



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, November 19, 2024 1:00 p.m. Administrative Office – Board Room 401 Amador Street

In attendance: Director Starnes, Director Briseño
General Manager Lanusse, Finance Director Parkhurst

Meeting began: 1:00 P.M.

1. Public Comment.

There was no public in attendance at this meeting.

2. FY21-22 Audit

Director Parkhurst gave an update of the FY21-22 Audit Status. Financial Consultant Sue Casey is working through the audit item covering PERS and GASB68 Pension and is receiving guidance from auditors through its complexities. Director Starnes communicated his leerness regarding no more “surprise” requests. Once this item is accepted by the Auditors, they will engage in the remaining audit items.

3. Status Update: Finance Software RFP

Director Parkhurst informed the Committee that the final reviews will be made by the General Manager and himself. RFP is scheduled to be released this week with a closure date around the 2nd week of January.

4. Discuss Board Goals for Finance

1) Draft Reserve Policy by 02/28/2025 and presented to Finance Committee by 03/31/25; Board approved by 06/30/25. Staff identified need previously to the committee. Expectations are to achieve this goal within time frame.

2) Fee Schedule updated. RFP out by 12/31/24; firm selected and begin project by 02/28/25. Project to be completed by 05/31/25 and presented for approval by board by 06/30/25. Comment: interviews happened today. Decide today and sign



by next week. Also, if completed by 06/30/25, there will be challenges with incorporating in the FY25/26 Budget. Suggestion to roll out new fee schedule as of 01/01/26 and update fees in 6 - month Budget update. Director Starnes clarified that the main goal is to get the project started and maintain progress to be completed by a projected date, whatever the completion date is. Preferably, if possible, the Board would like it to be approved in time to be incorporated in the FY25/26 budget.

3) Financial Recovery Plan. Cash Flow management plan that emphasizes payroll and essential services. Director Parkhurst requested clarity on the actual deliverable and expectations. Director Starnes explained that the Board's overall goal is that staff have the tools and processes in place, internally, to be able to accurately report financial activity while being able to accurately project cash flow. Staff also need to have the processes and tools in place to develop plans to manage replenishing the reserves used and to steer away from needing to use in the future. Director Briseno reiterated Director Starnes' sentiments. In addition, He feels that the staff's goal should include making sure that once the district's cash flow is stable, to put a plan together that prioritizes deferred maintenance projects over new CIP projects. Director Briseno also wanted to make sure that the executive staff has access to reports that allow them to review their departments' activities against budget. The General Manager, as a mentor, should be having frequent discussions with the executive staff regarding financial success against the budget. Director Briseno also discussed the value of being more communicative with the community on the projects that the district does complete, to provide awareness of how the public's money is being used. It will help stave off some complaints about other areas in the district that deserve attention.

5. Status Update: Accounting Clerk II (Payroll) Position

Director Parkhurst provided an update to the hiring process. In person interviews scheduled for the week of 12/02. Selections for the position will take place the same week.

6. Meeting Adjourned at 2:06 PM.