

MINUTES

An Audit Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Tuesday, February 27, 2018, in the District office at 155 Mason Circle, Concord, California

TRUSTEES PRESENT Jim Fitzsimmons, Chairperson
 Perry Carlston
 Peggy Howell
 Lola Odunlami

TRUSTEES ABSENT Peter Pay
 Daniel Pellegrini

OTHERS PRESENT Paula Macedo, General Manager (by conference call)
 Ray Waletzko, Assistant Manager
 Vikki Rodriguez, Maze & Associates

1. The Committee meeting was called to order at 10:05 A.M.

2. Roll call indicated that four trustees were present and two were absent.

3. PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM COMMITTEE MEETING HELD ON
SEPTEMBER 26, 2017

** Motion was made by Trustee Carlston and seconded by Trustee Howell to approve minutes from Committee meeting held on September 26, 2017. Motion passed

5. MEET WITH DISTRICT AUDITORS, MAZE & ASSOCIATES, FOR REPORT AND ANALYSIS OF DRAFT OF FISCAL YEAR 16/17 DISTRICT AUDIT AND MEMORANDUM ON INTERNAL CONTROL - Vikki Rodriguez of Maze & Associates gave a detailed explanation of the draft of the audited financial statements. She noted that the new GASB 75 would be implemented in the next financial audit; however, we found out late in the audit season that PARS would not be considered the administrator for our trust as it relates to GASB 75 and we needed to immediately implement GASB 74. GASB 74 required an additional actuarial study and this unfortunately took a long time to complete. Ms Rodriguez noted that the District received an Unmodified Opinion, which is the cleanest opinion possible.

There was a review of 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 we will see in the financials this fiscal year due to the implementation of GASB 74. It was noted that implementation of GASB 75 will be much easier next audit due to the compliance with GASB 74 this year.

The District Memorandum on Internal Control was discussed and Ms Rodriguez noted there were no difficulties encountered this audit. Assistant Manager Waletzko noted that staff received additional training and worked extensively with the accounting software consultants and successfully resolved the problems we encountered last year with the system implementation and general ledger closing difficulties. Mr. Waletzko also noted that bank reconciliation problems have been resolved and appropriate procedures are in place for the future.

It was the consensus of the committee to recommend to the full Board of Trustees adoption of the Fiscal Year 2016/2017 financial audit at the March 12, 2018 Board meeting.

6. ADJOURNMENT - There being no further business, the meeting was adjourned at 11:02 A.M.

I certify the above minutes were approved as read or corrected at a meeting of the Audit Committee held on October 16, 2018.


Jim Fitzsimmons, Chairperson
Audit Committee

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____