

## MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 25, 2012, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Jim Fitzsimmons, Chairperson  
                                 Peggie Howell  
                                 Chris Cowen  
                                 Michael Krieg

TRUSTEES ABSENT      Richard Ainsley  
                                 Soheila Bana  
                                 Richard Means  
                                 Diane Wolcott

OTHERS PRESENT      Craig Downs, General Manager  
                                 Ray Waletzko, Administrative & Finance Manager

1. The Committee meeting was called to order at 7:02 p.m.
2. Roll call indicated that four Trustees were present and four were absent.
3. PUBLIC INPUT ON NON AGENDA ITEMS  
  
None.
4. APPROVAL OF MINUTES FROM COMMITTEE MEETING HELD ON APRIL 23, 2012  
  
\*\* Motion was made by Trustee Cowen and seconded by Trustee Howell to approve minutes from Committee meeting held on April 23, 2012. Motion passed.
5. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST - Administrative & Finance Manager Waletzko discussed the forecast that was sent as an attachment after the agenda was mailed. He discussed how the new forecast now had the final property tax revenues for FY 11/12, the latest payroll numbers for FY 12/13 and the projected District ending FY 11/12 and proposed FY 12/13 budget numbers included. There was much discussion about the State of California repayment of the \$324,000 loan from the District under Proposition 1A and the annual \$200,000 District contribution to the District OPEB trust. Administrative & Finance Manager Waletzko noted that prudent fiscal management in the past, when property taxes were growing by double digits, has prepared the District to handle the adverse economic conditions we currently face.

6. REVIEW DISTRICT BENEFIT ASSESSMENT FOR FY 2012/2013 - Administrative & Finance 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. There was discussion about the cost of living options available to the District but there was no adjustment recommended by District staff or the committee.
7. REVIEW FIXED ASSET AND PROGRAM DEVELOPMENT REQUEST RECOMMENDATIONS FOR FY 2012/2013 - Administrative & Finance Manager Waletzko and General Manager Downs discussed the requests made by staff for FY 12/13. There was an explanation of how staff is involved in the evaluation and priority setting of items that are requested. Additional detail was provided for a number of items such as a digital camera, pressure washer, defibrillator, copy machine and vehicle branding.
8. REVIEW PROPOSED BUDGET FOR FY 2012/2013 - Administrative & Finance Manager Waletzko noted some items in the Proposed Budget. These included *Payroll, Health Insurance, Agriculture, Aviation Services, Miscellaneous Services, Property Taxes and Benefit Assessment*. Administrative & Finance Manager Waletzko noted that we projected a 2% decline in property taxes for FY 11/12 and the final numbers show a decline of .75 percent. He noted that after extensive research he anticipated property tax revenue stabilizing by FY 12/13. A budget was proposed for FY 12/13 that has a deficit and there was much discussion about the planning done in the past that should help the District maintain services even in tough economic times.
  - \*\* Motion was made by Trustee Krieg and seconded by Trustee Cowen to recommend the proposed budget to the full board of trustees. Motion passed.
9. REVIEW DISTRICT INVESTMENT POLICY (Appendix IV) - Administrative & Finance Manager Waletzko noted that the policy is reviewed annually by staff and the District auditors to ensure that checks and balances are always in place. There were no changes recommended to the policy.
  - \*\* Motion was made by Trustee Cowen and seconded by Trustee Howell to recommend the District Investment Policy to the full board of trustees. Motion passed.
10. BOARD AND STAFF ANNOUNCEMENTS
11. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:54 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on April 22, 2013.

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Jim Fitzsimmons, Chairperson  
Budget Committee

AYES:

NOES:

ABSENT:

ABSTAIN: