

## MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 23, 2014, in the District Office at 155 Mason Circle, Concord, California.

**TRUSTEES PRESENT**      Jim Fitzsimmons, Chairperson  
                                 Peggie Howell  
                                 Michael Krieg  
                                 Richard Means  
                                 Lola Odunlami  
                                 James Pinckney  
                                 Diane Wolcott  
                                 Darryl Young

**TRUSTEES ABSENT**      Warren Clayton  
                                 Morris Jones

**OTHERS PRESENT**      Craig Downs, General Manager  
                                 Ray Waletzko, Assistant Manager

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that eight Trustees were present and two were absent.
3. PUBLIC INPUT ON NON AGENDA ITEMS  
  
None.
4. APPROVAL OF MINUTES FROM COMMITTEE MEETING HELD ON APRIL 28, 2014
- \*\* Motion was made by Trustee Krieg and seconded by Trustee Means to approve minutes from Committee meeting held on April 28, 2014. Motion passed.
5. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST - Assistant Manager Waletzko gave the trustees an updated forecast and explained that he had received the latest property tax numbers for the year and wanted the committee to have the most recent information. There was much discussion about funding the District Other Post Employment Benefits (OPEB) trust every year and the affect on the long range forecast. It was determined that we should continue to fund the trust per GASB guidelines but pay for current retiree medical expenses from the trust. Assistant Manager Waletzko also recommended, after further research, that the forecast for fiscal year 14/15 should have a projected 5% increase in property taxes due to the recent increases in property tax assessments in Contra Costa County.

6. REVIEW DISTRICT BENEFIT ASSESSMENT FOR FY 2014/2015 - Assistant Manager Waletzko explained that the Board of Trustees are required to adopt the Benefit Assessment Engineers Report at the July Board of Trustee meeting every year. It was noted that the benefit assessment generates approximately one third of the District revenues every year and that unlike property taxes the revenues from the benefit assessment are more stable. Assistant Manager Waletzko handed out a page from last years engineers report that detailed the cost of living increases that the District has not implemented in past years. It was noted that the District can still implement past COLA's up to a max of 5% per year; which would generate approximately \$100,000 annually. The committee decided that since we have the ability to capture past COLA's in future years we would not recommend an increase to the benefit assessment in FY 14/15 and we would re-visit the issue next budget season.
7. REVIEW FIXED ASSET AND PROGRAM DEVELOPMENT REQUEST RECOMMENDATIONS FOR FY 2014/2015 - Assistant Manager Waletzko and General Manager Downs discussed the requests made by staff for FY 14/15. General Manager Downs explained the need for a new Class 2 Bio-Safety cabinet for safety and code reasons. Assistant Manager Waletzko explained the need for two new trucks, an ARGO all terrain vehicle, Honda ATV and computer and computer software needs.
8. REVIEW PROPOSED BUDGET FOR FY 2014/2015 - Assistant Manager Waletzko discussed some items in the Proposed Budget. These included *Retirement, Other Post Employment Benefits (OPEB), Worker's Compensation & Liability Insurance, Miscellaneous Services, Benefit Assessment and Property Taxes*. Assistant Manager Waletzko noted that we closed FY 13/14 with a 5% increase in property taxes but the real increase in assessed value of real estate was difficult to determine this year due to the uneven receipt of redevelopment agency proceeds due to State of California legislation closing down redevelopment agencies. It was decided by the committee that staff would prepare a proposed budget for FY 14/15, for full Board of Trustee approval, that continues the District annual contribution to the OPEB trust, recognizes revenue from the trust to pay for current year retiree medical costs, a 5% projected increase in property taxes and no COLA on the District benefit assessment.

The summary budget for fiscal year 2014/2015 will include the above noted changes and will be included in the July 14<sup>th</sup>, 2014, Board of Trustees agenda packet for approval of the full board of trustees. It was decided that after receipt of the July 14<sup>th</sup> agenda in the mail Trustee Fitzsimmons can call a Trustee Budget Committee meeting at 6 PM prior to the board meeting to discuss the changes if needed.

9. REVIEW DISTRICT INVESTMENT POLICY - Assistant Manager Waletzko explained some recommended changes to the policy and after discussion the committee made some additional recommendations. The policy, with the proposed changes, will be recommended for approval by the full board at the July 14<sup>th</sup>, 2014, board meeting.
10. BOARD AND STAFF ANNOUNCEMENTS
11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:32 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on April 27, 2015.

A handwritten signature in black ink that reads "Randall Diamond". The signature is written in a cursive style with a large, prominent "D".

Randall Diamond, Chairperson  
Budget Committee

AYES:

NOES:

ABSENT:

ABSTAIN: