



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

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FINANCE COMMITTEE

(Directors John Merchant and Martin Pohll)

Regular Meeting

October 5, 2021 at 10:00 a.m.

This meeting will be held via ZOOM video conference only. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/84106135173>, entering Meeting ID no. 841 0613 5173, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 841 0613 5173. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. Please refer to your telephone service provider for specific instructions. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

1. Call to Order
2. Comments from the Public
3. Finance Monthly Updates
 - Recruitment
 - General Update on Current Finance
4. Discuss Sample Security Survey Opinion Poll Questions
5. Discuss Late Fees, Delinquencies and Water Shutoff
6. Directors and Staff Comments/Suggestions
7. Adjournment

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is October 1, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: October 1, 2021
To: Finance Committee
From: Paula O'Keefe, Director of Administration
Subject: Monthly Finance Updates

Finance Updates

Current Finance Reporting

The District recently onboarded a Retired Annuitant to assist with the Accounting cleanup. Cindy, and our Accountant Manoj, have been working diligently to identify errors and correct them in both FY 2020-21 and current year. While the corrections have taken much longer than anticipated, it is critical that these corrections are reviewed thoroughly to ensure a high level of accuracy, both prior to moving into the FY 2020-21 audit, as well as catching up all outstanding entries that had not been completed within the prior fiscal year. Staff anticipate the FY 2021-22 financials to include the Budget to Actuals reporting for the first quarter, July through September for October meeting. All bank reconciliations have been completed for the prior fiscal year.

Contract for Enterprise Resource Planning - ERP

The District has scheduled a live demo with Tyler Technologies. This demo will consist of system design and processes walkthroughs to assist us with determining if the ERP will meet the District's needs and provide us the system functionality we need to maintain our financial records and internal controls more efficiently and effectively. As a reminder, the District will be closed on October 6, 2021 to allow all staff to participate in the day long demonstration. We appreciate the Board allowing us to take the time to thoroughly review the system.

Recruitment

Recruitments for the Accounting Manager and Accountant positions are still open. We are continuing to interview as qualified applicants are received and hope to have these positions filled soon. The District recently hired a part time employee to begin training on our utility billing system and will assist with catching up workload and learn our utility billing system to bring the workload back in-house. Our project manager from Platinum, our Utility Billing Vendor, will be onsite the week of October 25th to assist with the transition and training of our utility billing processes to several staff who are new to the District. We ask the residents to please continue to be patient with us as all Administration staff are new and are learning their jobs. Customer service is important, and we want to ensure all resident's issues are resolved accurately, timely and professionally.

The District is also looking for a part time HR/Payroll Specialist that will assist with the day to day operations, including, but not limited to, maintaining personnel records, Workers' Compensation Administration assistance, OSHA reporting, Risk Management and claims processing, Training and Development, PERS reporting and Payroll.

4. Sample Security Survey Opinion Poll Questions- Pending