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BOARD OF TRUSTEES
BUDGET COMMITTEE SPECIAL MEETING
*****THURSDAY, DECEMBER 8, 2022*****
AGENDA
6:00 PM

THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM

To join the meeting please follow the instruction below:

Access via the following link:

<https://us06web.zoom.us/j/81465804080?pwd=Y0NrTGdVZ013MFdTcVpwSDhRbERCQT09>

Audio only: If you do not have internet access, you may join by phone by using the following information:

Dial by your location

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Meeting ID: 814 6580 4080

Passcode: 714034

Find your local number: <https://us06web.zoom.us/j/81465804080>

This meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding and agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **MICHAEL KRIEG** Oakley • Vice President **PERRY CARLSTON** Concord • Secretary **DANIEL PELLEGRINI** Martinez
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AGENDA

- 1. CALL TO ORDER**
Roll Call
Pledge of Allegiance
- 2. AGENDA MANAGEMENT**
- 3. PUBLIC INPUT ON NON-AGENDA ITEMS**
This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.
- 4. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON JULY 11, 2022**
- 5. REVIEW AND DISCUSS FINANCIAL REPORT FORMAT**
- 6. REVIEW AND DISCUSS PROPOSED CHANGE TO BANKING**
- 7. REVIEW AND DISCUSS INVESTMENTS OPTIONS**
- 8. REVIEW AND DISCUSS GENERAL MANAGER SPENDING AUTHORITY LIMITS**
- 9. BOARD AND STAFF ANNOUNCEMENTS**
- 10. ADJOURNMENT**

I hereby certify that the District Board of Trustees Budget Committee Meeting Agenda was posted 7 days before the noted meeting.

Natalie Martini, Administrative Analyst II

12/02/2022

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

DECEMBER 8, 2022 BUDGET COMMITTEE SPECIAL MEETING REPORT

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM BUDGET COMMITTEE SPECIAL MEETING HELD ON JULY 11, 2022 (Pages 5-6)** – Minutes from Budget Committee meeting held on July 11, 2022 were attached.
5. **REVIEW AND DISCUSS FINANCIAL REPORT FORMAT** – The District has been consulting with Rick Wood, Financial & Administration Director of the California Special Districts Association. Wood suggested improvements to the District’s financial reports, and these will be presented to the committee. Wood will be present the proposed reporting format and answer questions from the committee. General Manager is seeking recommendation from the committee on the format they would like to see the financial activity reported to the Board.
6. **REVIEW AND DISCUSS PROPOSED CHANGE TO BANKING (Pages 7-8)** – General Manager Macedo will review the banking institutions and process currently used by the District, and the recommendation from consultant Wood, who will be present to answer questions from the committee. This item is informational only and no action from the committee is needed.
7. **REVIEW AND DISCUSS INVESTMENTS OPTIONS** – General Manager Macedo will present the current investment option used by the District and propose diversification and investment in other options, as recommended by consultant Wood, who will present about CLASS and answer any questions from the committee. This item is informational only and no action is needed, as the current approved Investment Policy allows for such investment and the change is under the authority of the General Manager.
8. **REVIEW AND DISCUSS GENERAL MANAGER SPENDING AUTHORITY LIMITS** – Current Board-approved limits for the General Manager are:
Board-approved Purchasing for General Manager’s authority is \$25,000 for one single transaction
Board-approved Purchasing for Control Products that were previously approved in the Budget is \$50,000 for one single transaction
Board-approved Purchasing for fixed assets (vehicles) that were previously approved in the Budget is \$40,000 for one single transaction
Board-approved Purchasing for fixed assets (building) that were previously approved in the Budget is \$200,000 for one single transaction

At the November Board meeting, the Board asked that the limits for General Manager spending authority be reviewed and adjusted, especially to account for inflation overall, and vehicles prices going up. General Manager is seeking a recommendation from the committee to be included as an action item at the December 12, 2022 Board meeting.

9, 10. BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT – No comment

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, July 11, 2022, via teleconference.

