



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 Fax – 916-354-2082

COMMUNICATION & TECHNOLOGY COMMITTEE

(Directors John Merchant and Linda Butler)

Regular Meeting

May 5, 2022 at 8:30 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/82163908293>, entering Meeting ID no. 821 6390 8293, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 821 6390 8293. 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. Consider Finding That as a Result of the COVID-19 Emergency: (i) Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees; and (ii) the Meeting is Authorized to be Held by Teleconference Pursuant to Gov. Code, § 54953, subd. (e)(1)(C).
3. Comments from the Public
4. Monthly Website and Social Media Update and FAQ's
5. Discuss Reservoir Information and Education Ad Hoc Committee
6. Update to District's Password Policy
7. Discuss Sacramento Tree Foundation Planting May 21, 2022
8. Directors & Staff Comments/Suggestions

9. 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.

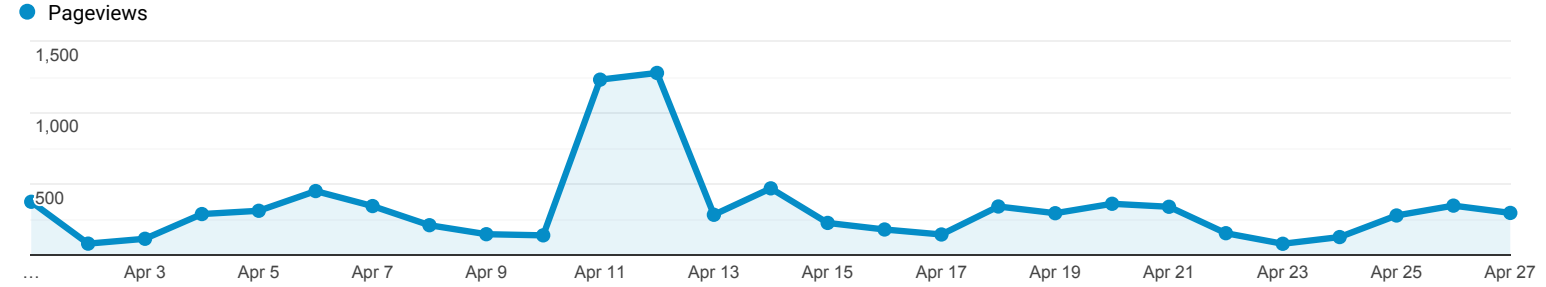
Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is April 28, 2022. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

RMCS D Website Stats

Apr 1, 2022 - Apr 27, 2022

All Users
100.00% Users

RMCS D Pages



Destination Page	Pageviews	Unique Pageviews	Avg. Time on Page
	8,908 % of Total: 100.00% (8,908)	7,672 % of Total: 100.00% (7,672)	00:01:26 Avg for View: 00:01:26 (0.00%)
1. /	1,635 (18.35%)	1,297 (16.91%)	00:00:56
2. /employment-opportunities	360 (4.04%)	281 (3.66%)	00:01:23
3. /how-to-pay-my-bill	317 (3.56%)	219 (2.85%)	00:01:48
4. /board-of-directors	233 (2.62%)	175 (2.28%)	00:01:23
5. /2022-04-14-finance-committee-special-meeting	232 (2.60%)	201 (2.62%)	00:04:09
6. /2022-committee-meetings	160 (1.80%)	113 (1.47%)	00:00:18
7. /district-office-and-phone-numbers	159 (1.78%)	132 (1.72%)	00:02:30
8. /cal-waste-2022-collection-schedule-calendar	154 (1.73%)	136 (1.77%)	00:01:34
9. /salary-schedules	138 (1.55%)	109 (1.42%)	00:01:34
10. /deer-creek-scott-road-crossing-stream-gauge-890f589	125 (1.40%)	125 (1.63%)	00:00:06

