

BUDGET COMMITTEE MEETING
MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, April 12, 2021, in the District Office at 155 Mason Circle, Concord, California and 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 Peter Pay, Chair
 Richard Ainsley
 Chris Cowen
 Thomas Minter
 Jim Murray
 Darryl Young

TRUSTEES ABSENT Kevin Marker

OTHERS PRESENT Peggie Howell, President, Board of Trustees
 Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager

CALL TO ORDER

Budget Committee Chair Pay called the meeting to order at 6:00 p.m.

ROLL CALL

A roll call indicated that six Trustees were present, and one was absent.

1. PUBLIC INPUT ON NON-AGENDA ITEMS – None.
2. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON JUNE 22, 2020

** Motion was made by Trustee Murray and seconded by Trustee Cowen to approve the minutes from the Budget Committee meeting held on June 22, 2020. *Motion passed unanimously.*

3. REVIEW DISTRICT RESERVES AND REVENUE SOURCES – Administrative Services Manager Bagley discussed the District's recent history of expenses versus revenues and reserves with the Local Agency Investment Fund (LAIF), along with property tax and benefit assessment revenue streams.
4. REVIEW FISCAL YEAR 2020/2021 BUDGET YEAR TO DATE – Administrative Services Manager Bagley discussed the status of the District budget through March 31, 2021 and noted trends and areas of concern versus the budget adopted by the Board of Trustees for fiscal year 2020/2021.

5. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST – Administrative Services Manager Bagley reviewed the enclosed long term forecast and the committee discussed new template and strategies for protecting the District finances.
6. DISCUSSION OF HISTORICAL BUDGET AND AUDIT NUMBERS AND METHODOLOGY - Administrative Services Manager Bagley reviewed the District's budgets and compared them to actual numbers for the past 10 years. The review included the County's actual property tax shown against what the District receives and showed the lack of correlation between the two. The committee discussed the proposed methodology of using 60% of the 5-year moving average to budget for revenues, and 85% of the 5-year average to budget for expenses with the overlay of taking away any large one-time expense that the District will not have. The committee directed staff to validate the methodology using previous years and report back on how it worked in predicting the next year's budget better than the current process.
7. DISCUSSION OF BOARD PACKET MATERIALS - Administrative Services Manager Bagley reviewed the current format of Board packet financial materials, specifically the current process for identification of unusual expenses and proposed a new format process to define unusual items. The committee agreed to recommend the change to the Board at the May Board of Trustees meeting.
8. BOARD AND STAFF ANNOUNCEMENTS – None.
9. ADJOURNMENT – 8:01 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on June 14, 2021.



Peter Pay, 2021 Chair
Budget Committee