



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683
Office - 916-354-3700 * Fax - 916-354-2082

FINANCE COMMITTEE

(Directors Stephen Booth and John Merchant)

Special Meeting

January 7, 2025 at 10:00 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. ***Information Item* Financial Reports**
 - A. **Budget to Actuals**
 - i. FY24-25 – through 11/30/2024
3. ***Discussion Item* GSRMA Insurance Coverage**
4. ***Discussion Item* IT Vendor Cost Comparisons for FY23-24 and FY24-25**
5. ***Discussion Item* Barcode Stickers Cost Increase and use of Resultant Revenue**
6. ***Discussion Item* Funding Temporary Employees to Assist with Completion of Outstanding Audits**
7. ***Discussion Item* FY25-26 Budget Preparation Calendar**
8. **Comments from the Public**
9. **Director and Staff Comments/Suggestions**
10. **Adjournment**

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. 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. Posting location is District Office. The date and time of this posting is January 2, 2025 at 4:45 p.m.

MEMORANDUM

Date: January 7, 2025
To: Finance Committee Meeting
From: Mark Matulich, Director of Finance and Administration
Subject: Finance Report

FINANCIAL RESULTS FY 24-25 through 11/30/2024:

All budget comparisons are to a prorated portion of the annual budget.

Results from Operations:

The District's net operating income through 11/30/2024 was \$394k primarily due to operating results of the Water Fund (\$313k net operating income). Water revenues were over plan driven by higher than average water use in three of the hottest months of the year, July, August, and September (October was also a hot month). This was offset by a major repair to a 30" pipe (estimated cost at \$200k) which drove operating expenses over plan. All funds had positive results from operations except for Security which had an \$11k deficit after the allocation of \$121k of administrative overhead costs. The deficit in Security was due to personnel-related expenses including costs for a temporary transition coordinator, overtime, training costs, and costs associated with employee turnover.

STATE OF ACCOUNTING:

1. The FY 21-22 audit is in progress.
2. A full-service accounting software package is needed to ensure accurate and timely financial reporting going forward. Staff is working with Caselle to finalize a contract for full-service accounting software. Staff will continue to update the Finance Committee and Board as this process continues.
3. A financial report presenting results from operations through 12/31/2024 will be presented at the Board meeting.

CASH AND INVESTMENTS:

Balances of Cash and Investments:

As of 12/31/2024, the balances in the District's cash and investment accounts totaled approximately \$15 million, and the District recognized interest and investment earnings of approximately \$394k.

**Rancho Murieta CSD
Cash and Investments
12/31/2024**

	Balance	Earnings
Bannner - CDs	\$ -	\$ 72,160
Banner - Money Market and Checking	\$ 5,128,020	\$ 74,080
CAMP	\$ 723,390	\$ 17,113
CA CLASS	\$ 9,145,070	\$ 230,696
Total	\$ 14,996,480	\$ 394,049

RANCHO MURIETA CSD
BUDGET TO ACTUAL REPORT
As of November 30, 2024
All Funds

	Budget 2024-2025	100 Admin	200 Water	250 Wastwater	260 Drainage	400 Solid Waste	500 Security	Total Year to Date	% of Budget	Remaining Budget 2024-2025
Operating Revenue										
Residential fees	7,700,394	-	1,504,396	797,067	85,305	671,273	548,678	3,606,719	47%	4,093,675
Commercial fees	1,266,350	-	211,308	85,740	12,506	-	108,634	418,189	33%	848,161
Late fees and penalties	41,000	-	30,900	7,635	1,034	5,376	2,274	47,219	115%	(6,219)
Interest and investment earnings	108,333	-	40,997	29,958	4,504	2,241	22,662	100,363	93%	7,970
Other charges	75,000	2,795	106,177	2,999	-	-	6,200	118,172	158%	(43,172)
Total operating revenue	9,191,077	2,795	1,893,779	923,399	103,350	678,891	688,448	4,290,661	47%	4,900,416
Operating Expenses										
Salaries	2,870,098	423,953	254,444	238,448	37,292	-	330,604	1,284,739	45%	1,585,359
Benefits and pension	1,909,131	190,680	122,645	113,037	9,659	-	204,073	640,094	34%	1,269,037
Insurance	276,456	-	85,670	29,864	4,424	-	17,697	137,655	50%	138,801
Professional services	400,900	89,265	119,495	17,213	-	-	529	226,501	56%	174,399
Materials and supplies	570,150	27,642	93,349	53,299	-	-	1,870	176,160	31%	393,990
Maintenance and repairs	724,100	6,607	310,129	115,595	149	-	12,481	444,961	61%	279,139
Contract sub-hauler	1,439,361	-	-	-	-	605,523	-	605,523	42%	833,838
County surcharge	94,680	-	-	-	-	20,667	-	20,667	22%	74,013
Utilities	446,900	9,193	56,707	104,114	-	-	3,931	173,945	39%	272,955
Other expenses	383,452	117,176	90,228	(28,855)	-	-	7,935	186,484	49%	196,968
Total operating expenses	9,115,228	864,515	1,132,666	642,714	51,524	626,190	579,120	3,896,729	43%	5,218,499
Budgeted expenses by fund YTD	42%	744,396	1,065,056	698,530	87,070	639,184	563,776	3,798,012		
Budgeted expenses by fund FY 24-25	100%	1,786,551	2,556,134	1,676,473	208,967	1,534,041	1,353,062	9,115,228		
Net Income (Loss) from Operations										
PRE-Allocation of Admin Overhead	75,849	(861,720)	761,113	280,685	51,826	52,701	109,328	393,932		
Allocation of admin overhead		861,720	(448,094)	(232,664)	(25,852)	(34,469)	(120,641)	-		
Indirect cost rate (ICR# 2)			52%	27%	3%	4%	14%	100%		
Net Income (Loss) from Operations w/ OH	75,849	-	313,018	48,020	25,975	18,232	(11,313)	393,932		
Non-operating Revenue (Expenses):										
Property tax assessments	925,000	-	192,708	188,854	3,854	-	-	385,417	42%	539,583
Interest and investment earnings	424,287	-	122,992	89,874	13,513	6,723	1,447	234,549	55%	189,738
Total Non-operating Rev/Exp	1,349,287	-	315,701	278,729	17,367	6,723	1,447	619,966	46%	729,321
Net Income (Loss) Pre-Capital Contrib.	1,425,136	-	628,719	326,749	43,341	24,955	(9,866)	1,013,898		
Capital Contributions										
Capital replacement reserve fees	990,415	-	210,149	207,602	-	-	-	417,751	42%	572,664
Debt reserve fees	188,496	-	78,685	-	-	-	-	78,685	42%	109,811
Debt reserve fees	(188,496)	-	-	-	-	-	-	-		
Water augmentation fees	118,973	-	116,475	-	-	-	-	116,475	98%	2,498
Capital improvement fees	84,400	-	39,832	45,207	-	-	1,520	86,559	103%	(2,159)
Security impact fees	25,200	-	-	-	-	-	28,152	28,152	112%	(2,952)
Total Capital Contributions	1,218,988	-	445,141	252,809	-	-	29,672	727,622	60%	679,862
Total Net Income (Loss)	2,644,124	-	1,073,860	579,558	43,341	24,955	19,805	1,741,520		
Capital Expenditures										
Water and rate studies	-	-	-	-	-	-	-	-	#DIV/0!	-
Capital improvement	-	-	447,555	77,616	-	-	-	525,171	#DIV/0!	(525,171)
Total Capital Expenditures	-	-	447,555	77,616	-	-	-	525,171	#DIV/0!	(525,171)
Total Results	2,644,124	-	626,305	501,942	43,341	24,955	19,805	1,216,349		

MEMORANDUM

Date: January 7, 2025
To: Board of Directors
From: Mimi Morris, General Manager
Subject: Property Insurance 24-25

BACKGROUND

In early 2024, District Staff (Mimi Morris, Mark Matulich, Michael Fritschi, Travis Bohannon, and Amelia Wilder) met with our GSRMA representative regarding property insurance coverage and High Value Property insurance coverage. During that conversation, it became apparent to staff that the benefits of the property insurance costs were extremely limited because the representative had stated that property damage resulting from fires, floods, and earthquakes were not covered. When asked what was covered by the \$150,000, the representative indicated that it was all determined on a case-by-case basis.

GSRMA's premiums have increased dramatically over the last several years as can be seen in the attached report¹ dating back to 2009-10. This report shows aggregate payments by fiscal year to GSRMA. Prior to 23-24, the District occasionally used a GSRMA-provided financing plan which allowed for quarterly payments with interest, and the payments did not always match up to the service years. Nevertheless, the annual premiums for District insurance have been escalating extensively.

Overall 24-25 insurance costs including property insurance costs were expected to increase dramatically and in April that increase showed a jump from \$464,983² in 23-24 to over \$687,000³ in 24-25, an increase of over \$222,000 (47.9%).

Following the meeting with GSRMA, General Manager Morris raised the issue with the Board in Closed Session in January or February. (There are no minutes nor recordings nor formal materials for Closed Session meetings hence the estimated time frame). GM Morris shared with the Board that staff had learned that the property coverage provided by GSRMA did not include some key risk areas such as earthquake, fire and flooding. Additionally, the premium would be increasing by about 50% to over \$150,000 for all the property insurance coverage (regular and high value property).

¹ Report of District Payments to GSRMA since 2009-10

² 23-24 GSRMA Contribution Indication (estimate) and Invoice

³ 24-25 GSRMA Contribution Indication (estimate) and Invoice

The GM shared that the overall cost of the District's insurance coverage had skyrocketed over the past several years (from \$268K in 21-22 to over \$687K in 24-25) due to a variety of factors, including past actions of certain District representatives.

The GM suggested that we pursue other options - including other insurers or self-insurance given the lack of value from outside coverage due to all the exclusions. Essentially, the GM described a cost-benefit analysis which showed little benefit from the cost.

The board agreed and directed the GM to research further.

Thereafter, over the next few months and consistent with the Board's direction, the GM initiated conversations with a few insurance pools. Most were unwilling to provide only one book of business - preferring to pick up the entire insurance coverage of the District. Several of the representatives indicated that their new customer evaluation process would take 9-12 months and there was no guarantee that the District's risk levels would be deemed acceptable. Self-insurance for property risk coverage seemed the best alternative. The District has self-insured in the past for various risks and has the obligation to inform the Department of Industrial Relations only if the self-insurance is for Workers' Compensation.

The GSRMA insurance bill was received in June and showed minor reductions to the property task line item (\$27K or 18%) and an overall premium reduction from \$687k to \$617K. Director of Finance and Administration Mark Matulich approved the invoice without the Property Insurance components (\$128K), after checking in with the GM regarding the plan to discontinue property insurance coverage, consistent with staff conversations with GSRMA regarding the limited benefits in January. It was determined that the lack of value due to the exclusions did not merit continuing that coverage with GSRMA and staff discussed establishing a dedicated property risk fund as a better option to outside coverage.

In September staff had conversations with GSRMA regarding our discontinuation of property insurance coverage and they requested formal documentation regarding the property items not to be covered. The list they provided included obsolete items that should have been purged from their coverage over the years but had not. Staff cleaned up the data and confirmed the District's wish to cancel the property coverage.

PROPOSAL

Staff proposes that the Board continue the plan of self-insurance for property risk coverage due to the limited benefits resulting from the coverage costs.

