

California Department of Food and Agriculture
BCTVCB Financial Subcommittee

SUBCOMMITTEE MEETING AGENDA
Thursday, January 14, 2021 at 9:30 a.m.

Zoom Meeting Information:

Meeting ID: 998 6090 4764

Passcode: y\$pdBfw1

Or

Conference Call Line:

1-888-793-8939

Access Code: 8017579

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

- July 16, 2020 Financial Committee Minutes

3. Financial Review and Discussion

- Expenditures FY 20/21
- Revenues FY 20/21
 - Breakdown of Revenues by Commodity and District
 - Breakdown of Tonnage by Commodity and District
- 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
2895 N. Larkin Ave. Suite A
Fresno, CA 93727
Conference Room
July 16, 2020
MINUTES

MEMBERS PRESENT

Zack Bagley*
Darryl Bettencourt*
Ron Dalforno*
Kyle Perez*

MEMBERS ABSENT

Dan Burns
Mario Caimotto
Daniel Waterhouse

CDEA PERSONNEL

Kaitlyn Beames
Randy Collins
Michelle Dennis*
Lauren Murphy
Canh Nguyen

*Participated via Webinar

INTRODUCTIONS

The Beet Curly Top Virus Control Board (BCTVCB) Financial Subcommittee Meeting was convened at 10:15 am by BCTVCB Secretary, Lauren Murphy, 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 January 16, 2020.

MOTION:

Ron Dalforno moved that the Subcommittee recommend approving the minutes of the January 16, 2020 Subcommittee Meeting as presented. The motion was seconded by Kyle Perez.

FINANCIAL REVIEW AND DISCUSSION

EXPENDITURES FISCAL YEAR (FY) 19/20

Canh Nguyen reviewed and discussed the expenditures for FY 19/20. He stated that the total expenditures for the Beet Curly Top Virus Control Program (Program) was approximately 1.6 million for FY19/20.

Michelle Dennis stated that the estimated expenditures were not final yet due to June not being closed out.

REVENUES FY 19/20

Mr. Nguyen discussed the revenues for FY 19/20. He stated that all revenues have been received and are considered final. He stated that the FY 19/20 4th Quarter (Apr.-June) revenues appeared low compared to previous years and asked for input from the Board members on why that might have happened.

Ms. Dennis further discussed the revenues for FY 19/20. She specified that the revenue was low in June 2020. She also explained that the 1st Quarter of assessments typically make up 60 percent of the overall FY revenue. The 2nd quarter of assessments make up approximately 30 percent and the last 2 quarters drop off, making up a combined approximately 5-10 percent of the overall FY revenue.

CURRENT FUND CONDITION STATEMENT

Ms. Dennis discussed the current Fund Condition Statement as of June 2020. She reviewed the funds for the Program's Bank of the West account, CDFA account, and the overall total Program Reserve. It was noted that the Program should expect to see an increase in revenues for FY 20/21 due to the fact that the 40 percent assessment rate increase went into effect as of April 1, 2020 and will be captured during the 2020 crop season. That in conjunction with reducing Program expenditures will help to balance the Program Budget.

AGENDA ITEMS FOR FUTURE MEETINGS

Mr. Bettencourt requested for the next meeting to include a breakdown of monthly revenues received by each district and commodity.

Mr. Dalforno adjourned the meeting at 11:10 am.

