

MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, April 23, 2012, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Jim Fitzsimmons, Chairperson
 Soheila Bana
 Chris Cowen
 Peggie Howell

TRUSTEES ABSENT Richard Ainsley
 Richard Means
 Diane Wolcott

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

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that four trustees were present and three were absent.
3. PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM COMMITTEE MEETING HELD ON JUNE 20, 2011

** Motion was made by Trustee Cowen and seconded by Trustee Bana to approve minutes from Committee meeting held on June 20, 2011. Motion passed.

5. REVIEW DISTRICT RESERVES AND REVENUE SOURCES (Appendix I) - Administrative and Finance Manager Waletzko addressed the District's revenue sources, the percent of revenue each source generated for the District and some of the trends he is seeing in property tax collections in Contra Costa County. Graphs were used to display an eight year history of the District reserves with the Local Agency Investment Fund (LAIF) and eight years of expenses versus revenues. There was much discussion about the management of District revenues and the staff response to declining revenues.
6. REVIEW FISCAL YEAR 11/12 BUDGET YEAR TO DATE (Appendix II and III) - Administrative and Finance Manager Waletzko discussed the year to date budget and touched on a number of items including *payroll, agriculture, aviation, insurance and property taxes*. Some of the efforts of district employees to save funds were discussed as well as some of the decisions management has implemented to save money in the future. It was noted that the

Board of Trustees adopted a budget for FY 11/12 that had a deficit of approximately \$235,000, but that when the year closes we hope to finish with a deficit closer to \$100,000.

7. REVIEW LONG TERM FORECASTS (Appendix IV) - The long term forecast was discussed and some of the assumptions used were explained. General Manager Downs noted that Salaries and Wages constitutes over 70% of our annual budget and this is the area that we are attempting to rein in cost increases. The forecast presented included the \$325,000 that the State of California borrowed and is scheduled to repay the District in FY 2012/13 and an annual contribution of \$200,000 to the retiree medical trust fund that was set up last year. Administrative & Finance Manager Waletzko noted the most recent property tax check we received showed a revenue decline of 3.68% from last year. He noted that this was a larger decrease than we had projected and he was investigating trends and would report his findings at the next Budget Committee meeting on June 25, 2012. He explained that we have been using this forecast model for a number of years and it was excellent for showing how a minor variable change can have a large impact to our financial situation in the future.
8. BOARD AND STAFF ANNOUNCEMENTS - None
9. ADJOURNMENT - There being no further business, the meeting was adjourned at 8:00 P.M.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on June 25, 2012.

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Jim Fitzsimmons, Chairperson
Budget Committee

AYES:

NOES:

ABSENT:

ABSTAIN: