

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MEETING NOTES

**MONDAY, AUGUST 16, 2021
1:30 P.M.**

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Finance Committee and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

Committee Members Present: Philip Pierpont, James E. Boswell

LARPD Staff Present: Mat Fuzie, Allie Ikeda, Fred Haldeman, Jeffrey Schneider, David Weisgerber, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Michelle Newbould, Robert Sanchez

Public Members Present: None

- 1. Call to Order:** Committee Chair Pierpont called the meeting to order at 1:33 p.m.
- 2. Public Comment:** None.
- 3. Approval of the Minutes of the Finance Committee Meeting held on June 21, 2021:** The meeting minutes of June 21, 2021 were approved unanimously as submitted.
- 4. Pension Obligation Bonds – Accounting and Management Reporting:** Business Services Manager Jeffrey Schneider presented and the Committee discussed financial impacts relating to the District's Pension Obligation Bonds.

The Committee recommended this information be presented to the full Board.

- 5. Delegation of Authority:** BSM Schneider presented and the Committee discussed the Delegation of Authority matrix which is intended to clarify "who can approve what?"

Member Boswell expressed support of the process but would like additional time to fully digest the report. Chair Pierpont supports the draft Delegation of Authority and agreed with GM Fuzie that it should be presented to all committees since all areas are affected by it.

The Committee directed staff to present the Delegation of Authority to each Committee, then to the full Board after Finance Committee has another chance to review it.

- Include in the Maintenance section the ability to change/adjust if more than annually, i.e., “revised as needed or at a minimum on an annual basis”

6. Microsoft Dynamics Update:

Finance Officer Julie Dreher provided an update regarding work with a new consultant, OPAL, to enhance processes, particularly related to monthly financial reporting. She reported that the chart of accounts will be revamped to improve the functionality of the reporting process, and the Purchasing and Fixed Asset modules will be activated.

7. Other Finance Business:

- a) BSM Schneider reported that the City of Livermore would like a response from LARPD by September 14th regarding its decision of whether to take advantage of City’s offer to finance the District’s participation in the Trevarno Sewer Assessment District, or to pay cash. The amount to be financed is approximately \$480k at an estimated interest rate of 3.5%. BSM Schneider shared his screen and the group discussed “Cash Balances Trend through June 21”.

Committee members expressed support of the financing option but discussed the merits of paying in full given the difference between what the District will earn on its funds (<1%) versus the interest to be paid on the debt. BSM Schneider reported that the District has the cash required to pay its full assessment without jeopardizing other initiatives.

- Ensure LARPD can get money back if construction costs do not reach the maximum amount or hold back a certain percentage to ensure we do not get overcharged for the project.
 - BSM Schneider to follow-up with Doug Alessio on the question of the amount of the payment-related contingency that is currently included in the overall project cost estimate.
- b) BSM Schneider reported that he received one call after LARPD issued the parcel tax refunds to 17 property owners related to Measure D and the rural properties. The caller expressed concern about the refund not being retroactive.

No Committee action was taken.

- c) BSM Schneider reported that Finance Officer Julie Dreher is leading the charge on the audit this year. Auditors will be coming to the RLCC on September 27th.
 - An audit report will be presented to the Finance Committee, then the full Board.

- d) BSM Schneider reported that staff is working on numerous processes and policies, many of them in relation to the foundation that will be established by the eventual adoption of the Delegation of Authority. The Committee will soon see a draft of the Reserve Policy and several others.

8. Directors' Reports and Announcements:

Member Boswell stated that at some point he would like to start talking strategically about longer term outlook for financials and the mix of revenue to expense. Chair Pierpont agreed that this type of strategic discussion has been on the table for a Board retreat. The Board has been waiting to be able to meet in person for this.

- 9. Adjournment: The meeting was adjourned at 2:52 p.m.

/lvb