

MINUTES

An Audit Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Thursday, August 12, 2010, in the offices of the District auditors; Maze & Associates at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, California.

TRUSTEES PRESENT Jim Pinckney, Chairperson
 Sharyn Rossi
 Diane Wolcott

TRUSTEES ABSENT Dan Pellegrini
 Jose Saavedra

OTHERS PRESENT Vikki Rodriguez, Maze & Associates
 Craig Downs, General Manager
 Ray Waletzko, Administrative & Finance Manager

1. The Committee meeting was called to order at 9:15 a.m.
2. Roll call indicated that three trustees were present and two were absent.

3. PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM COMMITTEE MEETING HELD ON OCTOBER 22, 2009

** Motion was made by Trustee Rossi and seconded by Trustee Wolcott to approve minutes from Committee meeting held on October 22, 2009. Motion passed

5. REPORT ON HISTORIC ISSUES RELEVANT TO THE DISTRICT AUDIT COMMITTEE - Administrative & Finance Manager Waletzko reported that since inception in 2005, the committee has addressed the role of the committee, an extension for auditing services with Maze & Associates, security of district reserves held in the Local Agency Investment Fund (LAIF), streamlined insurance coverage explanations and periodic budget updates for the entire board of trustees.

District auditor, Vikki Rodriguez, noted that since the committee was formed, together we have addressed the implementation of GASB 34, 40 and 45 and SAS #112-117 "risk assessment standards", concerns over information technology and disclosure of catastrophic insurance protections. She noted the success of the twice a year meeting schedule prior to issuing the audit to the full board of trustees for adoption and that the District has received an unqualified opinion all five years.

6. MEET WITH DISTRICT AUDITORS TO REVIEW FISCAL YEAR 09/10 ANNUAL AUDIT PROCESS - Vikki Rodriguez from Maze & Associates discussed the audit planning meeting agenda that detailed the steps their firm would follow in auditing the District financial statements for fiscal year 09/10. Ms. Rodriguez discussed the scope and timing of the audit and the fraud considerations they would review. She noted some of the procedures that would be followed and items employees would have to prepare. Administrative & Finance Manager Waletzko discussed the calendar and noted that the auditors would be in the office the week of September 20th - 24th but that the process of confirmation letters began in July. The committee acknowledged that open communication with the auditors has been important and is appreciated. This will continue to be a goal going forward.

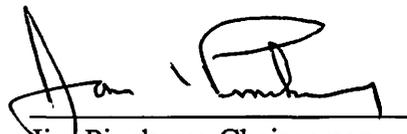
The committee discussed the Contra Costa County Grand Jury report on pensions. General Manager Downs explained that the District responded to the Grand Jury request for information and the Board of Trustees Executive Committee reviewed District policies and procedures on pensions for District employees and noted that no procedures or policies involve spiking; and pension benefits are appropriate and conservative.

7. REPORT ON AUDITORS CONTRACT FOR AUDITING SERVICES - The current Maze & Associates three year extension for auditing services expires at the close of the fiscal year 09/10 financial statement audit. Ms. Rodriguez left the room and the committee discussed the length of time with Maze as District auditors, quality of the work, communication with the auditors and the Contra Costa Grand Jury report on special district auditing practices. The committee agreed that it was important to have the entire committee discuss this issue and that this item would again be discussed at the October 20, 2010, committee meeting.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:27 A.M.

I certify the above minutes were approved as read or corrected at a meeting of the Audit Committee held on October 20, 2010.


Jim Pinckney, Chairperson
Audit Committee