

California Department of Food and Agriculture
BCTVCB Financial Subcommittee

SUBCOMMITTEE MEETING AGENDA
Thursday, August 26, 2021 at 9:30 a.m.

Zoom Meeting Information:

Link: <https://zoom.us/j/96721826918>

Meeting ID: 967 2182 6918

Passcode: Aw4&FsNF

All matters noticed on this agenda may be considered for recommendation to the full Board. Items listed on the agenda may be considered in any order at the discretion of the Subcommittee Chair. Any item not so noticed will not be considered or discussed. Each of the agenda items may include discussion and possible recommendation to the full Board by the Subcommittee. Time will be allowed for members of the public to make comments on each agenda item. All meeting agendas and notices are available on the California Department of Food and Agriculture website at: <https://www.cdfa.ca.gov/plant/meetings/>

1. Call to Order, Roll Call, Introductions

2. Review of Previous Subcommittee Minutes

- January 14, 2021 Financial Committee Minutes

3. Financial Review and Discussion

- Expenditures FY 20/21
- Revenues FY 20/21
- Current Fund Condition Statement

4. Agenda Items for Future Meetings

5. Adjourn

AMERICAN WITH DISABILITIES ACT

Persons needing a disability-related accommodation or modification in order to attend or participate in any Subcommittee or Committee meeting or other Subcommittee activity may request assistance by contacting Kaitlyn Beames at (559) 294-2031. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.

California Department of Food & Agriculture
Integrated Pest Control Branch
BEET CURLY TOP VIRUS CONTROL BOARD
FINANCIAL SUBCOMMITTEE
Virtual Zoom Meeting
January 14, 2021
DRAFT MINUTES

MEMBERS PRESENT

Zach Bagley
Darryl Bettencourt
Dan Burns
Ron Dalforno
Daniel Waterhouse

MEMBERS ABSENT

Mario Caimotto
Kyle Perez

CDFA PERSONNEL

Kaitlyn Beames
Lauren Murphy
Canh Nguyen

INTRODUCTIONS

The Beet Curly Top Virus Control Board (BCTVCB) Financial Subcommittee Meeting was convened at 9:31 am by BCTVCB Financial Subcommittee Chairman, Ron Dalforno, and introductions were made.

BAGLEY-KEENE OPEN MEETING ACT

The meeting was held in compliance with the Bagley-Keene Open Meeting Act.

MINUTES OF PREVIOUS BOARD MEETINGS

The Board reviewed the minutes from the BCTVCB Financial Subcommittee Meeting that took place July 16, 2020.

Ron Dalforno suggested that the BCTVCB Financial Subcommittee recommend to the full BCTVCB Board that they accept and approve the minutes from the BCTVCB Financial Subcommittee meeting that took place July 16, 2020 as presented; there was unanimous consent.

FINANCIAL REVIEW AND DISCUSSION

EXPENDITURES FISCAL YEAR (FY) 2020/2021

Canh Nguyen reviewed and discussed the expenditures for FY 2020/2021. As of December 2020, the total program expenditures spent were \$438,677 and the available balance in the FY 2020/2021 Board Approved Budget was \$1,695,423.

Mr. Nguyen reviewed the FY 2021/2022 Proposed Budget, which was put together by Program personnel based on past actual expenditures and projected needs. The FY 2021/2022 Proposed Budget is \$2,244,100.

Mr. Bettencourt asked what the plan was for filling the two retirement vacancies: the Agricultural Pest Control Supervisor and the Agricultural Pest Control Specialist. Mr. Bettencourt also asked if funding for backfilling those positions was already built into the FY

2021/2022 Proposed Budget. Mr. Nguyen stated that Michelle Dennis, Lauren Murphy, and himself were in discussion on the topic and evaluating the need for backfilling those positions. Nothing was finalized yet, but those positions were built into the FY 2021/2022 Proposed Budget. Discussion followed.

REVENUES FY 2020/2021

Mr. Nguyen discussed the revenues received and projected for FY 2020/2021.

