

BUDGET COMMITTEE MEETING
MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 22, 2020, in the District Office at 155 Mason Circle, Concord, California and via teleconference pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT Randall Diamond, Chair
 Michael Krieg
 Kevin Marker
 Thomas Minter
 Jim Murray
 Duy Nguyen

TRUSTEES ABSENT Chris Cowen
 Darryl Young

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager

CALL TO ORDER

Chair Diamond called the meeting to order at 6:01 p.m.

ROLL CALL

A roll call indicated that six Trustees were present, and two were absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS – None.
2. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON APRIL 13, 2020
- ** Motion was made by Trustee Minter and seconded by Trustee Krieg to approve the minutes as amended from the Budget Committee meeting held on April 13, 2020. *Motion passed unanimously.*
3. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST – Administrative Services Manager Bagley reviewed the long term forecast and discussed strategies on how to show the long-range forecast by developing a methodology for it in the future.
4. REVIEW FIXED ASSET, PROGRAM DEVELOPMENT AND ONE-TIME REQUESTS RECOMMENDATION FOR FY 2020/2021 – the committee discussed the year to date budget and discussed various one-time items, including new vehicles, UAS (drone), building engineering, and operations software. The committee asked for the

carryover items to be noted on the reports in the future. The committee also asked that “preliminary” or “cost estimate” be added to the item building engineering, as this was not a quoted number.

5. REVIEW DRAFT BENEFIT ASSESSMENT FOR FY 2020/2021 – Administrative Services Manager Bagley presented the benefit assessment projection from Francisco and Associates. The committee will recommend the assessment at the next Board meeting for full board approval.
6. REVIEW INITIAL PROPOSED BUDGET FOR FY 2020/2021 – Administrative Services Manager Maria Bagley presented the proposed 2020/2021 budget. The committee discussed the large one-time expenses, which were creating a negative budget. The committee discussed that the majority of the expenses are one-time expenses and were not expected to roll forward.
7. DISCUSS PROPOSED BUILDING IMPROVEMENTS TO DISTRICT OFFICE – Administrative Services Manager Maria Bagley proposed updates to the District office due to various reasons. The committee discussed the District’s needs and how this could affect the District’s budget and reserves going forward. It was noted that this was preliminary and the District needed to get actual costs for the budget committee to review.
8. BOARD AND STAFF ANNOUNCEMENTS – None.
9. ADJOURNMENT – 8:47 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on April 12, 2021.



Peter Pay, 2021 Chair
Budget Committee