



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

June 1, 2021 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/81099441771>, entering Meeting ID no. 810 9944 1771, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 810 9944 1771. 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. Finance Monthly Updates
 - Standard Monthly Report
 - Reserve Special Board Meeting
 - Contract for Financial System Replacement
 - Recruitment
4. Review Whistleblower Policy
5. Discuss Security Townhall Meeting Agenda
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 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. 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 May 28, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: May 28, 2021
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Monthly Finance Updates

Finance Updates

Standard Monthly Reports

Monthly reporting will resume for the June board hearing. All entries for both April and May will be completed to provide an accurate budget to actual report for all funds. These reports will have a new look to them and will reflect budget to actuals in a more transparent way, specifically removing two columns and adding calculations to reflect the percentage of budget used. This will provide a clearer picture of District operational expenditures and revenues and trends in relation to the projected budget, as well as the remaining amount of budget appropriation.

Reserve Special Board Meeting

The Reserve Special Board meeting is set for June 3 at 2:00 p.m. District staff have been working with Association Reserves to complete the reserve study and will provide updates to the reserve policy, present findings from the consultant on the reserve analysis and discuss current and future capital improvement projects.

Contract for ERP

The District has contracted with Adroit Government, Inc, a small consulting firm with over 25 years' experience in information technology services and have successfully negotiated ERP contracts with vendors that the District will likely enter into contract with for a new Enterprise Resource Planning solution.

Recruitment

To date, the District has received an overwhelming response to the Office Technician posting, with over 100 applicants looking to interview with the District. The District has only received a total of two applications for the Accounting Manager and two applicants for the Accountant. Staff are hopeful that with the increased exposure in recruitment job boards, job classification changes and increased salaries, these positions will bring in qualified staff to fill gaps in the Administration department. Staff are also considering discussion of removal of the mandatory District application requirement, as it creates an additional barrier to applicants looking to apply.

MEMORANDUM

Date: May 28, 2021
To: Finance Committee
From: Paula O'Keefe, Director of Administration
Subject: Consider Adoption of District Policy P2021-03, Whistleblower Policy

RECOMMENDED ACTION

Review District Policy P2021-03 Whistleblower Policy.

BACKGROUND

Per the FY 2019-20 audit findings, the District must create a whistleblower policy to encourage reporting of illegal or fraudulent activities. Staff have reviewed other municipal and Special District policies and have created this policy to ensure the District is in compliance with the Whistleblower Protection Act.

The purpose of this policy is to encourage reporting by Rancho Murieta Community Services District (District) employees of improper governmental action taken by District officers and employees. A whistleblower is defined as any employee who reports any activity deemed illegal, fraudulent or in violation of federal or state laws. This policy also provides protections against retaliation of District employees who have reported improper governmental actions in accordance with District policies and procedures or dishonest or illegal activities that are a violation of federal, state, or local laws.

SUMMARY

This is a new policy that ensures protections to District employees who report illegal and/or fraudulent activities and provides protection from retaliation. Upon Committee approval, this policy will be moved to the regular Board meeting June 16, 2021.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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| Category: | Personnel | Policy # P2021-03 |
| Title: | Whistleblower Policy | |

PURPOSE

The purpose of this policy is to encourage reporting by Rancho Murieta Community Services District (District) employees of improper governmental action taken by District officers and employees and protect District employees who have reported improper governmental actions in accordance with District policies and procedures or dishonest or illegal activities that are a violation of federal, state or local laws.

POLICY

A whistleblower as defined by this policy is an employee of the Rancho Murieta Community Services District who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Administration. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Administration immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Administration or designee as determined by the General Manager, who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Administration or designee as determined by the General Manager.

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| Adopted by Rancho Murieta Community Services District's Board of Directors | Date Adopted |
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