Mr. Bettencourt asked if the future revenue projections were based off crop tonnage projections for the next season. Ms. Murphy explained that the revenue projections were based on past actuals rather than projected crop tonnage.

BREAKDOWN OF REVENUES BY COMMODITY AND DISTRICT

The Board reviewed the breakdown of revenues by commodity and district. For the FY 2020/2021 the revenues received from assessments, as on November 9, 2020, was \$458,80.75.

BREAKDOWN OF TONNAGE BY COMMODITY AND DISTRICT

The Board reviewed the breakdown of tonnage by commodity and district. For the FY 2020/2021 the tonnage reported through collected assessments was 3,883,621.15 tons.

CURRENT FUND CONDITION STATEMENT

Mr. Nguyen reviewed the Current Fund Condition Statement, as of November 2020. He discussed the funds for the Program's Bank of the West account, CDFA account, and the overall total Program Reserve. The total projected Program Reserve at the end of FY 2020/2021 was \$2,157,473.

AGENDA ITEMS FOR FUTURE MEETINGS

The board members requested additional information for the next financial subcommittee meeting to include:

- USDA tonnage projections for the 2021 crop season to project better revenues
- Update on research into alternatives to malathion

Mr. Dalforno adjourned the meeting at 10:27 am.

Lauren Murphy
Secretary to the Board

BUDGET FY2021/2022

BEET CURLY TOP VIRUS CONTROL PROGRAM

BUDGETS (FY 2020-21 through FY 2021-22)

OBJECT DESCRIPTION	BOARD APPROVED 2020/2021	FY 2020/2021 Year-to-Date Expenditures as of July 2021*	Available Balance	BOARD APPROVED BUDGET 2021/2022	Budget Commei
Permanent Salaries	\$550,000	\$499,194	\$50,806	\$500,000	[1]
Temporary Salaries	\$150,000	\$73,356	\$76,644	\$150,000	[2]
Overtime		\$26	-\$26		
Staff Benefits	\$350,000	\$228,965	\$121,035	\$300,000	[3]
Recovery		-\$126,438	\$126,438		
Unemployment and Worker's Comp	\$30,000	\$14,804	\$15,196	\$30,000	PA
TOTAL PERSONNEL SERVICES	\$1,080,000	\$689,908	\$390,092	\$980,000	
General Expense	\$10,000	\$3,314	\$6,686	\$15,000	PA
Printing	\$300	\$0	\$300	\$300	PA
Communications	\$4,000	\$6,798	-\$2,798	\$10,000	PA
Postage	\$2,000	\$655	\$1,345	\$2,000	PA
Insurance	\$10,000	\$7,056	\$2,944	\$10,000	PA
Travel In-State	\$9,000	\$1,372	\$7,628	\$9,000	PA
Travel Out-State	\$3,500	\$0	\$3,500	\$5,000	[4]
Training	\$1,500	\$2,140	-\$640	\$2,500	PA
Facilities Operations	\$60,000	\$60,054	-\$54	\$60,000	PA
Utilities	\$12,000	\$13,303	-\$1,303	\$15,000	PA
Consult/Pro Interdept'l					
Consult/Pro Srvs-External					
Direct Chrg-Dept Services	\$5,000	\$4,561	\$439	\$5,000	PA
ADMINISTRATIVE CHARGES:					[5]
Indirect Costs Exec/Admin		\$127,487			
Indirect Costs-Division	\$250,000	\$75,287	\$47,226	\$250,000	PA
Indirect Legal		\$0	\$0		
Information Technology Direct & Indirect	\$110,000	\$124,083	-\$14,083	\$110,000	PA
Central Adm. Services (Pro-rata)		\$0	\$0		
Equipment	\$0	\$0	\$0	\$0	
OTHER ITEMS OF EXPENSE:					
Clothing & Personal Supplies	\$0	\$0	\$0	\$0	
Misc Ag Services/Rentals (Aircraft)	\$318,000	\$65,402	\$252,598	\$300,000	[6]
Vehicle Purchase				\$60,000	
Ag Supplies (Field Expenses)	\$1,000	\$3,900	-\$2,900	\$1,000	PA
Chem/Drugs/Lab Supplies	\$2,000	\$1,770	\$230	\$2,000	PA
Vehicle Operations	\$44,000	\$27,431	\$16,569	\$45,000	PA
Interest Penalties	\$0	\$0	\$0	\$0	
Pesticide Purchases	\$211,800	\$74,899	\$136,901	\$200,000	[7]
Research Contracts/Univ	\$0	\$0	\$0	\$0	
Total Other Items of Expense	\$576,800	\$173,402	\$403,398	\$608,000	
OE&E Budget Adjustments	\$0			\$0	
TOTAL OE&E	\$1,054,100	\$599,512	\$454,588	\$1,101,800	
TOTAL PROGRAM	\$2,134,100	\$1,289,420	\$844,680	\$2,081,800	
Agriculture Fund	\$2,134,100	\$1,227,999	\$844,680	\$2,081,800	
Unclaimed Gas Tax Funds		\$61,421			
TOTAL =	\$2,134,100	\$1,289,420	\$844,680	\$2,081,800	

