

## MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 21, 2010, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Angela Micheals, Chairperson  
                                 Michael Cory  
                                 Chris Cowen  
                                 Richard Head

TRUSTEES ABSENT      Jim Fitzsimmons  
                                 Richard Means  
                                 Richard Ainsley  
                                 Brian Smalley

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

1.    The Committee meeting was called to order at 7:00 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 19, 2010  
  
\*\* Motion was made by Trustee Cory and seconded by Trustee Head to approve minutes from Committee meeting held on April 19, 2010, with correction of the dates in the minutes. Motion passed.
5.    REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST (Appendix I) - Administrative & Finance Manager Waletzko referred to one of the forecasts that was included in the agenda. He discussed where he projected the District to end FY 09/10 the proposed FY 10/11 budget. There was much discussion about the use of reserves to cover shortfalls in the budget for the next few years and the benefits of these long range forecasts in showing the effects of financial decisions made today on the financial condition of the District in the future. Administrative & Finance Manager Waletzko noted that prudent fiscal management in the past, when property tax growth was double digit, has prepared the District to handle the adverse economic conditions we currently face.

6. REVIEW DISTRICT BENEFIT ASSESSMENT FOR FY 2010/2011 - 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 2010/2011 (Appendix II) - Administrative & Finance Manager Waletzko and General Manager Downs discussed the requests made by staff for FY 10/11. It was explained that District staff are well aware of the economic environment that currently exists and they have scaled back their requests.
8. REVIEW PROPOSED BUDGET FOR FY 2010/2011 (Appendix III) - Administrative & Finance Manager Waletzko noted some items in the Proposed Budget. These included *Payroll-Temps, Health Insurance, Workers Compensation, Electric Gas and Water, Property Taxes and Benefit Assessment*. Administrative & Finance Manager Waletzko noted that we projected a 15% decline in property taxes for FY 09/10 and it appears that they will be down between 13% to 14%. An additional decline of 5% is projected in the proposed FY 10/11 budget. A budget was proposed for FY 10/11 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 Head and seconded by Trustee Cory 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 Head and seconded by Trustee Cowen 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 8:47 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on April 18, 2011.

  
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Soheila Bana, Chairperson  
Budget Committee