###

Summary District Payments to GSRMA by Fiscal Year

1/6/2025

TOTAL: \$3,380,196

Fiscal Year	Note re Coverage	Original Estimate	FY Payment
2024-2025	Original Estimate \$687K reduced to \$617K May 2024; Did not pay \$123K property ins.; includes \$11K Dams	\$698,585	\$501,107
2023-2024	Original Estimate: \$503,249, reduced to \$499K+11K	\$514,249	\$510,213
2022-2023			\$357,132
2021-2022			\$268,059
2020-2021			\$64,259
2019-2020			\$256,508
2018-2019			\$233,732
2017-2018			\$146,824
2016-2017			\$233,415
2015-2016			\$176,292
2014-2015			\$123,159
2013-2014			\$139,848
2012-2013			\$136,181
2011-2012			\$87,552
2010-2011			\$116,733
2009-2010			\$29,182



Contribution Indication

Policy Period: 2023-24
Coverage Dates: 7/1/2023 - 7/1/2024
Account No: RANCMUR

WC is budgeted in salary projection at 7% per payroll dollar
 GL budget is based on revenue for W 40%, WW 24%, SW 13%, Sec 23%

Customer Service
For Information on Your Account Visit:
www.mygsrma.org
GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

Rancho Murieta Community Services District

2023-24 COVERAGE			CONTRIBUTION
Workers' Compensation	<i>Estimated Payroll</i>	\$2,596,741	\$183,512
General Liability	<i>Estimated Payroll</i>	\$2,596,741	\$182,901
Property	<i>Total Insured Value</i>	\$27,322,770	\$80,102
HV Property	<i>Total Insured Value</i>	\$11,189,624	\$5,595
Auto	<i>Total Insured Value</i>	\$711,046	\$4,735
Watercraft	<i>Total Insured Value</i>	\$2,500	\$37
Mobile Equipment	<i>Total Insured Value</i>	\$152,770	\$733
Crime Bond	<i>Exposure</i>	39	\$683
Cyber Liability	<i>Total Insured Value</i>	\$27,322,770	\$6,685
TOTAL ESTIMATED ANNUAL CONTRIBUTION*			\$464,983
2021-22 FINAL CONTRIBUTION TRUE-UP (See True-up page for details)			ADJUSTMENTS
Workers' Compensation			\$19,391
General Liability			\$18,875
TOTAL CONTRIBUTION ADJUSTMENT			\$38,266
TOTAL ESTIMATED PAYMENT			\$503,249

*Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.
 Finance charges apply when paying in installments.

NOT AN INVOICE. INDICATION DATED 4/3/2023 DOES NOT BIND COVERAGE.



Contribution Comparison

Policy Period: 2023-24
 Coverage Dates: 7/1/2023 - 7/1/2024
 Account No: RANCMUR

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Rancho Murieta Community Services District

COVERAGE	2023-24	2022-23	DIFFERENCE	% CHANGE
Workers' Compensation	\$183,512	\$170,750	\$12,762	7.5%
<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate¹</i>	\$7.07	\$6.65	\$0.42	6.3%
<i>Experience Ratio</i>	1.164000034	1.317		
General Liability	\$182,901	\$184,743	\$(1,842)	(1.0)%
<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate¹</i>	\$7.04	\$7.19	\$(0.15)	(2.1)%
<i>Experience Ratio</i>	1.925999999	1.739		
Property	\$80,102	\$56,761	\$23,341	41.1%
<i>Total Insured Value</i>	\$27,322,770	\$24,723,501	\$2,599,269	10.5%
HV Property	\$5,595	\$5,204	\$391	7.5%
<i>Total Insured Value</i>	\$11,189,624	\$10,408,952	\$780,672	7.5%
Auto	\$4,735	\$3,526	\$1,209	34.3%
<i>Total Insured Value</i>	\$711,046	\$641,364	\$69,682	10.9%
Watercraft	\$37	\$31	\$6	19.4%
<i>Total Insured Value</i>	\$2,500	\$2,500	\$0	0.0%
Mobile Equipment	\$733	\$566	\$167	29.5%
<i>Total Insured Value</i>	\$152,770	\$152,770	\$0	0.0%
Crime Bond	\$683	\$764	\$(81)	(10.6)%
<i># of Employees</i>	39	47	(8)	(17.0)%
Cyber Liability	\$6,685	\$0	\$6,685	0.0%
<i>Total Insured Value</i>	\$27,322,770	\$0	\$27,322,770	0.0%
TOTAL ESTIMATED CONTRIBUTION²	\$464,983	\$422,345	\$42,638	10.1%

¹Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll * 100

²Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.

³Pollution coverage included in Property beginning with 2021-22 policy year.

Indication dated 4/3/2023



Estimated Payroll

Policy Period: 2023-24
Coverage Dates: 7/1/2023 - 7/1/2024
Account No: RANCMUR

Customer Service

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GSRMA
 PO Box 706
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Rancho Murieta Community Services District

Estimated Payroll for 2023-24

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	7	1	\$522,704	\$26,000
7580	Sanitary or Sanitation Districts Operation	7	0	\$522,704	\$26,000
7706	Firefighters - not volunteers	0	0	\$0	\$0
7707	Firefighters - volunteers	0	0	\$0	\$0
7720	Police, Sheriffs, Constables, etc. - not volunteer	0	0	\$0	\$0
8601-1	Engineers-Consulting	0	0	\$0	\$0
8810-1	Clerical Office Employees	8	0	\$900,640	\$6,240
8810-4	Libraries - public	0	0	\$0	\$0
9043	Hospitals	0	0	\$0	\$0
9410	Municipal, State or Public Agency Employees	0	0	\$0	\$0
9420	Municipal, State, or Public Agency Emp - other	15	2	\$577,200	\$52,000
Other	Other	0	0	\$0	\$0
TOTAL		37	3	\$2,523,248	\$110,240
Total Regular and Overtime Payroll (OT included at 2/3)					\$2,596,741
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					\$0
TOTAL ESTIMATED PAYROLL					\$2,596,741

Firefighter Guidance

Imputed Payroll*: GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

Volunteer # Employees: If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

Volunteer Payroll: Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

Strike Team Pay: Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

Trainees/Cadets: Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



Policy Period: 2021-22
 Coverage Dates: 7/1/2021 - 7/1/2022
 Account No: RANCMUR

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Rancho Murieta Community Services District

At Golden State Risk Management Authority, the contributions for the Workers' Compensation and General Liability programs are adjusted once the coverage period has been completed based on the actual payroll during that period. Your Agency paid a **Deposit Contribution** at the beginning of the 2021-22 year, which was calculated based on **Estimated Payroll**.

Based on the **Actual Payroll** submitted by your Agency for the 2021-22 period, the **Final Contribution** for each Coverage Program your Agency participates in has been calculated and is shown below.

If your **Actual Payroll** was lower than your **Estimated Payroll**, your Agency will be receiving a **Contribution Adjustment** credit for each Coverage Program your Agency participates in on next year's contribution invoice.

If your **Actual Payroll** was higher than your **Estimated Payroll**, the **Contribution Adjustment** is applied as an additional charge on next year's contribution invoice.

WORKERS' COMPENSATION		CONTRIBUTION
2021-22 Deposit Contribution (Paid)		
<i>Estimated Payroll</i>	\$2,232,996	\$153,171
2021-22 Final Contribution		
<i>Actual Payroll</i>	\$2,515,679	\$172,562
CONTRIBUTION ADJUSTMENT		\$19,391
GENERAL LIABILITY		CONTRIBUTION
2021-22 Deposit Contribution (Paid)		
<i>Estimated Payroll</i>	\$2,232,996	\$149,101
2021-22 Final Contribution		
<i>Actual Payroll</i>	\$2,515,679	\$167,976
CONTRIBUTION ADJUSTMENT		\$18,875



Disclosures/Disclaimers

Policy Period: 2023-24

Account No: RANCMUR

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This proposal for coverage is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, vehicle schedules, financial data and loss experience, is based on facts and representations supplied to Golden State Risk Management Authority by your agency. This proposal does not reflect any independent study or investigation by Golden State Risk Management Authority or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed coverage (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, GSRMA may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of coverage and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance your agency may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your coverage, please refer to the policy itself. Golden State Risk Management Authority will not be liable for any claims arising from or related to information included in or omitted from this proposal for coverage.



Contribution Summary

Policy Period: 2023-24
Coverage Dates: 7/1/2023 - 7/1/2024
Account No: RANCMUR

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Rancho Murieta Community Services District

2023-24 COVERAGE			CONTRIBUTION
Workers' Compensation	<i>Estimated Payroll</i>	\$2,596,741	\$183,512
General Liability	<i>Estimated Payroll</i>	\$2,596,741	\$182,901
Property	<i>Total Insured Value</i>	\$27,997,520	\$82,080
HV Property	<i>Total Insured Value</i>	\$11,189,624	\$5,595
Auto	<i>Total Insured Value</i>	\$743,936	\$4,954
Watercraft	<i>Total Insured Value</i>	\$2,500	\$37
Mobile Equipment	<i>Total Insured Value</i>	\$152,770	\$733
Crime Bond	<i>Exposure</i>	39	\$683
Cyber Liability	<i>Total Insured Value</i>	\$27,997,520	\$6,850
TOTAL ANNUAL CONTRIBUTION*			\$467,345
2023-24 DIVIDENDS			ADJUSTMENTS
General Liability			-\$6,398
TOTAL CONTRIBUTION ADJUSTMENT			-\$6,398
2021-22 FINAL CONTRIBUTION TRUE-UP (See True-up page for details)			ADJUSTMENTS
Workers' Compensation			\$19,391
General Liability			\$18,875
TOTAL CONTRIBUTION ADJUSTMENT			\$38,266
TOTAL PAYMENT			\$499,213

*Finance charges apply when paying in installments.

Summary dated 5/31/2023



Contribution Comparison

Policy Period: 2023-24
Coverage Dates: 7/1/2023 - 7/1/2024
Account No: RANCMUR

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Rancho Murieta Community Services District

COVERAGE	2023-24	2022-23	DIFFERENCE	% CHANGE
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<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate</i> ¹	\$7.07	\$6.65	\$0.42	6.3%
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General Liability	\$182,901	\$184,743	\$(1,842)	(1.0)%
<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate</i> ¹	\$7.04	\$7.19	\$(0.15)	(2.1)%
<i>Experience Ratio</i>	1.925999999	1.739		
Property	\$82,080	\$56,761	\$25,319	44.6%
<i>Total Insured Value</i>	\$27,997,520	\$24,723,501	\$3,274,019	13.2%
HV Property	\$5,595	\$5,204	\$391	7.5%
<i>Total Insured Value</i>	\$11,189,624	\$10,408,952	\$780,672	7.5%
Auto	\$4,954	\$3,526	\$1,428	40.5%
<i>Total Insured Value</i>	\$743,936	\$641,364	\$102,572	16.0%
Watercraft	\$37	\$31	\$6	19.4%
<i>Total Insured Value</i>	\$2,500	\$2,500	\$0	0.0%
Mobile Equipment	\$733	\$566	\$167	29.5%
<i>Total Insured Value</i>	\$152,770	\$152,770	\$0	0.0%
Crime Bond	\$683	\$764	\$(81)	(10.6)%
<i># of Employees</i>	39	47	(8)	(17.0)%
Cyber Liability	\$6,850	\$0	\$6,850	0.0%
<i>Total Insured Value</i>	\$27,997,520	\$0	\$27,997,520	0.0%
TOTAL CONTRIBUTION	\$467,345	\$422,345	\$45,000	10.7%

¹Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll * 100

²Pollution coverage included in Property beginning with 2021-22 policy year.

