

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## FINANCE COMMITTEE

### DRAFT MINUTES

Monday, June 20, 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 2750-c):**

Resolution: Moved by **Director Pierpont**, seconded by **Director Boswell**, approved Resolution No. 2750-c determining to conduct meetings of the LARPD Finance Committee using teleconferencing pursuant to Government Code 54953 as amended by AB 361 for the period June 20, 2022 to July 20, 2022.

**4. Approval of the Minutes of the Finance Committee Meeting held on May 16, 2022:**

The minutes were approved unanimously, as written.

**5. FY22-23 Appropriations Limit:**

**Business Services Manager (BSM) Jeff Schneider** explained that the appropriations limit is mandated by the 1979 Gann Spending Limitation Initiative. It is a standard calculation done each year that mandates an appropriation (spending) limit on the amount of tax proceeds that state and most local government jurisdictions may appropriate within a fiscal year. The FY 22-23 Appropriations Limit is \$27,026,039 which is an increase of \$1,740,455 over the FY 21-22 Appropriations Limit. The final FY 22-23 budget includes \$14,827,600 in tax proceeds, which is \$12,198,439 less than the appropriation limit.

**Recommendation:** Staff recommends that the Committee recommend Board approval of the FY 22-23 Annual Appropriations Limit.

The Committee acknowledged this is a routine item with statutory requirements and did not have any questions for staff.

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**Action:** The Committee recommended this item be moved forward to the full Board at the June 29, 2022 Board meeting for review and approval.

**6. FY22-23 401(h) Contribution Renewal:**

**BSM Schneider** provided a report on the District's annual funding of the 401(h) subaccount in compliance with GASB 75 to provide tax-free health care for LARPD's retirees. There is no impact on our ACERA contribution rates.

**Recommendation:** Staff recommends that the Committee recommend Board approval of the FY 22-23 401(h) Contribution Renewal.

**Action:** The Committee expressed support for the staff recommendation to present this matter to the full Board at the June 29, 2022 Board Meeting. The item will be placed on the Consent Agenda for a resolution authorizing the funding of the 401(h) Sub-Account for Retirees' Medical with the Alameda County Employees' Retirement Association (ACERA) in the amount of \$338,262.20 for the 2022-2023 Fiscal Year.

**7. Renew Special Tax 97-1 and Set New Rate for FY 22-23:**

**BSM Schneider** reported on Special Tax 97-1 and the need for the Board to approve a 2% increase, the maximum allowed by the related legislation. Special Tax 97-1 is solely meant to cover maintenance and operational costs in support of park facilities. The resulting increase in revenues will amount to \$32,500 and will cover about 34% of the District's annual operating expenses for Park Operations.

**Recommendation:** Staff recommends that the Committee recommend Board approval to renew Special Tax 97-1 and set the Equivalent Dwelling Unit (EDU) rate at \$37.90 for FY 2022-23.

The Committee acknowledged this is a routine item with statutory requirements and did not have any questions for staff.

**Action:** The Committee recommended this item be moved forward to the full Board at its June 29, 2022 meeting for review and approval.

**8. Review of Draft Investment/Treasury Policy:**

**GM Fuzie** explained that there are already numerous existing statutes that dictate how this is done. We intend to be very conservative. He asked the Committee how much staff time they wanted to devote to this, since we already have statutory guidance and authority to do this, and a separate policy is not necessarily needed.

**Committee Questions and Comments:** **Chair Boswell** commented that we have the authority by law, provided we act with appropriate fiduciary authority, using funds approved by the District to manage investments in a way that meets the budget and relieves the tax burden on constituents. After further discussion, the Committee agreed that eventually we may need to establish internal policies if our methods get complex or if there is a change in personnel noting that such a policy can establish a framework for staff to work within and provide general guidance. To this point, **GM Fuzie** shared an excerpt of a policy draft from BSM Schneider that reads "...[District] objectives are preservation of

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capital, return on investment, liquidity, and compliance.” He added that we should be investing our cash balances accordingly, that the opportunity cost of not taking advantage of growing interest rates is becoming significant, and that staff will provide regular reporting to the Board of its cash management activities.

The Committee agreed that as we move forward, staff will continue to refine processes with the Finance Committee and if needed, the Board can discuss a more concrete internal policy.

**This was a discussion item only and no Committee action was taken.**

**9. Directors’ Reports and Announcements:**

- **Director Boswell** shared that he is still pursuing the issue of tax revenue involving the LARPD and the East Bay Regional Park District (EBRPD), specific to initial roles and responsibilities when each entity was founded, adding that LAFCO needs to be involved.
- **GM Fuzie** reported that he received a letter from Cal Water. They would like to engage in discussion re: purchasing part of Robertson Park for purposes of their water delivery. When he has more information, he will bring this item to the Board.
- **BSM Schneider** had 3 items to share:
  - He has identified a vendor (recommended by our auditor) who can work with us on our fixed asset data in the general ledger. He will bring a proposal to GM Fuzie to review when ready.
  - He shared that for the Michell School CIP project there remain a few modest items to complete (such as shade structures) and then the project will be concluded. We will certainly complete the project within its \$1.5 million budget and are within weeks of occupying the two new buildings.
  - **Finance Officer Julie Dreher** shared her screen and provided a summary review of YTD actual results through May 2022 [attached]: The District’s Net Operating Results for the month of May reflect that we are \$85k favorable. YTD, we are \$339k favorable, which is largely the result of better-than-expected Property Tax inflows in April that made up for a modest negative revenue result on the operations side. We show \$332k favorable in salary and benefits due mostly to a few full-time vacancies, unemployment expense reductions and below-budgeted part-time non-benefited staffing levels. For Services and Supplies, water and PG&E spend are beyond budget, though offsetting positive variances are evident across many other expense areas.
- **GM Fuzie** introduced **Human Resources Officer Michelle Kleman** to the Committee.

**10. Adjournment:** The meeting was adjourned by **Chair Boswell** at 1:34 p.m.

/ph