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BOARD OF TRUSTEES  
**AUDIT COMMITTEE SPECIAL MEETING**  
\*\*WEDNESDAY, NOVEMBER 17, 2021\*\*

**AGENDA**  
**7:30 PM**

**THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM**

To join the meeting please follow the instruction below:

Access via the following link:

<https://us06web.zoom.us/j/91843637890?pwd=TmVZYWFkXUEJaQmExellrOTYzU0JmZz09>

Meeting ID: 918 4363 7890

Passcode: AUDIT

Audio only: If you do not have internet access, you may join by phone by using the following information:

+1 720 707 2699

Meeting ID: 918 4363 7890

Passcode: 300753

All portions of this meeting will be conducted by teleconferencing pursuant to Agenda Item #2 (if approved), in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding and agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com).

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*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President PEGGIE HOWELL Clayton • Vice President PETER PAY San Ramon • Secretary DANIEL PELLEGRINI Martinez  
Antioch Vacant • Brentwood JON ELAM • Concord PERRY CARLSTON • Contra Costa County JIM PINCKNEY CHRIS COWEN & DARRYL YOUNG  
Danville RANDALL DIAMOND • El Cerrito THOMAS MINTER • Hercules DUYLINH NGUYEN • Lafayette JAMES FITZSIMMONS • Moraga Vacant • Oakley MICHAEL KRIEG • Orinda KEVIN MARKER  
Pinole WARREN CLAYTON • Pittsburg RICHARD AINSLEY PhD • Pleasant Hill JENNIFER HOGAN • Richmond Vacant • San Pablo Vacant • Walnut Creek JAMES MURRAY

## AGENDA

1. CALL TO ORDER:  
Roll Call  
Pledge of Allegiance
  
2. AGENDA MANAGEMENT
  
3. PUBLIC INPUT ON NON AGENDA ITEMS  
This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.
  
4. APPROVAL OF MINUTES FROM AUDIT COMMITTEE SPECIAL MEETING HELD ON DECEMBER 7, 2020
  
5. MEET WITH DISTRICT AUDITORS, MAZE & ASSOCIATES, FOR REPORT AND ANALYSIS OF DRAFT OF FY21 (2020/2021) DISTRICT AUDIT AND MEMORANDUM OF INTERNAL CONTROL STRUCTURE
  
6. BOARD AND STAFF ANNOUNCEMENTS
  
7. ADJOURNMENT

I hereby certify that the District Board of Trustees Audit Committee Special Meeting Agenda was posted 3 days before the noted meeting.

  
\_\_\_\_\_  
Maria Bagley, Administrative Services Manager

11/12/2021  
Date

# CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

## NOVEMBER 17, 2021 AUDIT COMMITTEE SPECIAL MEETING

1. CALL TO ORDER:
  - Roll Call
  - Pledge of Allegiance
  
2. AGENDA MANAGEMENT – Consider order of items.
  
3. PUBLIC INPUT ON NON AGENDA ITEMS

This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.
  
4. APPROVAL OF MINUTES FROM AUDIT COMMITTEE SPECIAL MEETING HELD ON DECEMBER 7, 2020
  
5. MEET WITH DISTRICT AUDITORS, MAZE & ASSOCIATES, FOR REPORT AND ANALYSIS OF DRAFT OF FY21 (2020/2021) DISTRICT AUDIT AND MEMORANDUM OF INTERNAL CONTROL STRUCTURE (attached) – the committee will review the District Audit.
  
6. BOARD AND STAFF ANNOUNCEMENTS
  
7. ADJOURNMENT

AUDIT COMMITTEE MEETING  
MINUTES

An Audit Committee special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, December 7, 2020, 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      Jim Fitzsimmons, Chair  
                                 Perry Carlston  
                                 Peter Pay  
                                 Daniel Pellegrini

TRUSTEES ABSENT      Peggie Howell  
                                 Robert Lucacher

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Maria Bagley, Administrative Services Manager  
                                 David Alvey, Maze & Associates

CALL TO ORDER

Chair Fitzsimmons called the meeting to order at 5:03p.m.

ROLL CALL

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

1.      PUBLIC INPUT ON NON AGENDA ITEMS – None.
  
2.      APPROVAL OF MINUTES FROM AUDIT COMMITTEE SPECIAL MEETING HELD ON NOVEMBER 9, 2020
  
- \*\*      Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Audit Committee special meeting held on November 9, 2020. *Motion passed unanimously.*
  
3.      DISCUSSION OF FY20 (2019/2020) DISTRICT AUDIT AND GASB 68 FROM CCCERA – the committee discussed the final audit prepared by David Alvey, Maze & Associates. The committee reviewed the minor changes that were made on the fund names and OPEB from previous committee meeting, the consensus of the committee was to recommend the audit for the full Board approval.
  
4.      BOARD AND STAFF ANNOUNCEMENTS – None.

5. ADJOURNMENT – 5:07 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Audit Committee special meeting held on November 17, 2021.

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Jim Fitzsimmons, 2021 Chair Audit Committee