

MINUTES

An Audit Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Thursday, October 22, 2009, in the offices of the District auditors; Maze & Associates at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, California.

TRUSTEES PRESENT Jim Pinckney, Chairperson
 Sharyn Rossi
 Dan Pellegrini

TRUSTEES ABSENT None

OTHERS PRESENT Vikki Rodriguez, Maze & Associates
 Craig Downs, General Manager
 Ray Waletzko, Administrative & Finance Manager

1. The Committee meeting was called to order at 9:10 A.M.
2. Roll call indicated that three trustees were present and none were absent.
3. PUBLIC INPUT ON NON AGENDA ITEMS

 None.
4. APPROVAL OF MINUTES FROM COMMITTEE MEETING HELD ON AUGUST 26, 2009
- ** Motion was made by Trustee Rossi and seconded by Trustee Pellegrini to approve minutes from Committee meeting held on August 26, 2009. Motion passed
5. MEET WITH DISTRICT AUDITORS, MAZE & ASSOCIATES TO DISCUSS DRAFT OF FISCAL YEAR 08/09 DISTRICT AUDIT AND MEMORANDUM OF INTERNAL CONTROL STRUCTURE (APPENDIX I) - Vikki Rodriguez of Maze & Associates explained that the District received an unqualified opinion with no audit findings and no material weakness on this years audit. The Management's Discussion and Analysis letter and Governmental Funds Balance Sheet were discussed and reviewed.


The Committee discussed the options available to both fund obligations, and designate reserves, for the District's compliance with GASB 45. It was determined that even if the District chooses to pay as you go or just fund the Annual Required Contribution (ARC) that we should consider the Board of Trustees designating a portion of the District reserves for our obligations; as this would then be noted in the annual District audited financial statements.

The committee discussed whether it is appropriate to revisit the District's budget mid year when circumstances in the economy change. The District auditor, Vikki Rodriguez, stated that it is not appropriate to change an adopted budget mid year and they would be obligated to begin any audit work with the budget the full board adopted in July of each year.

There was some discussion about a periodic financial update to the Board of Trustees rather than just annual discussions. Administrative & Finance Manager Waletzko will develop a concise report that could potentially be included in the consent calendar of the board agenda or included, as information only, every other board meeting.

6. ADJOURNMENT - There being no further business, the meeting was adjourned at 9:52 A.M.

I certify the above minutes were approved as read or corrected at a meeting of the Audit Committee held on August 12, 2010.



James Pinckney, Chairperson
Audit Committee

AYES:

NOES:

ABSENT:

ABSTAIN: