

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

MEETING NOTES

MONDAY, SEPTEMBER 20, 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, Jill Kirk, David Weisgerber, Jessie Masingale, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Megan Shannon, Michelle Newbould, Nancy Blair, Natalie Kaaiawahia, Pamela Healy, Patrick Lucky, Robert Sanchez, Vicki Wiedenfeld

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 August 16, 2021:**
The meeting minutes of August 16, 2021 were approved unanimously as submitted.
- 4. Financial Update – Results through August:**
Business Services Manager Jeffrey Schneider shared his screen and provided an in-depth review of financial schedules which detailed the following financial results through August 2021:
The District's Preliminary Net Operating Result (revenues less expenses) of (\$1,091k) is \$16k below the Board-approved Budget of (\$1,074k). Total Revenue is right on Budget at \$554k, Salaries and Benefits are \$25k below budget (timing of hires), and Services and Supplies are \$43k above Budget (water expense is \$36k above Budget). Year-to Date Results through August are better than Budget: the Net Operating Result of (\$1,916k) is \$73k above Budget, as Salary and Benefits are \$96k below Budget (hiring timing). Year-to-date Revenues of \$1,165k are \$13k below Budget (ESS enrollment has been modestly impacted by parents' waiting until the start of the school year), while Services and Supplies are \$10k above Budget (water is \$102k above Budget but was offset by favorable variances elsewhere).

This item was discussion only and no committee recommendations were made, nor action taken.

5. FY20-21 Audit Status:

Finance Officer Julie Dreher reported on the upcoming audit. She and her team are providing data to the auditors regarding FY2020-21. The goal is to have this completed by the end of the calendar year.

This item was discussion only and no committee recommendations were made, nor action taken.

6. Work Plans: BSM Schneider provided an update on the following matters:

a. Policies and procedures – focus

- i. **Delegation of Authority – to Board 9/29:** Director Furst (Personnel Committee) provided suggestions that will be incorporated in the final draft. He also expressed an interest in lowering some of the amounts of approval levels for the GM.
- ii. **Reserve Policy:** Within the context of pension obligation bonds, staff is anxious to get moving on an updated view of practices. GM Fuzie added that given COVID and relief money coming as soon as January, we may have a windfall profit we will need to address.
- iii. **Purchasing Procedures:** Within the context of the Delegation of Authority policy, staff will be revisiting purchasing procedures to make them more explicit (i.e., CalCards, purchase requests, etc.)
- iv. **Employee Discounts:** Staff will be revisiting policies and programs in place affecting employee discounts, retirees, board members, etc.
- v. **FA Disposal and capitalization policy:** The current policy refers to “de-accession” – a term used more appropriately in museums.

b. **Cash Flow forecast:** BSM Schneider to reflect Board’s thought process.

c. **Systems** – MS Dynamics reports, FA and Purch modules activated: In order to do things in an automated way.

d. **Systems** – RFP for Registration Software: re: ACTIVE. We will roll this out in conjunction with Jill Kirk and Allie Ikeda to migrate away from Active by the end of next calendar year.

This item was discussion only and no committee recommendations were made, nor action taken.

7. Other Finance Business:

GM Fuzie reported good news. The District responded to the County Assessor’s changes to land use code 5300 by issuing a refund for the current tax year to the owners of the affected parcels. Those letters were sent out during the latter part of July. All refund checks have been cashed, with no challenges.

This item was discussion only and no committee recommendations were made, nor action taken.

8. Directors’ Reports and Announcements:

Director Boswell wants to talk strategically about revenue sources at some point to give the District more flexibility. Chair Pierpont responded that he looks forward to speaking about this at a future Board retreat.

9. Adjournment: Chair Pierpont adjourned the meeting at 2:29 p.m.