Lauren Murphy
Secretary to the Board

PROPOSED 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 December 2020*	Available Balance	PROPOSED BUDGET 2021/2022
Permanent Salaries	\$550,000	\$208,277	\$341,723	\$625,000
Temporary Salaries	\$150,000	\$46,944	\$103,056	\$150,000
Overtime		\$264	-\$264	
Staff Benefits	\$350,000	\$110,589	\$239,411	\$350,000
Recovery		-\$97,626	\$97,626	
Unemployment and Worker's Comp	\$30,000	\$21,332	\$8,668	\$30,000
TOTAL PERSONNEL SERVICES	\$1,080,000	\$289,779	\$790,221	\$1,155,000
General Expense	\$10,000	\$0	\$10,000	\$10,000
Printing	\$300	\$0	\$300	\$300
Communications	\$4,000	\$1,806	\$2,194	\$4,000
Postage	\$2,000	\$91	\$1,909	\$2,000
Insurance	\$10,000	\$0	\$10,000	\$10,000
Travel In-State	\$9,000	\$0	\$9,000	\$9,000
Travel Out-State	\$3,500	\$0	\$3,500	\$3,500
Training	\$1,500	\$0	\$1,500	\$1,500
Facilities Operations	\$60,000	\$30,078	\$29,922	\$60,000
Utilities	\$12,000	\$7,996	\$4,004	\$12,000
Consult/Pro Interdept'l		\$0	\$0	
Consult/Pro Svcs-External		\$0	\$0	
Direct Chrg-Dept Services	\$5,000	\$2,745	\$2,256	\$5,000
ADMINISTRATIVE CHARGES:				
Indirect Costs Exec/Admin		\$26,198		
Indirect Costs-Division	\$250,000	\$19,742	\$204,061	\$250,000
Indirect Legal		\$0		
Information Technology Direct & Indirect	\$110,000	\$31,224	\$78,776	\$110,000
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	\$16,640	\$301,360	\$318,000
Vehicle Purchase				\$35,000
Ag Supplies (Field Expenses)	\$1,000	\$745	\$255	\$1,000
Chem/Drugs/Lab Supplies	\$2,000	\$0	\$2,000	\$2,000
Vehicle Operations	\$44,000	\$11,634	\$32,366	\$44,000
Interest Penalties	\$0	\$0	\$0	\$0
Pesticide Purchases	\$211,800	\$0	\$211,800	\$211,800
Research Contracts/Univ	\$0	\$0	\$0	\$0
Total Other Items of Expense	\$576,800	\$29,019	\$547,781	\$611,800
OE&E Budget Adjustments	\$0			\$0
TOTAL OE&E	\$1,054,100	\$148,898	\$905,202	\$1,089,100
TOTAL PROGRAM	\$2,134,100	\$438,677	\$1,695,423	\$2,244,100
Agriculture Fund	\$2,134,100	\$438,677	\$1,695,423	\$2,244,100
Unclaimed Gas Tax Funds				
TOTAL =	\$2,134,100	\$438,677	\$1,695,423	\$2,244,100

FISCAL YEAR 2020-2021* REVENUES RECEIVED BY DISTRICT AND COMMODITY

CROP	DISTRICT				TOTALS
	I	II	III	IV	
Tomato - Processing		296,271.66	58,575.15	2,277.87	\$ 357,124.68
Sugarbeet	22,216.21	-	-		\$ 22,216.21
Tomato - Fresh Market	-	53,534.48	737.54	1,554.55	\$ 55,826.57
Peppers	105.84	7,198.79	153.07	6,772.53	\$ 14,230.23
Muskmelon - Green Weight	482.13	7,392.16	1.23	293.85	\$ 8,169.37
Beans - Dry					\$ -
Muskmelon - Vine Seed					\$ -
Spinach		2.54		138.74	\$ 141.28
Watermelon - Green Weight		308.25		347.31	\$ 655.56
Cucumber - Green Weight					\$ -
Squash - Green Weight		102.00		8.21	\$ 110.21
Pumpkin - Green Weight					\$ -
Beans - Green Snap				328.64	\$ 328.64
Watermelon - Vine Seed					\$ -
Beans - Green Lima					\$ -
Squash - Vine Seed					\$ -
Cucumber - Vine Seed					\$ -
Pumpkin - Vine Seed					\$ -
DISTRICT TOTALS	\$ 22,804.18	\$ 364,809.88	\$ 59,466.99	\$ 11,721.70	\$ 458,802.75

*July 1, 2020 through November 9, 2020

FISCAL YEAR 2020-21 TONNAGE REPORTED BY DISTRICT AND COMMODITY

CROP	DISTRICT				TOTAL TONNAGE
	I	II	III	IV	
Tomato - Processing	-	1,282,561.28	1,903,121.55	19,636.76	3,205,319.59
Sugarbeet	300,219.05	-	-		300,219.05
Tomato - Fresh Market	-	17,003.71	68.73	19,726.31	36,798.75
Muskmelon - Green Weight	33,508.72	93,801.72	39.56	14,433.00	141,783.00
Peppers	16,142.00	36,731.17	6,035.02	46,811.98	105,720.16
Watermelon - Green Weight		64,675.00		18,294.74	82,969.74
Spinach		62.00		4,742.68	4,804.68
Beans - Dry					0.00
Squash - Green Weight		2,040.92		373.03	2,413.95
Cucumber - Green Weight					0.00
Pumpkin - Green Weight					0.00
Muskmelon - Vine Seed					0.00
Beans - Green Snap				3,592.23	3,592.23
Watermelon - Vine Seed					0.00
Beans - Green Lima					0.00
Squash - Vine Seed					0.00
Cucumber - Vine Seed					0.00
Pumpkin - Vine Seed					0.00

*July 1, 2020 through November 9, 2020

**Department of Food and Agriculture
Fund Condition Statement
Curly Top Virus Program
November 9, 2020**

Bank of the West (B of W) Funds

	<i>Actual*</i> 2019/20	<i>Projected</i> 2020/21	<i>Projected</i> 2021/22	<i>Projected</i> 2022/23
B of W BEGINNING BALANCE	417,835	367,800	463,800	559,800
Revenues deposited into B of W	1,546,449	2,100,000	2,100,000	2,100,000
Funds transferred to CDFA Account	-1,596,484	-2,004,000	-2,004,000	-2,004,000
Penalties	0	0	0	0
Bank Charges	0	0	0	0
Interest	0	0	0	0
TOTAL B of W RESERVE	367,800	463,800	559,800	655,800

CDFA Fund Condition

	<i>Actual*</i> 2019/20	<i>Projected</i> 2020/21	<i>Projected</i> 2021/22	<i>Projected</i> 2022/23
CDFA BEGINNING BALANCE	998,267	1,902,626	1,693,673	1,477,266
Prior Year Adjustments	829,493			
Adjusted Balance	1,827,760	1,902,626	1,693,673	1,477,266
REVENUE:				
Transfer from B of W	1,596,484	2,004,000	2,004,000	2,004,000
SMIF Interest **		13,280	11,822	10,311
Interest from Loan				
Sale of Fixed Assets				
TOTAL REVENUE	1,596,484	2,017,280	2,015,822	2,014,311
TOTAL RESOURCES	3,424,244	3,919,907	3,709,495	3,491,577
EXPENDITURES:				
Paid in current year ***	1,370,445	2,089,300	2,089,300	2,089,300
Pro Rata (SB 836)	105,202	90,964	96,959	96,959
Pension Payment (SB 84)	45,970	45,970	45,970	45,970
Revenue transfer				
TOTAL EXPENDITURES	1,521,617	2,226,234	2,232,229	2,232,229
CDFA RESERVE	1,902,626	1,693,673	1,477,266	1,259,348

Combined Reserves

	<i>Actual*</i> 2019/20	<i>Projected</i> 2020/21	<i>Projected</i> 2021/22	<i>Projected</i> 2022/23
TOTAL B of W RESERVE	367,800	463,800	559,800	655,800
CDFA RESERVE	1,902,626	1,693,673	1,477,266	1,259,348
TOTAL PROGRAM RESERVE	2,270,426	2,157,473	2,037,066	1,915,148

*FY2019/20 is not closed out

**SMIF Interest rate updated as of 9/30/20.

***Actual not including encumbrances for FY19/20