

AUDIT COMMITTEE MEETING
MINUTES

An Audit Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, August 17, 2020, via teleconference pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT Jim Fitzsimmons, Chair
 Perry Carlston
 Peggie Howell
 Robert Lucacher
 Peter Pay
 Daniel Pellegrini

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager
 David Alvey, Maze & Associates

CALL TO ORDER

Chair Fitzsimmons called the meeting to order at 6:02 p.m.

ROLL CALL

A roll call indicated that six Trustees were present, and none was absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS – None.

2. APPROVAL OF MINUTES FROM AUDIT COMMITTEE MEETING HELD ON OCTOBER 22, 2019

- ** Motion was made by Trustee Howell and seconded by Trustee Pellegrini to approve the minutes from the Audit Committee meeting held on October 22, 2019. *Motion passed unanimously.*

3. REVIEW AUDIT TEAM CONDUCTING DISTRICT FIELD WORK – David Alvey, Maze & Associates, spoke with the Trustees and District Staff about the scope of the work. He spoke about his background and experience and his work with other Special Districts.

4. MEET WITH DISTRICT AUDITORS TO REVIEW FISCAL YEAR 19/20 ANNUAL AUDIT PROCESS – David Alvey, Maze & Associates, discussed the Scope of the Audit

process. He discussed what the team would be auditing, how they will be reviewing the Districts relevant policies, processes and standard operating procedures, and Managements overrides. He stated that any Trustees or staff can reach out to him if they have questions or any potential concerns.

5. BOARD AND STAFF ANNOUNCEMENTS None

6. ADJOURNMENT 6:32 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Audit Committee held on October 19, 2020.

A solid black rectangular box redacting the signature of the chair.

Jim Fitzsimmons, 2020 Chair Audit Committee