

MINUTES

An Audit Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Tuesday, October 22, 2019, at Maze & Associates office at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, California

TRUSTEES PRESENT Peggie Howell, Acting Chairperson
Peter Pay
Daniel Pellegrini

TRUSTEES ABSENT Jim Fitzsimmons, Chairperson
Lola Odunlami

OTHERS PRESENT Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Vikki Rodriguez, Maze & Associates

1. The Committee meeting was called to order at 1:27 P.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 16, 2018
- ** Motion was made by Trustee Howell and seconded by Trustee Pay to approve minutes from Committee meeting held on October 16, 2018. *Motion passed unanimously*
5. MEET WITH DISTRICT AUDITORS, MAZE & ASSOCIATES, FOR REPORT AND ANALYSIS OF DRAFT OF FY2019 (2018/2019) DISTRICT AUDIT AND MEMORANDUM OF INTERNAL CONTROL STRUCTURE - Vikki Rodriguez of Maze & Associates gave a detailed explanation of the draft of the audited financial statements. She stated that the District received an Unmodified Opinion, which is the cleanest opinion possible.

The committee reviewed the management discussion and analysis, and discussion about the current year financial highlights. Ms. Rodriguez went through all the financial statements and there was discussion regarding the changes observed in the fiscal year's financials.

The District Memorandum on Internal Control was discussed and Ms. Rodriguez noted there were no difficulties encountered this audit. She stated the District staff was helpful and was able to deliver the majority of the items to Maze via cloud. It was the consensus of the committee to recommend adoption of the Fiscal Year 2019 (2018/2019) financial audit to the full Board of Trustees at the January 13, 2020, Board meeting.

6. ADJOURNMENT - There being no further business, the meeting was adjourned at 2:32 P.M.

I certify the above minutes were approved as read or corrected at a meeting of the Audit Committee held on August 17, 2020.



Jim Fitzsimmons, 2020 Chairperson
Audit Committee