TRUSTEES PRESENT Peter Pay, Chair
 Richard Ainsley
 James Frankenfield
 Michael Krieg
 Jim Murray
 Darryl Young

TRUSTEES ABSENT Chris Cowen
 Kevin Marker

OTHERS PRESENT Paula Macedo, General Manager
 Natalie Martini, Administrative Analyst II
 Yen Do, SEIU Local 1021

1. **CALL TO ORDER** - Budget Committee Chair Pay called the meeting to order at 5:00 p.m. Roll Call indicated that 5 Trustees were present and three were absent. Trustee Young joined the meeting at 6:20 p.m.

2. **AGENDA MANAGEMENT** – Agenda was adopted by rule.

3. **PUBLIC INPUT ON NON-AGENDA ITEMS** – None.

4. **APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON MAY 19, 2022**

** Motion was made by Trustee Murray and seconded by Trustee Ainsley to approve the minutes from the Budget Committee held on May 19, 2022. *Motion passed unanimously.*

5. **REVIEW FISCAL YEAR 2021-2022 BUDGET YEAR TO DATE** - General Manager Macedo presented the status of the District budget through May 31, 2022.

6. **REVIEW PROPOSED BUDGET FOR FISCAL YEAR 2022-2023** – General Manager Macedo presented the proposed budget for FY 2022-2023 and highlighted the changes made to it since the May meeting. Discussion ensued. General Manager Macedo will finalize the budget and present for approval at the next Board meeting.

7. **BOARD AND STAFF ANNOUNCEMENTS** - None

8. ADJOURNMENT – 6:23 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Budget Committee held on December 8, 2022.

Peter Pay, 2022 Chair Budget Committee



December 1, 2022

Ms. Paula Macedo
General Manager
Contra Costa Mosquito & Vector Control District
155 Mason Circle
Concord, CA 94520

Dear Ms. Macedo,

Thank you for the opportunity to present this proposal to the Contra Costa Mosquito & Vector Control District.

We believe that you deserve nothing less than outstanding customer service, reliability, competitive pricing, efficient means of managing your accounts electronically and direct access to a team of qualified banking professionals. We are keenly knowledgeable with special districts and municipalities, the statutes that pertain to public funds and who also have the experience of having managed at a public entity. We have the experience, expertise and hands on approach that sets us apart.

We believe Five Star Bank is the perfect partner for the Contra Costa Mosquito & Vector Control District. As a sign of our partnership, Five Star Bank is offering the District:

- **All your checking accounts free of all charges - We are offering as many checking accounts as you need with no fees.**
- **A public money market account that pays 2.75%.** - Interest is paid monthly on the 1st of the month. Money market accounts are limited to 6 withdrawals per month (wires, ACH, checks, transfers).

These accounts will include the following:

- **Free checking accounts with ability to write checks**
- **Free online banking with online transfer capability between accounts**
- **Free ACH capability (requires credit approval)**
- **Free Wire transfer capability**
- **Free Remote Deposit Capture w/free scanner provided**
- **Free Mobile Deposit**
- **Five Star Bank will also provide your initial order of checks, deposit slips, and endorsement stamps at no charge.**

Five Star Bank also can provide all the financing to meet the District's needs including refinancing existing loans, new equipment & vehicles, buildings, infrastructure, lines of credit as well as pension obligation bonds. We also can offer credit cards for purchasing and merchant services to accept payments by credit card in person, online or by phone.

This opportunity is very important to our Bank and, as always, we will take every measure possible to ensure your success. We can assure you that we will personally oversee the entire transition, provide your staff with all the necessary training they need and provide you with designated backup personnel as well. We will be your partner every step of the way, from pre-conversion through implementation and beyond.

Please let us know if we can discuss the opportunity in greater detail and plan the next steps to move forward. Thank you once again for this opportunity. We look forward to the chance to build a long, sustainable future with the Contra Costa Mosquito & Vector Control District!

Sincerely,

Jerry Legg



Jerry Legg, CTP
SVP/Government Banking Manager

t: [916-640-1512](tel:916-640-1512) | m: [916-471-9977](tel:916-471-9977)

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Roseville, CA 95661



Celebrating 20 Years!