



## 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 Pohll)*

Regular Meeting

December 7, 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/87051065029>, entering Meeting ID no. 870 5106 5029, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 870 5106 5029. 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
  - Recruitment
  - General Update on Current Finance
5. Updated Credit Card Policy – P2021-04
6. Security Opinion Poll Update
7. Presentation on Tyler Incode
8. Directors and 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](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 December 3, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: October 28, 2021  
To: Finance Committee  
From: Paula O'Keefe, Director of Administration  
Subject: Monthly Finance Updates

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### **Finance Updates**

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

District Accounting staff is currently working with Richardson & Company CPAs again this year to complete the FY 2020-21 audit.

#### ***Contract for Enterprise Resource Planning – ERP, 2021***

The District is moving forward with a contract with Tyler and will present at the December Board for approval.

#### ***Recruitment***

The District is pleased to announce we have extended a tentative employment offer for our new HR Specialist. The tentative start date is projected to be January 4, 2022, to allow for the background process

The HR Specialist will be responsible for assisting the Director of Administration in the day to day operations of human resources activities, 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.

The District continues to recruit for the Utility Billing Specialist.

## 5. Credit Card Policy - Pending

## 7. Presentation on Tyler Incode - Pending