Comparison dated 5/31/2023



Estimated Payroll

Policy Period: 2023-24
Coverage Dates: 7/1/2023 - 7/1/2024
Account No: RANCMUR

Customer Service

For Information on Your Account Visit:

www.mygsrma.org

GSRMA
 PO Box 706
 Willows, CA 95988

Phone: 530-934-5633
 Fax: 530-934-8133

Rancho Murieta Community Services District

Estimated Payroll for 2023-24

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	7	1	\$522,704	\$26,000
7580	Sanitary or Sanitation Districts Operation	7	0	\$522,704	\$26,000
7706	Firefighters - not volunteers	0	0	\$0	\$0
7707	Firefighters - volunteers	0	0	\$0	\$0
7720	Police, Sheriffs, Constables, etc. - not volunteer	0	0	\$0	\$0
8601-1	Engineers-Consulting	0	0	\$0	\$0
8810-1	Clerical Office Employees	8	0	\$900,640	\$6,240
8810-4	Libraries - public	0	0	\$0	\$0
9043	Hospitals	0	0	\$0	\$0
9410	Municipal, State or Public Agency Employees	0	0	\$0	\$0
9420	Municipal, State, or Public Agency Emp - other	15	2	\$577,200	\$52,000
Other	Other	0	0	\$0	\$0
TOTAL		37	3	\$2,523,248	\$110,240
Total Regular and Overtime Payroll (OT included at 2/3)					\$2,596,741
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					\$0
TOTAL ESTIMATED PAYROLL					\$2,596,741

Firefighter Guidance

Imputed Payroll*: GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

Volunteer # Employees: If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

Volunteer Payroll: Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

Strike Team Pay: Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

Trainees/Cadets: Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



Policy Period: 2021-22
 Coverage Dates: 7/1/2021 - 7/1/2022
 Account No: RANCMUR

Customer Service
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Rancho Murieta Community Services District

At Golden State Risk Management Authority, the contributions for the Workers' Compensation and General Liability programs are adjusted once the coverage period has been completed based on the actual payroll during that period. Your Agency paid a **Deposit Contribution** at the beginning of the 2021-22 year, which was calculated based on **Estimated Payroll**.

Based on the **Actual Payroll** submitted by your Agency for the 2021-22 period, the **Final Contribution** for each Coverage Program your Agency participates in has been calculated and is shown below.

If your **Actual Payroll** was lower than your **Estimated Payroll**, your Agency will be receiving a **Contribution Adjustment** credit for each Coverage Program your Agency participates in on next year's contribution invoice.

If your **Actual Payroll** was higher than your **Estimated Payroll**, the **Contribution Adjustment** is applied as an additional charge on next year's contribution invoice.

WORKERS' COMPENSATION		CONTRIBUTION
2021-22 Deposit Contribution (Paid)		
<i>Estimated Payroll</i>	\$2,232,996	\$153,171
2021-22 Final Contribution		
<i>Actual Payroll</i>	\$2,515,679	\$172,562
CONTRIBUTION ADJUSTMENT		\$19,391
GENERAL LIABILITY		CONTRIBUTION
2021-22 Deposit Contribution (Paid)		
<i>Estimated Payroll</i>	\$2,232,996	\$149,101
2021-22 Final Contribution		
<i>Actual Payroll</i>	\$2,515,679	\$167,976
CONTRIBUTION ADJUSTMENT		\$18,875



Contribution Indication

Policy Period: 2024-25
Coverage Dates: 7/1/2024-7/1/2025
Account No: RANCMUR

Customer Service
For Information on Your Account Visit:
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GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

Rancho Murieta Community Services District

COVERAGES			CONTRIBUTION
Workers' Compensation	<i>Estimated Payroll</i>	\$3,075,132	\$243,808
General Liability	<i>Estimated Payroll</i>	\$3,075,132	\$273,170
Property	<i>Total Insured Value</i>	\$33,639,136	\$128,411
Auto Physical Damage	<i>Total Insured Value</i>	\$743,936	\$5,944
Watercraft	<i>Total Insured Value</i>	\$2,500	\$65
Mobile Equipment	<i>Total Insured Value</i>	\$152,770	\$859
Cyber Liability	<i>Total Insured Value</i>	\$33,639,136	\$14,135
High Value Property	<i>Total Insured Value</i>	\$20,611,021	\$20,611
Crime Bond	<i>Exposure</i>	34	\$582
TOTAL ESTIMATED ANNUAL CONTRIBUTION*			\$687,585
DIVIDENDS			ADJUSTMENTS
Workers' Compensation			Not Applicable
General Liability			Not Applicable
TOTAL CONTRIBUTION ADJUSTMENT			\$0.00
TOTAL ESTIMATED PAYMENT			\$687,585

*Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound. Finance charges apply when paying in installments.

NOT AN INVOICE. INDICATION DATED 4/10/2024 DOES NOT BIND COVERAGE.

CONTRIBUTION INDICATION VALID FOR 60 DAYS FROM INDICATION DATE.



Contribution Comparison

Policy Period: 2024-25
Coverage Dates: 7/1/2024-7/1/2025
Account No: RANCMUR

Customer Service
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Phone: 530-934-5633 Fax: 530-934-8133

Rancho Murieta Community Services District

COVERAGE	CURRENT YEAR	PRIOR YEAR	DIFFERENCE	% CHANGE
Workers' Compensation	\$243,808	\$183,512	\$60,296	32.9%
<i>Estimated Payroll</i>	\$3,075,132	\$2,596,741	\$478,391	18.4%
<i>Effective Rate*</i>	\$7.93	7.07	\$0.86	12.2%
<i>Experience Ratio</i>	1.172	1.16	0.008	
General Liability	\$273,170	\$182,901	\$90,269	49.4%
<i>Estimated Payroll</i>	\$3,075,132	\$2,596,741	\$478,391	18.4%
<i>Effective Rate*</i>	\$8.88	7.04	\$1.84	26.1%
<i>Experience Ratio</i>	2.911	1.93	0.985	
Property	\$128,411	\$82,080	\$46,331	56.4%
<i>Total Insured Value</i>	\$33,639,136	\$27,997,520	\$5,641,616	20.2%
Auto Physical Damage	\$5,944	\$4,954	\$ 990	20%
<i>Total Insured Value</i>	\$743,936	\$743,936	\$0	0%
Watercraft	\$ 65	\$ 37	\$ 28	75.7%
<i>Total Insured Value</i>	\$2,500	\$2,500	\$0	0%
Mobile Equipment	\$ 859	\$ 733	\$ 126	17.2%
<i>Total Insured Value</i>	\$152,770	\$152,770	\$0	0%
Cyber Liability	\$14,135	\$6,850	\$7,285	106.4%
<i>Total Insured Value</i>	\$33,639,136	\$27,997,520	\$5,641,616	20.2%
High Value Property	\$20,611	\$5,595	\$15,016	268.4%
<i>Total Insured Value</i>	\$20,611,021	\$11,189,624	\$9,421,397	84.2%
Crime Bond	\$ 582	\$ 683	\$(101)	(14.8)%
<i># of Employees</i>	34	39	(5)	(12.8)%
TOTAL CONTRIBUTION **	\$687,585	\$467,345	\$220,240	47.1%

*Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll * 100

**Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.

California Association of Joint Powers Authorities Accredited with Excellence since 1992

Indication dated 4/10/2024



Estimated Payroll

Policy Period: 2024-25
Coverage Dates: 7/1/2024-7/1/2025
Account No: RANCMUR

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Phone: 530-934-5633 Fax: 530-934-8133

Rancho Murieta Community Services District

Estimated Payroll for 2024-25

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	9	0	\$801,767	\$0
7580	Sanitary or Sanitation Districts Operation	6	0	\$603,253	\$0
8810(1)	Clerical Office Employees	9	0	\$912,710	\$0
9420	Municipal, State, or Public Agency Emp - other	9	2	\$757,402	\$0
TOTAL		33	2	\$3,075,132	\$0
Total Regular and Overtime Payroll (OT included at 2/3)					\$3,075,132
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					\$0
TOTAL ESTIMATED PAYROLL					\$3,075,132

Firefighter Guidance

Imputed Payroll*: GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

Volunteer # Employees: If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

Volunteer Payroll: Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

Strike Team Pay: Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

Trainees/Cadets: Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



Disclosures/Disclaimers

Policy Period: 2024-2025
Coverage Dates: 7/1/2024-7/1/2025
Account No: RANCMUR

Customer Service

For Information on Your Account Visit:

www.mygsrma.org

GSRMA
PO Box 706
Willows, CA 95988

Phone: 530-934-5633
Fax: 530-934-8133

This proposal for coverage is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, vehicle schedules, financial data and loss experience, is based on facts and representations supplied to Golden State Risk Management Authority by your agency. This proposal does not reflect any independent study or investigation by Golden State Risk Management Authority or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed coverage (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, GSRMA may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of coverage and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance your agency may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your coverage, please refer to the policy itself. Golden State Risk Management Authority will not be liable for any claims arising from or related to information included in or omitted from this proposal for coverage.

This proposal is valid for 60 days from the date of the Indication.



GOLDEN STATE RISK MANAGEMENT AUTHORITY

Golden State Risk Management Authority

P.O. Box 706

Willows, CA 95988

INVOICE

Invoice #: INV-003468

Date: 06/04/2024

Due date: 07/01/2024

Policy Period: 7/1/2024-6/30/2025

Bill to:

Rancho Murieta Community Services District

PO Box 1050

Rancho Murieta, CA 95683

Description/Memo	Amount
General Liability	\$248,382.00
Auto Physical Damage	\$5,650.00
Crime Bond	\$599.00
Cyber Liability	\$13,407.00
High Value Property	\$15,458.00
Mobile Equipment	\$826.00
Property	\$112,001.00
Watercraft	\$45.00
Workers Compensation	\$228,053.00
WC Dividend	\$-3,403.00
GL Dividend	\$-3,452.00
Total amount	\$617,566.00
Total due	\$617,566.00

OK TO PAY
ACCT# SEE ATTACHED
INITIALS MLM
DATE 7-2-2024
PO# _____

Payment must be made in full. To pay electronically, please contact the Accounting department.

For questions, please contact the Accounting department at 530-934-5633 or financedept@gsrma.org

Please make checks payable to: **Golden State Risk Management Authority**

Rancho Murieta CSD
 GSRMA Annual Invoice
 7/1/2024 - 6/30/2025

Description	Invoice Amount	Services Cancelled	Amount to Pay
General Liability	\$ 248,382		\$ 248,382
Auto Physical Damage	5,650		5,650
Crime Bond	599		599
Cyber Liability	13,407		13,407
High Value Property	15,458	(15,458)	-
Mobile Equipment	826		826
Property	112,001	(112,001)	-
Water Craft	45		45
Workers Comp	228,053		228,053
WC Dividend	(3,403)		(3,403)
GL Dividend	(3,452)		(3,452)
TOTAL	\$ 617,566	\$ (127,459)	\$ 490,107

ALLOCATIONS								FTE's
8	7	7	0	0	12	34		
100	200	250	260	400	500	check		
	53%	27%	4%	0%	16%	100%	IRC #2	
						0%		
						0%		
						0%		
						0%		
						0%		
24%	19%	18%	4%	0%	35%	100%	FTE Based	
24%	19%	18%	4%	0%	35%	100%	FTE Based	
						0%		

CODE AP Check to Prepaids		
Workers Comp		Expense
100-1260	\$ 53,916	100-4053-01
200-1260	42,684	200-4053-01
250-1260	40,437	250-4053-01
260-1260	8,986	260-4053-01
500-1260	78,628	500-4053-01
TOTAL	\$ 224,650	-
General Liability		
200-1260	\$ 140,692	200-4450-01
250-1260	71,673	250-4450-01
260-1260	10,618	260-4450-01
500-1260	42,473	500-4450-01
TOTAL	\$ 265,457	-
GRAND TOTAL	\$ 490,107	

GSRMA insurance expense is booked to prepaids (xxx-1260) as the entire premium for the fiscal year is paid in advance. Insurance expense will be amortized and posted as indicated under "Expense" to the left each month (or quarter) as the books are closed.

No allocation was made to solid waste as Cal Waste carries its own insurance policy. Workers comp was allocated based on FTEs per fund. General liability and all other insurance was allocated based on the current indirect cost rate. Property and High Value Property insurance were removed from the invoice as the District does not intend to use GSRMA for this coverage in FY 24-25.

MEMORANDUM

Date: January 7, 2025
To: Board of Directors
From: Mimi Morris, General Manager
Subject: Information Technology Costs 23-24 and 24-25

BACKGROUND

Since 2013 the District has utilized the services of an outside Information Technology consulting firm for the basic information technology services of the District. Separate software and service agreements have been in place for multiple years for a variety of specialized information technology services.

