

## MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, April 28, 2008, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT     Diane Wolcott, Chairperson  
                                 Richard Head  
                                 Jeff Bennett  
                                 Tim McDonough  
                                 Richard Means

TRUSTEES ABSENT     Heather Gibson

OTHERS PRESENT     Craig Downs, General Manager  
                                 Ray Waletzko, Administrative & Finance Manager

1. The Committee meeting was called to order at 7:02 p.m.
2. Roll call indicated that five trustees were present and one was absent.
3. PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM COMMITTEE MEETING HELD ON JUNE 18, 2007

\*\* Motion was made by Trustee Head and seconded by Trustee Bennett to approve minutes from Committee meeting held on June 18, 2007. Motion passed.

5. REVIEW FISCAL YEAR 07/08 BUDGET YEAR TO DATE (Appendix I) - Administrative and Finance Manager Waletzko addressed the budget year to date as of April 14, 2008, and some trends that were developing. Some of the accounts that were addressed included; *Payroll - Temps, Agriculture, Outside Printing, Advertisements & Notices, Structures & Improvements, Property Taxes and Benefit Assessment.*
6. BUDGET DEVELOPMENT PROCEDURES - Administrative and Finance Manager Waletzko explained the process of gathering information from District supervisors regarding budget requests and year to date expenditures. He displayed a sample page from the District general ledger software as an example of how budget information is compiled.
7. REVIEW DISTRICT REVENUE SOURCES - Administrative and Finance Manager Waletzko discussed the District revenues sources and in particular the predicted dramatic drop in property tax growth in Contra Costa County. With declining growth of property tax revenue there was much discussion of the long term effects of capital improvement expenditures, versus new hires,


on the long term forecasts that staff generates. The District benefit assessment and the COLA options were also discussed.

8. BOARD AND STAFF ANNOUNCEMENTS - None

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:12 P.M.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on June 23, 2008.

  
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Diane Wolcott, Chairperson  
Budget Committee

AYES:

NOES:

ABSENT:

ABSTAIN: