



DC Ranch Association
Board of Directors Open Budget Workshop Minutes
Friday, September 26, 2025 | 11:30 a.m.
Ranch Office / Zoom

Board Members Present: Marla Walberg, David Underwood, David Green

Board Member(s) Absent: Iryna Sukhovolets, Chris Mullen

Staff Present: Scott Levy, Kim Visser

I. Call to Order/Quorum Established:

Marla Walberg called the meeting to order at 11:37 a.m. Roll call confirmed a quorum of three (3) directors present.

II. Adopt Agenda

Mr. Underwood motioned to adopt the agenda; seconded by Dr. Green. Motion passed unanimously.

III. Treasurer's Comments

Mr. Underwood shared that objective of this workshop session was at a high level to give guidance to staff for the development of the 2026 on key areas. This is an open dialogue between staff and board members.

IV. FY 2026 Budget Workshop Discussion

a. Core Assumptions for 2026 Budget

- 2025 Operating Budget: \$11,711,395
- 2026 'First Look' Operating Budget Draft: ~\$12M
 - o Fixed Cost Increases – Office Lease; Security Contract 3.5%
 - o Staffing: Merit Increase; Bonus Pool; New/Recast Positions
 - o Benefits: Challenging Benefits Marketplace
 - o Utilities: Based on actuals, plus anticipated rate increases in Water and Electric
 - o Cost Sharing Agreement with Community Council: Significant reduction

b. Staffing Levels & Deployment

- Redefine Ranch Association Leadership (CAO/COO Model; Add Ranch Director of Finance (100% Ranch); Add Director of Projects & Reserve Planning
- Boots On The Ground – Add 3 Landscapers; Add 1 Maintenance Painter; Add 1 Operations Administrative Assistant
- Attract, Recruit, Retain
 - o Focus on Professional Development
 - o Establish Career Ladders – create upward mobility & succession planning
- Cost Sharing Agreement with Community Council & Covenant Commission
 - o Eliminate unnecessary or outdated costs
 - o Service Level Agreements for ongoing collaborations

c. Staff Compensation Benchmarking

- Discussion surrounding internal and external benchmarking for staff compensation
- Discussion of refining pay scale/pay grades
- Discussion of Merit Increase and Bonus Pool strategy

d. Benefits Renewal/Options

- Ranch Association currently offers employee benefit plans including:
 - o Health Insurance
 - Current: United Healthcare – 2 PPOs, 1 HSA plan
 - Market Evaluation: 10%-40% Increase (Blue Cross 25% over current)
 - Rate Renewal with United: Initial 9.2%; negotiated to 5% Renewal increase
 - \$15,000 rebate for staying with United; lost if move to other carrier
 - o Dental
 - Current: Principal
 - Recommendation: Renew with Principal (minimal cost increase compared to other plans in market; good service)
 - o Vision
 - Current: Principal/VSP
 - Recommendation: Renew with Principal (no cost increase)
 - o Group Paid Life Insurance
 - Current: Mutual of Omaha
 - Recommendation: Switch to UNUM (lower cost; multi-year rate lock; better service)

e. **Reserve Budget Development**

- Level 1 Reserve Study currently underway with Advanced Reserve Solutions
- Pending updated reserve study information, strategic discussion with Budget & Finance Committee and Ranch Board to address threshold funding levels for all neighborhoods – assistance/guidance/options for underfunded neighborhoods to get back on track

V. Adjourn Meeting

There being no further business, Mr. Underwood motioned to adjourn the meeting. Dr. Green seconded the motion. Meeting adjourned at 1:00 p.m.