

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 14, 2021, via teleconference.

TRUSTEES PRESENT Peter Pay, Chair
 Richard Ainsley
 Chris Cowen
 Thomas Minter
 Jim Murray
 Darryl Young

TRUSTEES ABSENT None

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

CALL TO ORDER

Budget Committee Chair Pay called the meeting to order at 6:02 p.m.

ROLL CALL

A roll call indicated that six Trustees were present, and none were absent.

1. PUBLIC INPUT ON NON-AGENDA ITEMS – None.
2. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON APRIL 12, 2021

** Motion was made by Trustee Minter and seconded by Trustee Cowen to approve the minutes from the Budget Committee meeting held on April 12, 2021. *Motion passed unanimously.*

3. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST– Administrative Services Manager Bagley discussed the long-range forecast and the modified assumptions for FY 2021/2022. Trustee Murray discussed the impact of the proposed building remodel. The committee discussed cost overruns, new generator, civil engineering permitting, and other permits. The committee requested to keep abreast of any planning for the building remodel.

Trustee Young joined the meeting at 6:22 p.m

4. REVIEW FIXED ASSET, PROGRAM DEVELOPMENT, AND ONE TIME REQUEST RECOMMENDATIONS FOR FY22 (2021/2022)– Administrative Services Manager Bagley discussed the status of the District budget through March 31, 2021 and noted trends and areas of concern versus the budget adopted by the Board of Trustees for FY

2020/2021. These included software, vehicles, UAS drone, updated office equipment, and shop equipment.

5. REVIEW DRAFT BENEFIT ASSESSMENT FOR FY22 (2021/2022) – 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. DISCUSS FISCAL IMPACT FOR BUILDING IMPROVEMENTS TO DISTRICT FACILITY- Administrative Services Manager Bagley proposed the timeline for updates to the District office. The committee discussed the District’s needs and how this could affect the District’s budget and reserves in following years. It was noted that this was preliminary and the District needed to get actual costs for the Budget committee to review. The District staff has set up a meeting in the fall with the engineer firm from the 1990 office remodel.
7. REVIEW INITIAL PROPOSED BUDGET FOR FY22 (2021/2022) - Administrative Services Manager Bagley presented the proposed 2021/2022 budget. The committee discussed the building expense placeholder, which are a one-time expense, and how that resulted on a negative budget. The committee discussed how these expenses would not continue once the building remodel occurred. The committee made a recommendation to increase the consulting budget from \$100,000 to \$150,000 for final approval by the Board in July.

Trustee Cowen left the meeting at 7:22 p.m

8. REVIEW PROPOSED INVESTMENT POLICY REVIEW – Administrative Services Manager Bagley presented the proposed the updated Investment Policy. The committee discussed a few points for clarification. The committee will recommend the proposed investment policy for full board approval.
9. BOARD AND STAFF ANNOUNCEMENTS – Board President Howell reminded the committee members to submit the General Manager’s performance evaluation form to her and spoke to the importance of giving feedback to the General Manager.
10. ADJOURNMENT – 7:57 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on May 19, 2022.

Peter Pay, 2022 Chair Budget Committee