

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 3, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Perry Carlston, Chair
 Chris Cowen
 Robert Lucacher
 Kevin Marker
 James Murray
 Darryl Young

TRUSTEES ABSENT Richard Ainsley
 Richard Means

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

CALL TO ORDER

Chair Carlston called the meeting to order at 6:09 p.m.


ROLL CALL

A roll call indicated that 6 Trustees were present, and two were absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS – None.
 2. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON APRIL 29, 2019
- ** Motion was made by Trustee Cowen and seconded by Trustee Young to approve the minutes as amended from the Budget Committee meeting held on June 3, 2019. *Motion passed unanimously.*
3. REVIEW DISTRICT RESERVES AND REVENUE SOURCES – the committee reviewed the District's revenue sources, the percent of revenue each source generated for the District and some of the trends and potential impacts of the assumptions on the assessed value of property and property tax collections in Contra Costa County. The committee noted that over the years the 10 forecasts have not been very accurate and Administrative Services Manager Maria Bagley explained the difficulty of forecasting the county's revenues and the District's portion.

4. REVIEW DRAFT BENEFIT ASSESSMENT FOR FY 2019/2020 - Administrative Services Manager Maria Bagley presented the Benefit assessment projection from Francisco and Associates.
5. REVIEW FIXED ASSET, PROGRAM DEVELOPMENT, AND ONE TIME REQUEST / RECOMMENDATIONS FOR FY 2019/2020 - the committee discussed the year to date budget and discussed a number of one-time items, including new vehicles, safety lights, accounting software, and operations software. The committee asked for the capital items be noted on the report going forward.
6. REVIEW INITIAL PROPOSED BUDGET FOR FY 2019/2020 - Administrative Services Manager Maria Bagley presented the proposed 2019/2020 budget. The committee discussed the large one-time expenses, which were creating a negative budget. The committee understood that the majority of the expenses are one-time expenses and were not expected to roll forward.
7. REVIEW PROPOSED DISTRICT INVESTMENT, PROCUREMENT AND DISPOSAL, AND RESERVE POLICIES - the committee reviews the new policies and recommended them with minor changes to the language to go to the full board in the July meeting for approval.
8. BOARD AND STAFF ANNOUNCEMENTS – None.
9. ADJOURNMENT – 8:29 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on Monday, April 13, 2020.


Randall Diamond, 2020 Chair
Budget Committee