



# Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles by providing safe parks and innovative and fun recreation programs for all residents.

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

## Budget and Finance Committee – Meeting Minutes Tuesday, September 17, 2024 12:00 p.m. Administrative Office – Board Room 401 Amador Street

**In attendance:** Director Starnes, Director Briseño; General Manager Lanusse; Finance Director Parkhurst. Director Judt attended as an observer and did not participate in the meeting

### **Meeting began: 12:12 P.M.**

#### **1. Public Comment: None**

#### **2. FY21-22 Audit**

Director Parkhurst gave an update of the FY21-22 Audit Status. Auditors accepted items submitted by staff and had follow up questions. Director Starnes inquired about any change to auditors' responsiveness. Director Parkhurst replied that auditor team is now engaged and responsive and communication is in progress and auditors will provide dates once follow up questions are answered.

#### **3. July & August Financials Update**

Director Parkhurst informed the Committee that the July and August Financials are further delayed due to the manual process of formatting and uploading the budget into the district's Financial System. Both Directors on the committee expressed their concern with the delay and not being able to make decisions based on current data.

#### **4. District Cash Update**

Director Parkhurst notified the Committee that the district is expected to dip into the 15% Unallocated Reserve Fund by the end of the week and noted it was in line with projections previously provided. He also notified the Committee that although a Cash Flow Projection Report isn't scheduled until later in the year, he



will be providing one sooner considering the current cash position. He also discussed an internal Weekly Cash Position Report is being provided to the General Manager to cover short term cash position monitoring.

Director Starnes explained that he was expecting an actual report with this update. He also expressed the desire that the Board receives a summary along with Financial Reports to provide a narrative of the district's financial activities as compared to the budgeted figures. The narrative should also include measures that will be taken to address any budget shortfalls. Director Briseno also had the same concern regarding providing plans to address the shortfalls. Director Starnes expressed his frustration with the District's Actual numbers missing the budgeted numbers for FY23-24 and made inquiries as to where we were off. Director Briseno inquired about the presence of a credit line of \$500K and if not to look into establishing one. General Manager Lanusse informed the committee that the district does not have one and we use the Unrestricted Reserve Fund for this purpose.

#### **5. Finance Team Support**

Director Briseno asked what would it take to help the Finance Team get the GL cleaned up and in a position to produce timely financial reports. Director Parkhurst and General Manager Lanusse explained the labor situation and that it would take to get upgraded Financial and Payroll Systems and additional skilled labor to address the issues. The impact financially is hard to absorb due to the current cash position; the staff is being cautious of putting more stress on the districts cash flow as they address the labor issue. Director Briseno reminded the staff that the Board is here to support the staff to be successful. Director Starnes also pointed out the agenda should be better organized so that like topics are together.

#### **6. Budget Workbook Status**

Director Parkhurst notified the Committee that General Manager Lanusse will be completing the Budget Workbook to help with some of the workload.

#### **7. Reserve Policy Update Discussion**

General Manager Lanusse discussed with the Committee the need to move forward with updating our Reserve Policy. Examples were provided in the packet to draw comparison to other Districts' policies. Director Starnes feels the Board should be approving the budget as stated in the policy. He also feels the policy should provide the protocol necessary for the Board to determine how a surplus (if any) in the budget should be allocated.

#### **8. Finance Software System Discussion**

General Manager discussed with the committee that staff is looking at adding only the Payroll and HRIS portion of system upgrades and waiting for the ERP system. The reason behind this is the cost involved and we could make improvements sooner than later and for impact on the outflow of cash. Director Starnes



expressed frustration towards continuous change of plans for the upgrade. Director Parkhurst clarified that the plans to upgrade all systems haven't changed and the district is changing strategies to achieve improvements sooner and in smaller steps to account for cash needs.

**9. Fee Schedule RFP Update**

General Manager gave an update on the progress of releasing the RFP for Fee Schedules. The RFP is expected to be completed in the upcoming weeks.

**10. Meeting Adjourned at 1:26 PM.**