



## 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 Tim Maybee)*

Regular Meeting

September 1, 2020 at 10:00 a.m.

**This meeting will be held via ZOOM** video conference only pursuant to Gov. Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/87813405529>, entering Meeting ID no. 878 1340 5529, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 878 1340 5529. 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. Comments from the Public
3. Discuss Check Dual Signature Requirements
4. Rancho Murieta Golf Course and Rancho Murieta Properties, LLC Security and Drainage Tax Appeal
5. Security Staffing Update Discussion
6. COVID-19 Financial Impact
7. Discuss Award for Professional Auditing Services RFP
  - a. RFP Results
  - b. Presentation Requirements
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 and Executive Order No. N-29-20, 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 August 28, 2020. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: August 25, 2020  
To: Finance Committee  
From: Tom Hennig, Director of Administration  
Subject: Check Signing Process Change

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### RECOMMENDED ACTIONS

Staff recommends that the current check signing practice be altered to allow checks below the amount of \$10,000 to require only the signature of the General Manager or their designee.

### BACKGROUND

It has been the long-standing practice at RMCS D to have all checks for payables, other than Payroll, signed by the General Manager or their designee, and a member of the Board of Directors. This is a cumbersome process and a potential inconvenience when coordinating Staff and Director schedules. Based on a suggestion from a Board member, Finance staff reviewed the check-writing activity for the current year.

As of August 2020, the District has issued 345 checks. From this total, 275 were for purchases of less than \$10,000. There were 70 checks greater than \$10,000. See the chart below for the details:

Range	Count	% of total
\$1,000 to \$5,000	226	66%
\$5,000 to \$10,000	49	14%
\$10,000 to \$25,000	38	11%
Over \$25,000	32	9%
	345	

### SUMMARY

Based on the discussion today, and possible direction from the Finance Committee, we are prepared to implement the new practice of requiring dual signatures only on checks over \$10,000. All District payments will continue to be reported as part of the monthly Bills Paid memo at every Regular Board meeting.

## MEMORANDUM

Date: August 31, 2020  
To: Finance Committee  
From: Tom Hennig, General Manager  
Subject: Auditor selection

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### RECOMMENDATION

To approve the 2020 Auditor Request for Proposal (RFP) selection to be placed on the September 16, 2020 Board agenda. The funding is to come from the 2020-21 General Administration Operating Budget.

### BACKGROUND

On August 7, 2020, the District solicited bids for the selection of an accounting firm to prepare the annual audit for the 2020-21 fiscal year. The audit covers the District-wide Financial Statements, the Community Facility District, 2014-1, and the Annual State Controller Transaction Reports. The audit firms who responded were found to be technically competent and well experienced to perform the District's annual audit.

There was a total of eight respondents, and five firms met the RFP requirements. The RFP's are being reviewed and ranked by financial staff. Once the scoring is completed, we will open the cost proposals and make a final selection based on review score and price. Staff anticipate making the selection by the end of this week and will be prepared to make a recommendation at the next Board meeting. The initial award period will cover three fiscal years, with an option for adding two additional years.

We are asking for approval from the Finance Committee to take the recommendation to the Board on September 16, 2020. Taking this action today will give the new firm the time necessary to complete the audit in time for the January or February Board meeting. If we wait until the next Finance Committee meeting, the schedule for bringing the audit to the Board will likely be pushed to March or April, due to the scheduling from the Audit firm.

### Financial Impact

The budgeted estimate for the preparation of the 2020-21 fiscal year audit is \$25,000 and will come from the General Administration Fund. The cost will be spread annually based upon the recently completed Cost Allocation Plan.