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
June 6, 2019 at 9:30 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. **Call to Order**

2. **Comments from the Public**

3. **Communicating and Engaging the Community**
   - **River Valley Times**
   - **Ranchomurieta.com**
   - **Pipeline**
     - Structure
     - Content
     - Follow-Up
   - **Website**
     - Reporting Time Sensitive and Unexpected Issues or Information
     - Special Heading "Happening Now"
     - Connecting Pipeline with the Website

4. **Escrow File Scanning Project Presentation**

5. **Directors & Staff Comments/Suggestions** [no action]

6. **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 72 hours prior to a regular 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.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is May 31, 2019. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

Z:\Board Committee Meetings\Communication Tech Committee\2019 Comm Tech\2019 Comm Tech Packets\06-2019 Comm Tech Packet\06-2019 comm tech agenda.doc

MEMORANDUM

Date: May 31, 2019

To: Communications & Technology Committee

From: Tom Hennig, Director of Administration

Subject: Escrow File Scanning Project Presentation

RECOMMENDED ACTION

No action.

BACKGROUND

The Board approved the purchase of the PSIcapture, Electronic Document Management System on July 19, 2017. PSIcapture utilizes standard PDF files from scanner or PC applications that can print, ensure document security by controlling viewing, printing, and modifications, collaborate on documents using a wide range of commenting tools, convert, edit, and assemble documents with ease, authenticate documents with digital signatures, prepare sensitive documents for sharing with redaction tools, create fillable forms, share and collect data from multiple forms, batch convert documents into editable and searchable formats, and integrates with the District's current software and hardware environment.

One of the main reasons for purchasing the system was to move the District to a paperless office, which included scanning and maintaining more than 2,600 escrow files. Following the suggestion of then Board President, Mark Pecotich, to possibly consider an intern to focus on the effort, staff hired a UOP Co-Op Student Intern to scan the files, among other assignments, to help the District take more immediate advantage of the technology.

Bradley Merry, UOP Student, will present a progress report at the Communications and Technology Committee meeting scheduled for June 6, 2019 at 9:30 a.m.