

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

**Monday, August 15, 2022
1:00 PM**

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: Chair Boswell, Director Pierpont

LARPD Staff Present: Mat Fuzie, Fred Haldeman, Jeffrey Schneider, Jill Kirk, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Pamela Healy, Michelle Kleman

Others Present: There were no members of the public present.

- 1. Call to Order:**
The meeting was called to order at 1:00 p.m. by Chair Boswell.
- 2. Public Comment:**
There was no public comment. Chair Boswell closed the public comment period.
- 3. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2759-a):**
Resolution No. 2759-a determining to conduct meetings of the LARPD Finance Committee using teleconferencing pursuant to Government Code 54953 as amended by AB 361 for the period August 15, 2022 to September 14, 2022 was approved unanimously.
- 4. Approval of the Minutes of the Finance Committee Meeting held on June 20, 2022:**
The minutes were approved unanimously, as written.
- 5. Financial Results:**
Business Services Manager (BSM) Jeff Schneider shared his screen and provided a summary review of YTD actual results through June 2022. The District's Net Operating Results for the year-ended June 30th is \$2.8 million, which is \$300k favorable versus Budget. We are \$262k favorable in total Revenue, \$372k favorable in salary and benefits, and (\$334k) negative in Services, Supplies, and Capital Equipment (largely water and other utility spend). Funds will be put into our reserve and taken out to pay for the Synthetic Turf fields in September. Preliminary operating revenue numbers for July are almost ready and our initial review indicates a favorable result versus Budget.

Committee members and staff then briefly discussed the Synthetic Turf Fields project budget. \$1.6 million is the budgeted amount, scheduled completion of the project is August 31st. There was a slight delay because the vendor had all their tools stolen from their trailer

while it was parked on the street. They have since been parking the trailer inside the MSC, with no further issues.

Action: This was a discussion only, no committee action taken.

6. Fixed Asset Audit:

BSM Schneider shared his screen and provided a report on the District's Fixed Asset Audit. The consultant we hired on 7/5/22 is CPRS Fixed Asset and Inventory Solutions. They were referred by our audit partner James Marta and interviewed by LARPD staff.

The fixed price for their services was \$4100. Two meetings have been held to date, focusing on the review of existing excel-based data and targeting the format for our Chart of Accounts (COA). There is a meeting this week with James Marta and CPRS to agree on the best approach for data validation. The COA draft framework will be reviewed with managers and will apply to operating results and clean-up of overall COA.

For the Statement of Work (SOW), we provided source excel data, the current Fixed Asset (FA) model, analyses done by LARPD staff, invoices, and GL entries. The Scope of Work (SOW) includes a review and validation of all Land assets and other assets that have a net book value above \$25k, and once the data are validated to migrate it from excel to the MS Dynamics general ledger system.

Committee Questions and Comments:

- Director Boswell commented that our Fixed Asset accounting system needs to be tied in with our GL system. He requested to review the data in more detail offline with Jeff. BSM Schneider responded that he would keep the Committee posted on major developments on a monthly basis.

Action: The Committee will be updated each month on this item.

7. Status of Various Agreements:

BSM Schneider reported on the following:

- Draft of Revenue Sharing Agreement: This pertains to instances of cell towers on City of Livermore (COL) owned properties maintained by LARPD. The original agreement was linked to the Master Property Agreement. His suggestion is to break this out separately, to which the City has agreed.
- Master Property Agreement: COL staff have reviewed the draft and are focusing on data associated with the agreement. GM Fuzie noted that with new City Manager in place progress is slower, as she is not as familiar with the information as her predecessor.
- Sunken Gardens Property Lease: This agreement is currently with the COL's legal team.
- Ravenswood Operations: This agreement is for Coastal Viticultural Consultants (CVC) to manage the vineyard at Ravenswood. They assign it to Diamond West Farming (DWF). The underlying agreement with CVC is valid until 2030, however, their assignment to DWF needs to be updated and concurrent with the CVC agreement.

Committee Questions and Comments:

- Who pays for water/irrigation at Ravenswood? Parks and Facilities Manager (PFM) Fred Haldeman clarified that the water line feeding the irrigation is paid by the COL, and the actual water is from an on-site well that we pay for.
- At some point the LARPD/EBRPD agreement needs to be reviewed by the Board.

Action: This was a discussion only, no Committee action was taken.

8. Directors' Reports and Announcements:

- **GM Fuzie** reported on the following:
 - The newly formed Three Valleys Community Foundation has named Dr. Kelly Bowers as their new CEO/President. This may be an avenue to consider for our non-profit partners for donations. It could also be a vehicle for bookkeeping services, tracking, investment portfolio and risk reduction for the LARPD Foundation.
 - At lunch last week, former COL City Manager Marc Roberts indicated his interest in getting involved with the LARPD Foundation.
- BSM Schneider commented that he wanted to discuss the status of LARPD's investments. He noted that progress has been made over the last several weeks and he would like to bring the topic forward to discuss specifics. Our annualized return with the County last year was .58%. He will share ideas for investments for the District's \$4 million in reserves with GM Fuzie before bringing this to the Committee.

Action: Director Boswell requested this topic be put on the next agenda.

9. Adjournment: The meeting was adjourned by **Chair Boswell** at 1:42 p.m.

/ph