

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 Thursday, December 8, 2022, via teleconference.

TRUSTEES PRESENT Peter Pay, Chair
 Richard Ainsley
 Chris Cowen
 James Frankenfield
 Kevin Marker
 Jim Murray
 Darryl Young

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Stacy Stark, Human Resources & Risk Manager
 Natalie Martini, Administrative Analyst II
 Rick Wood, CSDA Financial Consultant

1. CALL TO ORDER

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

2. ROLL CALL

A roll call indicated that five Trustees were present at the time, Trustee Ainsley joined the meeting at 6:06 p.m. and Trustee Frankenfield joined the meeting at 6:50 p.m.

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

4. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON JULY 11, 2022

** Motion was made by Trustee Cowen and seconded by Trustee Murray to approve the minutes from the Budget Committee meeting held on July 11, 2021. *Motion passed unanimously.*

5. REVIEW AND DISCUSS FINANCIAL REPORT FORMAT – General Manager Macedo noted that the District had used the consulting services of the California Special Districts Association’s Financial & Administration Director, Rick Wood. Wood suggested improvements to the District’s financial reports, which were discussed and will be presented to the committee at the next meeting. Wood presented samples of the proposed reporting formats and answered questions from the committee.

6. REVIEW AND DISCUSS PROPOSED CHANGE TO BANKING – General Manager Macedo reviewed the banking institutions and processes used by the District, and

informed the committee of the alternative recommended by consultant Wood, to bank with Five Star Bank. Information on Five Star Bank was provided to the committee and Wood answered questions. The committee requested additional information on collateralization and insurance, which General Manager Macedo noted she would follow up by email. This item was informational only and no action from the committee was needed.

7. REVIEW AND DISCUSS INVESTMENTS OPTIONS – General Manager Macedo presented the current investment option used by the District and what is allowed under the current Investment Policy. She proposed diversification and investment in other options, as recommended by consultant Wood, who presented about CLASS and answered questions from the committee. This item was informational only and no action was needed, as the current approved Investment Policy allows for such investment and the change is under the authority of the General Manager. The committee requested that the General Manager provide advance notice to the committee once that decision is made.
8. REVIEW AND DISCUSS GENERAL MANAGER SPENDING AUTHORITY LIMITS
Board-approved limits for the General Manager were updated on July 7, 2022 and were:
 - 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 transactionAt 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 sought recommendation from the committee. The committee discussed and will be presenting a recommendation to the Board at the December 12, 2022 Board meeting to make the following change:
 - Board-approved Purchasing for fixed assets (vehicles/equipment) that were previously approved in the Budget is \$75,000 for one single transaction
9. BOARD AND STAFF ANNOUNCEMENTS – Trustee Young thanked consultant Wood for sharing his expertise with the Board and for his recommendations.
10. ADJOURNMENT – 7:38 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on April 24, 2023.

Darryl Young, 2023 Chair Budget Committee