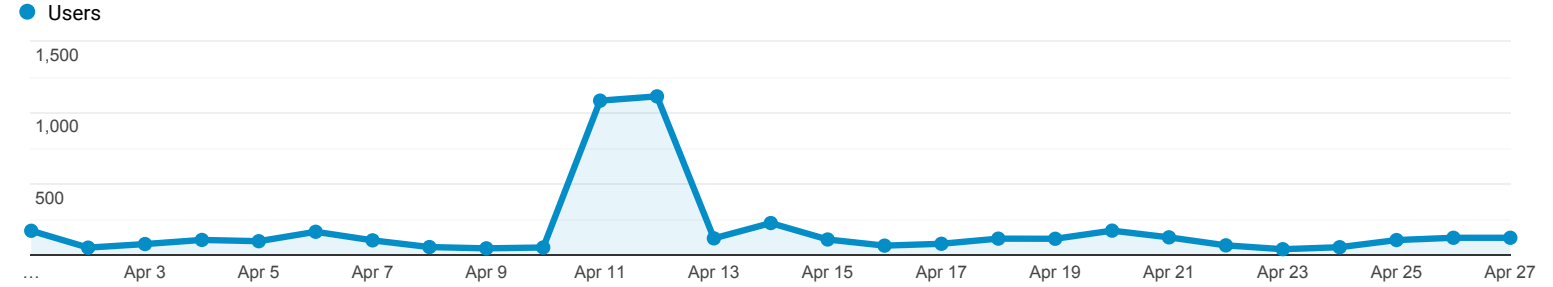
Rows 1 - 10 of 1095

RMCS D Website Stats

Apr 1, 2022 - Apr 27, 2022

All Users
100.00% Users

RMCS D Website Visitors



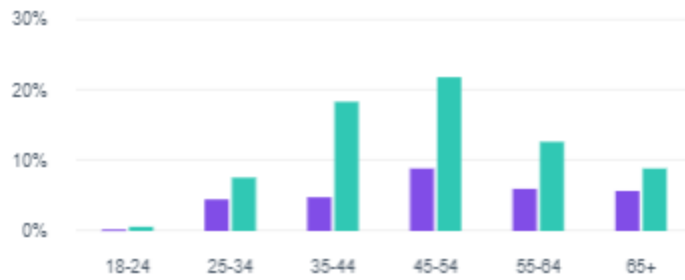
Region	Users	New Users	Hits	Sessions	Number of Sessions per User	Pageviews	Pages / Session	Avg. Session Duration
	4,212 % of Total: 100.00% (4,212)	4,027 % of Total: 100.02% (4,026)	8,999 % of Total: 100.00% (8,999)	5,164 % of Total: 100.00% (5,164)	1.23 % of Total: 100.00% (1.23)	8,908 % of Total: 100.00% (8,908)	1.73 Avg for View: 1.73 (0.00%)	00:01:02 Avg for View: 00:01:02 (0.00%)
1. Oregon	2,058 (48.79%)	2,058 (51.11%)	2,092 (23.25%)	2,060 (39.89%)	1.00 (81.76%)	2,073 (23.27%)	1.01	<00:00:01
2. California	1,497 (35.49%)	1,319 (32.75%)	5,987 (66.53%)	2,423 (46.92%)	1.62 (132.21%)	5,922 (66.48%)	2.44	00:02:10
3. Virginia	229 (5.43%)	229 (5.69%)	261 (2.90%)	230 (4.45%)	1.00 (82.04%)	257 (2.89%)	1.12	00:00:02
4. (not set)	85 (2.02%)	85 (2.11%)	91 (1.01%)	85 (1.65%)	1.00 (81.68%)	89 (1.00%)	1.05	00:00:01
5. Texas	65 (1.54%)	63 (1.56%)	127 (1.41%)	70 (1.36%)	1.08 (87.96%)	126 (1.41%)	1.80	00:00:15
6. Washington	53 (1.26%)	50 (1.24%)	89 (0.99%)	54 (1.05%)	1.02 (83.22%)	89 (1.00%)	1.65	00:00:04
7. Wyoming	47 (1.11%)	47 (1.17%)	75 (0.83%)	47 (0.91%)	1.00 (81.68%)	75 (0.84%)	1.60	<00:00:01
8. Iowa	40 (0.95%)	40 (0.99%)	62 (0.69%)	40 (0.77%)	1.00 (81.68%)	62 (0.70%)	1.55	<00:00:01
9. Illinois	18 (0.43%)	18 (0.45%)	27 (0.30%)	18 (0.35%)	1.00 (81.68%)	27 (0.30%)	1.50	00:00:18
10. Nevada	11 (0.26%)	10 (0.25%)	20 (0.22%)	11 (0.21%)	1.00 (81.68%)	20 (0.22%)	1.82	00:01:11

Rows 1 - 10 of 64

Audience

Age and Gender

Men 29.70%
Women 70.30%



Location

Cities

Countries

Rancho Murieta, CA	228
Sacramento, CA	15
Elk Grove, CA	8
Wilton, CA	8
Sloughhouse, CA	6

[See more](#)



Connect to Instagram for more audience insights

See how many people in your audience follow you just on Facebook and how many also follow you on Instagram.

[Get Started](#)

MEMORANDUM

Date: April 29, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Revision of District Policy P2022-01 Computer Password Policy

RECOMMENDED ACTION

Revision of District Policy P2022-01 - Computer Password Policy.