These include: gate control, bar code tracking, customer contact information, video camera feeds, treatment plant conditions; lift operations; document retention; financial recordkeeping; utility billing; requisitions, purchase orders, and check payments. Even the District's phone system is managed by a separate software system.

The diversity of special software, most of which must interface with the underlying operating systems of roughly 100 devices (servers, cameras, readers, individual computers and printers) adds to the complexity of the IT system.

The District's system includes not only the diverse software, but also essential hardware like servers and Uninterruptible Power Supply (UPS) devices that ensure that if power goes out, our activities continue. This is critical for reliable provision of services like pumping water and removing wastewater and ensuring the gates function.

As in most modern organizations, security of all that data and the system itself adds another layer of necessary sophistication to the overall system. Security encompasses the physical access as well as the virtual, cyber access to prevent dangerous and potentially expensive attacks on the system.

The activities of the IT professional transcend user support and touch almost every aspect of the District's operations. Of specific importance is the IT Manager's knowledge of software security, especially with the transition to cloud-based servers.

Historically, the individual user operating system software (Microsoft Office suite software, Adobe) and security (password protection, cybersecurity) software were procured through the IT vendor. Similarly, all hardware (replacement devices, new equipment) were

purchased through the IT firm, which could image the devices with the licenses they provided.

The contracted IT service included all the licenses and network administration and user support. However, staff was limited to bi-weekly in-person visits that were intended to address whatever issues had arisen over the prior two-week period. A Help Line was available for staff to call between visits, but the system merely tracked the need and a service technician would need to call the user back at a later time. This led to lost productivity and frustration as missed calls created endless rounds of phone tag.

After six months of living with this ineffective system, the GM proposed bringing a part-time, in-house consultant to the District. The Personnel Committee directed the GM to expand the part-time consultant to a full-time position given the anticipated increase in video surveillance as a security strategy. The GM prepared projected cost savings from future consolidations of information technology services and related expenses to help justify the value of an in-house information technology manager.

On March 25, 2024, the District hired an in-house information technology manager who began the process of becoming knowledgeable regarding the complex system in place. He quickly determined that there were a variety of patchwork fixes that were going to be difficult to unwind. By July of 2023, the original, local consultant had sold the consulting business to a national vendor called Intelligent Technical Solutions (ITS). One ITS veteran with extensive knowledge of the system remained available to assist from Utah and another was assigned to other duties in the new organization. The on-site ITS staff had little institutional knowledge regarding the overall system. The local consultant was primarily a user support person, but that individual was only on site every two weeks. As a result, network servers were not being properly maintained with firmware updates because there was no local expert on network administration. There was poor documentation in place regarding the system. There were no standard operating procedures and oversight. Any computing issues had to be routed through the help system described previously.

The IT manager determined that the District would need to continue to rely on the firm's software for the next few years as a complete transition to new software licensing throughout the organization would be both disruptive and expensive.

Every step of the way there has been a cost-benefit analysis with an eye toward continuity of operations while transitioning to an in-house IT professional. The IT Manager has added value to the organization through a variety of corrective actions that have eliminated productivity obstacles over the last nine months. A sample of the disruptive situations and resulting corrections is listed in the table below.

#	Situation	Action	Result
1.	Weekly Power Failures at the Gates every Wednesday due to non-sinewave compatible generators	Replaced Uninterruptible Power Supply devices (UPS's) in both Gates	No more weekly power failures at the Gates
2.	All Network Connectivity was dropping at noon several times a week and requiring a manual reset.	Performed a Diagnostic Assessment and implemented Network Maintenance	No mid-day outage; no gate traffic, no lost productivity, service restored
3.	General HW Neglect: Not anchored or mounted properly; console not working - no visibility of various network servers	Performed a Diagnostic Assessment and Reconfigured the console	Able to see the entire network configuration and more easily troubleshoot
4.	WTP Sophos Appliance Failed: Connectivity between SCADA and HQ broken; no internet; no file access; no email; no document sharing; no phones	Diagnosed the Sophos problem and restored a backup and reconfigured it to get it back online	Completely Functional internet communication at the WTP
5.	Unsupported software. Immediate Issue: slow processing; failure to print; Longer Term Issue: Lack of support for outdated software including security software; overall loss of productivity.	Independently buying new hardware that is compatible with the newer, supported software; putting the new HW into operation;	Elimination of security holes resulting from outdated software; stronger cybersecurity; greater productivity; elimination of lost work.
6.	Recurring HQ Sophos Failures: lost all internet connectivity	Diagnosed the Sophos problem and restored a backup and reconfigured it to get it back online	Completely Functional internet communication throughout the organization.
7.	Security Risk: Exposed staff email addresses	Diagnosed the issue and working with Streamline to hide emails and block robotic intrusions.	Fewer spams and greater security
8.	Unanticipated Shutdowns in all virtual machines and independent user devices/Loss of work due to outdated Firmware (native code that runs under the operating systems); damaging to productivity	Diagnosed the cause of the shutdowns, Updated firmware (DRAC) on main virtual machine hosts and on individual devices.	Functioning devices; increased productivity; significant reduction in random shutdowns
9.	Unanticipated HW failures	Image & Deploy/Purchase & Image replacement HW within 24 hours	Continuity of Operations; Less Costly Devices (no consultant markup)
10.	Security Risks from Active User Accounts for Inactive Employees; bloated software costs from inactive users	Evaluated lists, disabled outdated ee accounts & removed inactive employees from Distribution Lists.	Enhanced system security; rightsized licensing needs to match users and reduced SW expense.

In December, Board President Stephen Booth requested that IT costs for fiscal years 23-24 and 24-25 be provided for today's meeting; however, there are over 100 invoices involved in the request and the accounting staff has been working on addressing the auditors' documentation requirements. Additionally, he has been working on the fiscal close process for November and December 2024 which are expected to be presented at the January Finance Committee and Board meetings. End of Month financial reporting is still a manual process and there has been little time to pull IT-related payment information into a presentation with all the competing priorities.