Budget Comments **FY2020/2021**

BEET CURLY TOP VIRUS CONTROL PROGRAM

PA = estimate based on past actual expenditures

- [1] **Permanent Salaries:** Based on FY 20/21 projections.
- [2] **Temp Help Salaries:** Based on FY 20/21 projections.
- [3] **Staff Benefits:** Based on FY 20/21 projections.
- [4] **Travel Out-State:** Place holder for annual Curly Top Virus Conference travel
- [5] **ADMIN Charges:** From Budget Office-Past Actual
- [6] **Aerial Contract:** New Aerial Contract in effect as of August 15, 2021;

	Rate/Acre	Acres	Total
FY 20/21 Treatments	\$5.30	80,000	\$424,000.00

- [7] **Pesticide Purchase:** Anticipates no increase in previous contract price.
Note: Pesticide is included in the aerial contract.

Pesticides	Cost/Acre	Est Acres	Total
ULV	\$3.50	80,000	\$280,000.00
Adjuvants	\$0.03	80,000	\$2,400.00
	\$3.53	80,000	\$282,400.00

$$\$56.02/\text{gal incl. Tax} \quad \times \quad \frac{1 \text{ gallon}}{16.0 \text{ acres}} \quad = \quad \$3.50/\text{acre}$$

\$51.95/gal + \$4.07 tax = \$56.02
7.7 oz. malathion / per gal. mix / acre

ACTUAL BUDGET EXPENDITURES Beet Curly Top Virus Control Program FY 2016/2017 - FY 2020/2021

