



155 Mason Circle
Concord, CA 94520
phone (925) 685-9301
fax (925) 685-0266
www.contracostamosquito.com

BOARD OF TRUSTEES
AUDIT COMMITTEE SPECIAL MEETING

****FRIDAY, APRIL 19, 2024****

AGENDA

TIME: 1:00 PM

LOCATION: Hybrid meeting of the Board of Trustees Audit Committee
Physically held at the District office located at
155 Mason Circle, Concord, CA 94520

By teleconference at:

<https://us06web.zoom.us/j/5418653851?pwd=0QWcPUI2a1bFGYCSuI3mPMTZlTcz9E.1&omn=85654371470>

Meeting ID: 541 865 3851

Passcode: 866980

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at 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 an 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.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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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 committee 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 and will be limited to three minutes per person.

4. APPROVAL OF MINUTES FROM AUDIT COMMITTEE MEETING HELD ON DECEMBER 12, 2023

5. AUDIT FIRM SELECTION INTERVIEWS

6. BOARD AND STAFF ANNOUNCEMENTS

7. ADJOURNMENT

I hereby certify that the District Board of Trustees Audit Committee special meeting agenda was posted 4 days before the noted meeting.

Christine Widger, Customer Service Specialist

4/16/2024

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

APRIL 19, 2024 AUDIT COMMITTEE MEETING

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM AUDIT COMMITTEE MEETING HELD ON December 12, 2023 (Pages 4-5)** – Minutes from Audit Committee meeting held on December 12, 2023 were attached.
5. **AUDIT FIRM SELECTION INTERVIEWS** – the committee will interview the firms which submitted proposals by the deadline and were selected to proceed to the interview process for Preparation of Fiscal Year End Auditing Services
- 6 – 7. No Comment

AUDIT COMMITTEE MEETING
MINUTES

An Audit Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Tuesday, December 12, 2023, at the District office located at 155 Mason Circle Concord, CA 94520.

TRUSTEES PRESENT Michael Krieg, Chair
 Perry Carlston
 Jim Dolgonas
 Daniel Pellegrini
 Damian Wong

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager (remote)
 Natalie Martini, Financial Administrator
 Stacy Stark, Human Resources and Administration Management
 David Alvey, Maze & Associates

1. CALL TO ORDER:

Audit Committee Chair Fitzsimmons called the meeting to order at 5:00 PM

Roll Call: A roll call indicated that five Trustees were present and none were absent.

2. AGENDA MANAGEMENT – There were no changes to the agenda and the agenda was adopted by rule.

3. PUBLIC INPUT ON NON AGENDA ITEMS - None

4. APPROVAL OF MINUTES FROM AUDIT COMMITTEE SPECIAL MEETING HELD ON JUNE 5, 2023

** Motion was made by Trustee Carlston and seconded by Trustee Wong to approve the minutes from the Audit Committee special meeting held on June 5, 2023. *Motion passed unanimously.*

5. MEET WITH DISTRICT AUDITORS, MAZE & ASSOCIATES, FOR REPORT AND ANALYSIS OF DRAFT OF FY 2022/2023 DISTRICT AUDIT AND MEMORANDUM OF INTERNAL CONTROL STRUCTURE – the committee reviewed the FY2022/2023 draft District Audit provided by Maze & Associates and agreed to recommend the audit to the Board for approval at the next regularly scheduled Board meeting.

6. BOARD AND STAFF ANNOUNCEMENTS – the committee expressed their preference for moving forward with a Request for Proposals process for Financial Auditing Services.
7. ADJOURNMENT – 5:33 PM

I certify the above minutes were approved as read or corrected at a meeting of the Audit Committee meeting held on Friday, April 19, 2024.

Jim Dolgonas, 2024 Chair Audit Committee