

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

**Monday, October 17, 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: Fred Haldeman, Jeffrey Schneider, Julie Dreher, Lynn Loucks, Pamela Healy, Michelle Newbould

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

- 1. Call to Order:** Chair Boswell experienced brief technical difficulties prior to the start time of the meeting. He called the meeting to order at 1:05 p.m.
- 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 2764-a):** Resolution No. 2764-a was approved unanimously.
- 4. Approval of the Minutes of the Finance Committee Meeting held on September 19, 2022:** The minutes were approved unanimously, as written.
- 5. Review Preliminary September Actuals:** Business Services Manager (BSM) Schneider shared his screen and provided a summary review of YTD actual results through September 2022. The District's Net Operating Result through September is \$695k favorable versus Budget. We are \$312k favorable in total Revenue, \$251k favorable in salary and benefits, and (\$142k) favorable in Services and Supplies (savings in professional services), and (\$10k) negative in Capital Equipment. He noted that we just processed the payment for the \$1.6 million Synthetic Turf project. The Rodeo Stadium Canopy project is moving forward. October 25th is the last day for public comment on CEQA for the Sunken Gardens Pump Track.

Committee Questions and Comments:

- Committee members discussed the costs for the Pump Track and the funding source for this project. The total cost for the project will be \$839k, of which \$22k had been spent prior to FY22-23, and it is funded by AB1600 developer fees.

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

6. Update on Treasury Activities: BSM Schneider thanked Finance staff member Lynn Loucks for being up to date on this information that is reviewed each week with Finance Officer (FO) Julie Dreher, who manages vendor outlays and movement of cash to our operating account based on these review sessions. He then reviewed the current investment strategy:

- As of this meeting, we have \$8.4 million in total cash, of which \$1.6 million will soon be dispensed for the recently completed Synthetic Turf project.
- \$1 million has been invested with CAMP, a Joint Powers Authority that will allow for same-day liquidity and a correspondingly modest (~2% annualized) yield.
- \$3.5 million will be invested in short-term (3-month) CD's (longer terms are not attractive given the likelihood of further interest rate hikes from the Federal Reserve). We anticipate a 3.5% return by the end of the 3-month period and \$30k in interest earned upon maturity in early January.

Committee Comments and Questions: The committee discussed the investment strategy and acknowledged the work done by staff. Staff were asked to forward the Treasury Policy to the Committee at the next Finance Committee meeting, so it can be brought forward for review to the full Board.

Action: Staff will bring the Treasury Policy to the next Finance Committee meeting for review, so it can be brought forward to the full Board for approval.

7. Update on Fixed Asset and Annual Audit (Update):

- **Fixed Asset Audit:** BSM Schneider reported that the Fixed Asset Audit work is progressing nicely. Work done by FO Dreher has been focused on land. We have data from the County information that supports our ownership position on all but one property: Bruno Canziani Park. We are in touch with the County and Signature Properties to rectify this situation (that we own the property is confirmed by our documentation and by Signature Properties). FO Dreher has created a repository of documentation by property that will provide a foundation for overall file management improvement. Work has begun on capital equipment data validation as well. BSM Schneider has reached out to legal counsel Tom Terpstra, Jr. with Neumiller & Beardslee to help with research, title search and valuation for properties.
- **Annual Audit:** FO Dreher shared that our audit partner was here on 9/29 doing field work. We are on track.

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

8. Directors'/General Manager's Reports and Announcements:
There were no reports or announcements.

9. Adjournment: The meeting was adjourned by Chair Boswell at 1:39 p.m.

/ph