



## 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

November 2, 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/81388314968>, entering Meeting ID no. 813 8831 4968, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 813 8831 4968. 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. Discuss Sample Security Survey Opinion Poll
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](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 October 29, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: October 29, 2021  
To: Finance Committee  
From: Tom Hennig, General Manager  
Subject: Continuation of Holding District Meetings via Teleconference

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### **BACKGROUND:**

During the early stages of the COVID-19 pandemic, the Board approved holding District meetings via teleconference. Since that date, all the District Committee meetings and most of the monthly Board meetings have been held using Zoom as a teleconference media. Holding the meetings via teleconference was necessary to address the potential spread of COVID-19. With this action the Communications & Technology Committee finds that it has reconsidered the state of the COVID-19 emergency, that meeting in person continues to present imminent risks to the health or safety of attendees, and the Committee meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code

### **DISCUSSION:**

In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the Committee should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.<sup>1</sup> Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of October 29, 2021, only 72.9% of Californians who are eligible to be vaccinated are fully vaccinated.<sup>2</sup>

Those who become infected with COVID-19 are at risk of serious illness and death. As of October 1, 2021, over 743,650 Americans have died from the virus.<sup>3</sup> Many more have been hospitalized with serious illness. Currently, in Sacramento County, 198 people are hospitalized with COVID-19.

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary

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<sup>1</sup> [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)

<sup>2</sup> State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/>

<sup>3</sup> Johns Hopkins University Coronavirus Resource Center <https://coronavirus.jhu.edu/>

effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

**RECOMMENDATION:**

Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the Committee has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

## 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***

Staff have resumed monthly Financial budgetary reporting for the Board and will continue to monitor activity for accuracy. The District will begin working with Richardson & Company CPAs again this year to complete the FY 2020-21 audit.

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

The District conducted a live demo with Tyler Technologies on October 6. The District was very impressed with the information presented and has noticed a letter of intent to begin contract negotiations.

#### ***Recruitment***

The District is pleased to announce the Accounting Manager and Accountant positions have been filled. Both employees will start on November 8<sup>th</sup>, and we are excited to have them aboard.

Jennifer Yee will join us as the Accounting Manager. She comes from ACC Senior Services in Sacramento, where she has worked for the last 17 years. She started with ACC Senior Services as an accounting technician and worked her way up to the Accounting Manager position, which she has held for the last 5 years. She has an extensive background in accounting, budgeting, and audits.

Manoj Pal will join us as an Accountant. He has worked with the District since June of 2021 as a contract employee of Robert Half. He has extensive governmental accounting experience and has been a valued member of our team over the last few months.

The District has posted the recruitments for two new Accounting Technician positions for HR/Payroll and Utility Billing. 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 utility billing specialist will be responsible for all Accounts Receivable, including assisting with developer deposits, utility billing collections, escrow account maintenance and work extensively with the Utilities and Water staff to assist customers with water leaks, meter swaps and other areas of potential concerns. The District expects this position to fully embrace the utility billing process, be able to multi-task and have exceptional customer service skills.