OBJECT DESCRIPTION	2016/2017 Fiscal Year	2017/2018 Fiscal Year	2018/2019 Fiscal Year	2019/2020 Fiscal Year	2020/2021* Fiscal Year
Permanent Salaries	\$660,040	\$654,986	\$683,809	\$741,164	\$499,194
Temporary Salaries	\$157,670	\$120,317	\$140,997	\$75,285	\$73,356
Overtime and other pay	\$5,176	\$6,842	\$5,073	\$332	\$26
Salary/Wage & Benefit Recovery	-\$202,703	-\$293,678	-\$394,436	-\$306,969	-\$126,438
Staff Benefits	\$346,796	\$294,202	\$457,915	\$261,216	\$228,965
Unemployment and Worker's Comp	\$52,844	\$28,072	\$28,109	\$33,626	\$14,804
TOTAL PERSONNEL SERVICES	\$1,019,823	\$810,741	\$921,466	\$804,654	\$689,908
General Expense	\$17,315	\$6,885	\$5,195	\$2,906	\$3,314
Printing	\$736	\$294	\$0	\$0	\$0
Communications	\$4,330	\$4,374	\$3,350	\$6,542	\$6,798
Postage	\$918	\$781	\$2,082	\$354	\$655
Insurance	\$6,560	\$7,143	\$9,954	\$9,002	\$7,056
Travel In-State	\$9,319	\$4,770	\$6,237	\$7,108	\$1,372
Travel Out-of-State	\$2,612	\$3,316	\$233	\$0	\$0
Training	\$1,245	\$925	\$1,420	\$555	\$2,140
Facilities Operations	\$59,423	\$59,750	\$60,343	\$62,982	\$60,054
Utilities	\$12,375	\$11,848	\$10,173	\$10,987	\$13,303
Consult/Pro Interdept'l	\$2,321	\$7,592	\$0	\$0	\$0
Consult/Pro Srvs-External	\$35	\$0	\$0	\$0	\$0
Direct Chrg-Dept Services	\$0	\$0	\$4,678	\$3,526	\$4,561
ADMINISTRATIVE CHARGES:					
Department Indirect Exec/Adm	\$131,452	\$141,806	\$125,166	\$134,781	\$127,487
Division Indirect	\$83,059	\$83,560	\$70,630	\$79,614	\$75,287
Legal Indirect			\$744	\$0	\$0
Information Technology (Direct and Indirect)	\$118,300	\$131,018	\$108,660	\$141,200	\$124,083
State Admn Services-Pro-rata	\$65,096	\$64,671	\$2,704	\$0	\$0
Equipment	-\$330	\$341	\$0	\$0	\$0
OTHER ITEMS OF EXPENSE:					
Clothing & Personal Supplies	\$0	\$0	\$0	\$0	\$0
Misc Ag Services/Rentals (airplane)	\$20,895	\$64,136	\$49,869	\$88,140	\$65,402
Ag Supplies (Field Expenses)	\$1,860	\$284	\$941	\$1,763	\$3,900
Chem/Drugs/Lab Supplies	\$1,286	\$392	\$3,760	\$0	\$1,770
Interest Penalties		\$0	\$0	\$0	\$0
Vehicle Operations[1]	\$52,807	\$41,111	\$43,831	\$26,683	\$27,431
Pesticide Purchase	\$34,075	\$0	\$60,192	\$63,936	\$74,899
Research Contracts/Univ	\$105,241	\$73,851	\$0	\$0	\$0
TOTAL OTHER ITEMS OF EXPENSE	\$216,164	\$179,774	\$158,593	\$180,522	\$173,402
OE&E Budget Adjustments					
TOTAL OE&E	\$730,930	\$708,847	\$570,162	\$640,078	\$599,512
TOTAL BCTVCP EXPENDITURES	\$1,750,753	\$1,519,588	\$1,491,628	\$1,444,731	\$1,289,420
Fund Sources and Contributions:					
Unclaimed Gas Tax Funds	\$28,112	\$28,310	\$26,584	\$74,286	\$61,421
Required from Agriculture Fund	\$1,722,641	\$1,491,278	\$1,465,044	\$1,370,445	\$1,227,999
BCTVC Program Expenditures vs Proposed Budget:					
Total BCTVCP Expenditures =	\$1,750,753	\$1,519,588	\$1,491,628	\$1,444,731	\$1,289,420
BCTVC Board Approved BUDGET=	\$2,350,068	\$2,527,086	\$2,600,245	\$2,219,242	\$2,134,100
DIFFERENCE =	\$599,315	\$1,007,498	\$1,108,617	\$774,511	\$844,680