BACKGROUND

In February of 2022, this policy was sent to Bartkiewicz, Kronick & Shanahan Law firm, who provided recommendations for Board review and approval. The policy was also reviewed and edited by our Cyber Security vendor, WeCyber. Staff brought the policy to the Communications and Technology Committee on February 3, 2022, and the Committee members recommended bringing the computer password policy at the February 16, 2022, Board Meeting.

Staff currently meet with A Leap Ahead Information Technology (ALAIT) and WeCyber to discuss information technology needs, assessments, updates, policies, etc., in order to ensure the upmost security of the District's technological equipment and software applications.

In the March meeting WeCyber found that the requirement of a 90 day password reset would be difficult to enforce and suggested lengthening the password reset to 180 days. Additionally, WeCyber recommended removing the requirement that the password not be a dictionary word, which creates additional difficulties when setting and resetting multiple passwords. While this may not be an issue, administration staff have up to 30 different passwords in active use during any given day dependent upon the type of work performed.

SUMMARY

This policy was set to implement April 1, 2022, and staff have taken steps to begin the implementation process. After several discussions with ALAIT and WeCyber, the District staff agree to make the two revisions to the password requirements to ensure staff compliance.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Information Technology	Policy # 2022-01
Title:	District Password Policy	

PURPOSE

The purpose of this policy is to establish a standard for the creation of strong computer and Internet related passwords, the protection of those passwords and the frequency of change.

BASIC POLICY AND OBJECTIVES

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of Rancho Murieta Community Services District's entire network. As such, all Rancho Murieta Community Services District employees (including contractors and vendors with access to Rancho Murieta Community Services District systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

1.0 General Scope of Policy

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Rancho Murieta Community Services District facility, has access to the Rancho Murieta Community Services District network and/or LEIN/NCIC network, or stores any non-public Rancho Murieta Community Services District LEIN-based Criminal Justice Information (CJI).

2.0 Guidelines for Password Construction

The following are password construction requirements to be used when creating a new password:

- Be a minimum length of eight (8) characters on all systems;
- Contain a mixture of capital and lowercase letters, numbers and special characters (if allowed)
- ~~Not be a dictionary word or proper name;~~
- Not be the same as the User ID;
- Expire within a maximum of ~~90~~180 calendar days;
- Not be identical to the previous twenty (20) passwords;
- Not be transmitted in the clear or plaintext outside the secure location;
- Not be displayed when entered;
- Ensure passwords are only reset for authorized user.

3.0 Password Deletion

All passwords that are no longer needed must be deleted or disabled immediately. This includes, but is not limited to, the following:

- When a user retires, quits, is reassigned, released, dismissed, etc.

- Default passwords shall be changed immediately on all equipment.
- Contractor accounts, when no longer needed to perform their duties.

4.0 Password Protection Standards

Do not share Rancho Murieta Community Services District passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential Rancho Murieta Community Services District information.

- Don't reveal a password over the phone to anyone, including your boss;
- Don't reveal a password in an email message;
- Don't talk about a password in front of others;
- Don't hint at the format of a password (e.g., "my family name");
- Don't reveal a password on questionnaires or security forms;
- Don't share a password with family members;
- Don't reveal a password to a co-worker while on vacation;
- Don't use the "Remember Password" feature of applications;
- Don't write passwords down and store them anywhere in your office;
- Don't store passwords in a file on ANY computer system unencrypted.

If an account or password is suspected to have been compromised, report the incident to the Director of Administration and change all passwords.

Password cracking or guessing may be performed on a periodic or random basis by the MSP/FBI or Rancho Murieta CSD. If a password is guessed or cracked during one of these scans, the user will be required to change it.

5.0 Application Development Standards

Application developers must ensure their programs contain the following security precautions:

- Should support authentication of individual users, not groups;
- Should not store passwords in clear text or in any easily reversible form;
- Should provide some sort of role management, such that one user can take over the function of another without having to know the other's password.

6.0 Remote Access Users

Remote access to the Rancho Murieta Community Services District networks is to be controlled by using either a Virtual Private Network and/or remote desktop (in which a password and user id are required) or a form of advanced authentication (two-factor or multi-factor authentication).

7.0 Penalties

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approved by Rancho Murieta Community Services District Board of Directors	Adopted 2/16/2022
--	------------------------------

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Information Technology	Policy # 2022-01
Title:	District Password Policy	

PURPOSE

The purpose of this policy is to establish a standard for the creation of strong computer and Internet related passwords, the protection of those passwords and the frequency of change.

BASIC POLICY AND OBJECTIVES

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of Rancho Murieta Community Services District's entire network. As such, all Rancho Murieta Community Services District employees (including contractors and vendors with access to Rancho Murieta Community Services District systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

1.0 General Scope of Policy

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Rancho Murieta Community Services District facility, has access to the Rancho Murieta Community Services District network and/or LEIN/NCIC network, or stores any non-public Rancho Murieta Community Services District LEIN-based Criminal Justice Information (CJI).