Additionally, the timeframe creates an "apples to oranges" comparison rather than an "apples to apples" comparison since only six months of the 24-25 fiscal year have transpired while 23-24 includes a full twelve months, making any year over year comparisons unreliable at this point in the fiscal year. Staff will be happy to produce a valid comparison of the two fiscal years in July.

The general consensus among both staff and leadership is that the existence of an in-house IT manager has been of substantial value to the organization, improving productivity, reducing and eliminating down time, and increasing the overall reliability of our systems across all departments.

###

Barcode Sticker Cost Increase

First increase since inception circa 1995

Barcode stickers are an integral part of the security operation at and inside the security gates. The stickers operate the automated gate arms which grants access to the community inside the gates. The stickers also facilitate the collection of critical security information like date and time of entry, address a vehicle is linked to, and information about the vehicle and persons associated with it.

Security operations are divided into three categories: Administration, Gates, and Patrol. Administration primarily consists of the Administrative Sergeant who is responsible for scheduling, general day-to-day management of the department, and is the primary point of contact for the community in security related matters. Gates consists of Gate Officers, the gate houses, gate arms, bar code readers, cameras and related equipment, and ABDI software. Patrol consists of Community Service Officers, patrol vehicles, fuel costs, and ABDI software. The following table shows **approximately 93% of Security operating expenses are attributable to the community behind the gates:**

	Operating Expenses		
	Amended Budget FY 24-25	Attributable to Behind the Gates	Attributable to Behind the Gates
Security Admin	\$ 206,978	82%	\$ 169,722
Security Gates	799,168	100%	799,168
Security Patrol	449,348	87%	390,933
Total Direct Security Expense	1,455,494	93%	1,359,823
CSD Admin Overhead	250,117	93%	233,677
Total Operating Expense	\$ 1,705,611		\$ 1,593,499

The following table shows **approximately 84% of monthly Security service billing revenue is derived from inside the gates.**

	Active Accounts	Monthly Rate	Annual Revenue (Amended Budget)	% of Total
<i>Inside the Gates</i>				
Residential	2,412	\$32.82	\$ 949,942	
Other Residential - Developers/Undeveloped			340,868	
Other Commercial - RMCC and Open Spaces			26,231	
TOTAL			1,317,041	84%
<i>Outside the Gates</i>				
Residential Outside the Gates	266	\$7.92	25,281	
Commercial Outside the Gates			234,551	
TOTAL			259,832	16%
Total Monthly Service Bill Revenue Budgeted			\$ 1,576,873	

The following tables are a comparison of Security service revenue (-i.e. monthly service bills) derived from inside the gates (with and without barcode fees) to operating expenses attributable to inside the gates. All numbers are per the amended Security budget for FY 24-25 and include the new barcode fees.

Revenue vs. Expense - Inside the Gates (with Barcodes)

Monthly Billing Inside Gates	\$	1,317,041
Barcodes		89,520
Op Ex Inside Gates	\$	1,593,499
Surplus/(Deficit)	\$	(186,938)

Revenue vs. Expense - Inside the Gates (without Barcodes)

Monthly Billing Inside Gates	\$	1,317,041
Barcodes		
Op Ex Inside Gates	\$	1,593,499
Surplus/(Deficit)	\$	(276,458)

**Rancho Murieta CSD
 Proposal for Temporary Accounting Labor
 2/1/2025 to 6/30/2025**

At the Board’s request, Staff researched hiring two temporary accountants to help meet the goal of wrapping up the open years of accounting and audits (FY 22-23 and FY 23-24) by the end of this fiscal year. With that goal accomplished, the District will be on schedule with its accounting and audits for the first time in several years (*maybe five or more*). Over the last year, staff regained lost institutional knowledge and developed a process to effectively work through prior open years of accounting. Staff believe two temporary accountants, each with approximately 3 years of public accounting (audit) and/or internal GL accounting experience, would be able to successfully work through this process under the direction of the Director of Finance and Administration. Quotes for these services are noted below.

Staff recommend a budget of \$170,000 for two temporary accountants from February 1 to June 30, 2025 to be funded from property tax assessment revenues which are anticipated to be around \$925k in FY 24-25.

**Rancho Murieta CSD
 Temp Accounting Quotes
 2/1/25 - 6/30/25**

Vendor	Hourly Rate	Estimated Total Hours	Estimated Cost
Robert Half	\$99.00	1,710	\$169,290
Vaco Accounting (remote)	\$115.00	1,710	\$196,650
Vaco Accounting (on site)	\$130.00	1,710	\$222,300
LHH	Quote Pending		

FY25-26 Budget Preparation Schedule

Dates	Task	Team Lead
Jan - Feb	Meetings with Units regarding Operating and Capital Improvement budget needs	Mimi
2/26-3/7/25	Develop Detailed Personal Services Estimates for 25-26 Budget	Mimi
2/26-3/7/25	Develop All Projected Revenue Estimates for 25-26 Budget	Mark
2/26-3/7/25	Develop Projected Capital Improvement Plan (CIP) for 25-26 Budget	Eric
4/10/2025	Finance Committee Review of Draft 25-26 Operating Budget, Reserve Development, and CIP and corresponding rate discussions	Mimi/Mark
3/12-3/14/25	Evaluate Rate Increases Needed to cover Expenses & Add \$1 million to reserves	Mimi/Mark
3/17-3/18/25	Proposition 218 documents drafted	Mimi/Mark
3/19/2025	Board Consideration and Action on Proposition 218 documents	Board
4/2/2025	Proposition 218 Notices Mailed - 45 day window	Amelia
5/8/2025	Finance Committee Final Review of 25-26 Operating Budget, Reserve Development, and CIP by Finance Committee	Mimi/Mark
5/20/2025	All protests to Prop 218 Rate Increases Due	Amelia
5/20/2025	First Reading of Proposed 25-26 Rate increase Ordinance and presentation of Draft 25-26 Budget	Board
6/18/2025	Second Reading and action on Proposed Rate Increase notice and adoption of 25-26 Budget	Board