*July2020-June2021: Expenditures are not final

BCTV Program Revenue By Crop: FY 20/21

CROP	TONS	ASSESSED
TOMATO - Fresh Market	559,216.85	\$ 126,514.42
TOMATO - Processing	5,445,857.51	\$ 785,921.99
SUGARBEET	704,194.24	\$ 52,110.40
MUSKMELON - Green Weight	296,373.78	\$ 17,248.45
MUSKMELON - Vine Seed	22.89	\$ 54.77
SQUASH - Green Weight	39,232.53	\$ 2,992.93
SQUASH - Vine Seed	83.66	\$ 105.91
PUMPKIN - Green Weight	47,824.18	\$ 1,385.85
PUMPKIN - Vine Seed	14.93	\$ 10.82
CUCUMBER - Green Weight	50,952.78	\$ 1,890.09
CUCUMBER - Vine Seed	29.12	\$ 19.26
BEANS - Dry	10,399.45	\$ 883.20
BEANS - Green Lima	-	\$ 59.72
BEANS - Green Snap	4,096.71	\$ 335.00
PEPPERS	170,193.30	\$ 24,154.22
SPINACH	85,098.98	\$ 1,582.56
WATERMELON - Green Weight	112,281.13	\$ 4,591.25
WATERMELON - Vine Seed	93.72	\$ 15.84
Others*		767011.22
TOTAL	7,525,965.75	\$ 1,786,887.90

*Growers reporting without specific crop identified. Growers using incorrect assessment rate.

**Department of Food and Agriculture
Fund Condition Statement
Curly Top Virus Program
August 5, 2021**

Bank of the West (B of W) Funds

	<i>Actual</i> 2020/21	<i>Projected</i> 2021/22	<i>Projected</i> 2022/23	<i>Projected</i> 2023/24	<i>Projected</i> 2024/25
B of W BEGINNING BALANCE	426,711	1,144,564	1,370,760	1,596,956	1,823,152
Revenues deposited into B of W	1,842,286	1,500,000	1,500,000	1,500,000	1,500,000
Funds transferred to CDFA Account*	-1,850,629	-2,000,000	-2,000,000	-2,000,000	-2,000,000
Penalties	0	0	0	0	0
Bank Charges	0	0	0	0	0
Interest**	726,196	726,196	726,196	726,196	726,196
TOTAL B of W RESERVE	1,144,564	1,370,760	1,596,956	1,823,152	2,049,348

CDFA Fund Condition

	<i>Actual</i> 2020/21	<i>Projected</i> 2021/22	<i>Projected</i> 2022/23	<i>Projected</i> 2023/24	<i>Projected</i> 2024/25
CDFA BEGINNING BALANCE	1,138,502	1,566,118	1,530,988	1,495,683	1,460,205
Prior Year Adjustments					
Adjusted Balance	1,138,502	1,566,118	1,530,988	1,495,683	1,460,205
REVENUE:					
Transfer from B of W*	1,850,629	2,000,000	2,000,000	2,000,000	2,000,000
SMIF Interest ***	3,341	7,799	7,624	7,449	7,272
Interest from Loan					
Sale of Fixed Assets					
TOTAL REVENUE	1,853,969	2,007,799	2,007,624	2,007,451	2,007,272
TOTAL RESOURCES	2,992,471	3,573,917	3,538,612	3,503,134	3,467,480
EXPENDITURES:					
Paid in current year	1,289,420	1,900,000	1,900,000	1,900,000	1,900,000
Pro Rata (SB 836)	90,964	96,959	96,959	96,959	96,959
Pension Payment (SB 84)	45,970	45,970	45,970	45,970	35,221
Revenue transfer					
TOTAL EXPENDITURES	1,426,354	2,042,929	2,042,929	2,042,929	2,032,180
CDFA RESERVE	1,566,118	1,530,988	1,495,683	1,460,205	1,435,300

Combined Reserves

	<i>Actual</i> 2020/21	<i>Projected</i> 2021/22	<i>Projected</i> 2022/23	<i>Projected</i> 2023/24	<i>Projected</i> 2024/25
TOTAL B of W RESERVE	1,144,564	1,370,760	1,596,956	1,823,152	2,049,348
CDFA RESERVE	1,566,118	1,530,988	1,495,683	1,460,205	1,435,300
TOTAL PROGRAM RESERVE	2,710,681	2,901,748	3,092,639	3,283,357	3,484,648

**Interest amount includes balance of Money Market account.

***SMIF Interest rate updated as of 12/31/21.