



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 \* Fax - 916-354-2082

### FINANCE COMMITTEE

*(Directors John Merchant and Martin Pohl)*

Regular Meeting

July 5, 2022 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/83051589320>, entering Meeting ID no. 830 5158 9320, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 830 5158 9320. 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. Finance Monthly Updates
  - General Update on Current Finance
  - Payment Installment Updates
5. Discuss FY 2022-23 Budget
6. Discuss Security Special Parcel Tax Initiative
7. Directors and Staff Comments/Suggestions

## **8. 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](mailto: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 July 1, 2022. Posting locations are: 1) District Office; 2) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: June 29, 2022  
To: Finance Committee  
From: Paula O'Keefe, Director of Administration  
Subject: Monthly Finance Updates

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### Finance Updates

#### ***Current Finance Reporting***

Staff met with Eide Bailly in early June and reviewed District financials at length. Eide Bailly has provided a workplan that allows the District to have on-site support to work in tandem with the District's staff to ensure the FY21 audit prep work is completed. Staff will begin reporting the District's next steps to ensure a clean audit for FY 2020-21, general ledger clean-up of FY 2021-22, and process improvements in August once the full time consultant is on board in July.

Staff have considered amending the scope of work to include budget to offset the heavy workload associated with a carry-over budget, new Prop 218 process and budget development of FY 2023-24 within one full fiscal year, while also wrapping up FY 2021-21 audit and beginning FY 2021-22 audit. Staff are excited to have this team onboard and are grateful for the ability to have a team of expert accountants to assist with the challenges caused due to overcomplication, inaccurate and unwieldy manual entries and lack of systems integration.

#### ***Contract for Enterprise Resource Planning – ERP, 2022***

The Tyler project will be potentially delayed due to the backlog of the general ledger cleanup. District staff are coordinating with the Tyler team and Eide Bailly to ensure an appropriate project start date that will allow enough time to catch up all of the financial backlogs.

#### ***Recruitment***

The District will be putting any future recruitments for the Accounting Manager and Accountant on hold due to the outsourcing of the accounting workload. The Accounting Technician – A/P position is still open and staff expect to recruit for this crucial position in upcoming weeks.

#### ***Utility Billing -Water Shut Off Notifications***

Staff have resumed working with customers to ensure timely payments. Per the latest aging report, there has been a significant increase in the amount of past due residents. As of last week's billing, there were 139 residents with a 60 past due balance and 57 residents with 90+ past due balance. Staff will begin to contact residents who are 90 days past due to assist with payment plan arrangements or receipt of payments in full and will work with the Utility crew to arrange a schedule for upcoming water shut-offs.