called Tuesday and said the state is getting \$9 mil for invasive grasses. The NWIWG group will apply for \$2 million for Sheridan County, Campbell County, and Johnson County. There will be a legislator field trip as well and a chance for the board members to get helicopter rides tentatively in August. None of these expenses will come out of JCWP funds.
- F-450 Bids – increase advertising? There was a guy from Gillette that works here who stopped by and said he was interested but had no follow up since. There was discussion

on using it to trade in for other equipment that needs to be replaced. Allen mentioned the Viking UTV will need to be replaced in the next year or two. It was decided to try to put it on the local radio station.

New Business:

- Allen's promotion to District Supervisor and pay discussed at the April 17th Executive meeting as well as Crystal's job title change to Office manager and pay was discussed. Also discussed were the updated job descriptions of both positions were reviewed. Tyler moved to approve the title changes, pay, and job descriptions as discussed, Nathan seconded the motion, passed unanimously. Scott mentioned the need to continue employee evaluations on a regular basis.
- Thane's departure and payout of his comp time, vacation time, and sick time was discussed. Thane accrued 30.25 hours of comp time, 96 hours each of sick and vacation. Scott wanted to make sure what was paid is done legally and there was a need to contact the county attorney, state auditor, and county auditor. Dick expressed concern to get Thane a payment in a timely manner without waiting for the next board meeting. Scott said we would just need a motion to pay Thane based upon what the legal advice was. Tyler moved to pay Thane as directed by the public officials and not wait for the next board meeting, Dick seconded the motion, passed unanimously. **Update: 5/10/24, Allen spoke to Jackie Camino at the county office who said we do not pay out accrued sick leave, but the employee is entitled to pay for the comp time and the vacation time. The total amount paid to Thane after taxes was for the 30.25 hours of comp and 96 hours of vacation at his \$28.85 per hour rate based upon \$60,000 annual salary.**
- The Chase credit card was to be switched out of Rod's name according to meeting minutes late last year. Upon further investigation, Crystal said the card will need to be completely cancelled. Allen brought up the two options researched: a debit card tied directly to the general account, or a credit card issued by ANB where the general and leafy spurge accounts are held. After much discussion, it was decided an actual credit card was more secure with fraud prevention factors considering online transactions and motel fees as well as it could be reconciled against statements. There could be more checks and balances with it. Dick moved to close the Chase card and open a credit card account with ANB, Tyler seconded the motion, motion passed unanimously.
- **Checking account signers would need to be changed to have Thane removed and decide who to add it in his place. Nathan moved to remove Thane from the checking account, Tyler seconded it, motion passed unanimously. There was discussion about adding Crystal as the other signer with Allen for smaller checks or immediate need's checks such as utilities on a short timeline and due before the next board meeting to avoid late charges, etc. Nathan moved to add Crystal as a signer to the checking account, Tyler seconded the motion, passed unanimously.**
- Budget Amendment was discussed. Allen contacted the state and county regarding the need for a budget amendment. If Leafy Spurge and General combined are not over the combined budget, an amendment isn't needed. Scott's only question was regarding not using as much of Leafy Spurge as budgeted last summer. Thane's plan was to save Leafy Spurge money to cover June expenses for the start of this spraying season instead of

needing to hold expenses until July. With this in mind and with Thane helping with the preliminary budget, numbers were run, and it was decided no budget amendment is needed.

- Dick asked if all contractors were set up and scheduled to start spraying. Allen said all applicators, backpack crew, and helicopters are set to start spraying the first of June, possibly end of May.
- Updating the policies and procedures manual was discussed. Crystal stated the need to clarify the entire manual as it had amendments at the end that should be part of the body of the document to avoid confusion. Changes should be simply stated and not added later. Scott suggested holding off on that focus until the fall when there was time to really rework it and get input from county entities. It was agreed to table it but to also make sure to clarify the payouts upon separation of employees regarding comp time, sick time, and vacation time after speaking to the appropriate entities regarding the payouts.
- Contractor Rates were discussed. Allen was asking for feedback on approaching the contractors when one was \$7 per hour higher than the other two. The discussion included bidding for the highway jobs in the future to remain more competitive and stretch the taxpayer dollars more. Allen said the contractors have their lists of what they will do and where they will go. He also said the helicopters came in as expected. Scott mentioned the specialty work and higher safety requirements warrants a higher fee per hour on the highway jobs, but the other landowner spraying jobs should be more in line with the other two contractors on a per hour basis. There was further discussion as to the efficiency of using UTV's versus ATV's. Allen said he would talk to the contractors about reevaluating their rates.

Next Meeting:

June 6th, 2024 5:00 pm