2.0 Guidelines for Password Construction

The following are password construction requirements to be used when creating a new password:

- Be a minimum length of eight (8) characters on all systems;
- Contain a mixture of capital and lowercase letters, numbers and special characters (if allowed)
- Not be the same as the User ID;
- Expire within a maximum of 180 calendar days;
- Not be identical to the previous twenty (20) passwords;
- Not be transmitted in the clear or plaintext outside the secure location;
- Not be displayed when entered;
- Ensure passwords are only reset for authorized user.

3.0 Password Deletion

All passwords that are no longer needed must be deleted or disabled immediately. This includes, but is not limited to, the following:

- When a user retires, quits, is reassigned, released, dismissed, etc.
- Default passwords shall be changed immediately on all equipment.

- Contractor accounts, when no longer needed to perform their duties.

4.0 Password Protection Standards

Do not share Rancho Murieta Community Services District passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential Rancho Murieta Community Services District information.

- Don't reveal a password over the phone to anyone, including your boss;
- Don't reveal a password in an email message;
- Don't talk about a password in front of others;
- Don't hint at the format of a password (e.g., "my family name");
- Don't reveal a password on questionnaires or security forms;
- Don't share a password with family members;
- Don't reveal a password to a co-worker while on vacation;
- Don't use the "Remember Password" feature of applications;
- Don't write passwords down and store them anywhere in your office;
- Don't store passwords in a file on ANY computer system unencrypted.

If an account or password is suspected to have been compromised, report the incident to the Director of Administration and change all passwords.

Password cracking or guessing may be performed on a periodic or random basis by the MSP/FBI or Rancho Murieta CSD. If a password is guessed or cracked during one of these scans, the user will be required to change it.

5.0 Application Development Standards

Application developers must ensure their programs contain the following security precautions:

- Should support authentication of individual users, not groups;
- Should not store passwords in clear text or in any easily reversible form;
- Should provide some sort of role management, such that one user can take over the function of another without having to know the other's password.

6.0 Remote Access Users

Remote access to the Rancho Murieta Community Services District networks is to be controlled by using either a Virtual Private Network and/or remote desktop (in which a password and user id are required) or a form of advanced authentication (two-factor or multi-factor authentication).

7.0 Penalties

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approved by Rancho Murieta Community Services District Board of Directors	Adopted 2/16/2022
--	----------------------

SACRAMENTO TREE FOUNDATION

Join us to plant 145 seedlings in Rancho Murieta!

Saturday, May 21, from 8:45 a.m. - 1:00 p.m.

The Sacramento Tree Foundation will provide all the necessary tools and supplies to care for trees. Participants will receive a short, hands-on training on site. After learning the tools and techniques, participants will split up into groups and begin planting trees throughout the site.

Register now! The week before this event, we will send a logistics and directions email with detailed information about how to get to the site. You will receive this email ONLY if you are signed-up for this planting.

Who should attend?

Anyone, but those who live or work nearby are especially encouraged to attend! This event is open to the general public, you do not need any prior experience to join us and on-site training will be provided. Families with children are welcome.

Requirements

Register in advance: Space is limited. If your plans change prior to the event, please update your registration status so we are sure to have the necessary number of volunteers. Go to <https://sactree.org/event/rancho-murieta-native-tree-planting/> and scroll to the bottom of the page to register.

Youth volunteers: Volunteers under 18 years of age must have their parent or legal guardian sign their consent form during registration. Volunteers under 16 years of age must be accompanied and supervised by an adult. One adult chaperone is required for every 6 youth under 16, or for every 2 youth under 10.

Waiver: All volunteers must pre-register and sign a completed volunteer waiver form during registration and BEFORE participating in the event.

COVID safety: Although we encourage attendees to be fully vaccinated, all attendees can choose to wear facial coverings at their own discretion. Anyone who has tested positive for COVID should not attend, unless more than 5 days have passed, and they are asymptomatic and have tested negative on day 6 or later – please provide advance notice of cancellation when possible.

Clothes and shoes: Closed toed shoes are required. Long sleeves/pants and rain gear recommended. Dress comfortably and appropriately for the weather, and plan to get a little dirty.

Arrival: Arrive on time. Check-in begins at 8:45 AM and volunteers must be present for the tool safety demonstration at the start of the event.

Food and drink: Bring a refillable water bottle; light snacks and water will be available on site if needed.

Skills: No specific skills or tools required. Each event starts with a tool safety and planting demonstration. Volunteers work alongside experienced planting leaders and staff.

Questions? Need help registering? Email volunteers@sactree.org

