



Perspective

JPIA Supports Members' Efforts To Deter Metal Theft

While the economy struggles, metal theft is increasing as people become desperate for any type of income. In the water industry, fire hydrants, backflow valves, electrical wiring, traffic plates, and scrap copper have become the target of thieves. The theft of a few hundred dollars worth of equipment might cost a water agency thousands in repairs and lost productivity, in addition to the replacement cost of the equipment. Depending on insurance coverage and policy deductibles, these losses may not be covered by insurance.

To help combat the metal theft problem, the State of California, counties, and cities have passed laws imposing stricter regulations on scrap dealers. In some instances, these laws require dealers to record the seller's name, address, and driver's license, and wait three days before paying for the materials.

These laws alone will not eliminate the problem. Consider the following best practices to reduce your risk of becoming a victim of metal theft.

Develop a relationship with law enforcement. Ask for their guidance in preventing metal theft and what to do if a theft occurs. Be sure to report all thefts as soon as possible. Be prepared to provide a detailed inventory of the items stolen.



Mark devices and equipment with the District's name using paint, hard-to-remove decals, or engraving equipment. A system known as Owner Applied Numbers (OAN) can be used for the protection of equipment, vehicles, and other valuables. OAN are usually hand-stamped on equipment and will not generally be as large or precise as those applied by the manufacturer. In California, the OAN I.D. system uses a ten-digit coded number, which is issued by the Sheriff's Department and is recommended for business, industry, and agriculture.

The coded identification number allows local law enforcement to identify stolen property and contact the owner. More information on obtaining an OAN can be found at www.agcrime.net.

Consider establishing a reward program to reduce losses from theft and to minimize damage to fire hydrants. These programs typically offer tipsters up to \$500 if thieves are successfully arrested and convicted. If someone observes an illegal activity, they should be encouraged to call local law enforcement and the district. Whenever possible, a description of individuals, vehicle license plate number, or photograph should be obtained.

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IMPORTANT BOARD TRAINING FROM JPIA



Southern California
Thursday, February 2, 2012
Cucamonga Valley Water District
10440 Ashford Street (Admin. Board Room)
Rancho Cucamonga 91730 ~ (909) 987-2591

Northern California
Thursday, February 9, 2012
JPIA Office
2100 Professional Drive
Roseville 95661 ~ (916) 786-5742

Ethics Training (10:00 am ~ 12:00 pm) -
Board Members and General Managers (meets AB1234 requirements)

Brown Act Training (12:30 ~ 2:30 pm) -
Board Members, Board Secretaries, and district management

Free of charge to JPIA Members — \$50 for non-members

Continental breakfast and lunch included

REGISTRATION REQUIRED ~ Limited seats available so register now!

www.acwajpia.com/training; 800.786.5742; training@acwajpia.com

The Perspective (ISSN 1073-5380) is published bi-monthly for its membership for a fee of \$10 each by the ACWA/JPIA, P. O. Box 619082, Roseville, CA 95661-9082. Periodical postage is paid at Roseville and additional Offices. It is produced and edited by Sylvia Robinson, ACWA/JPIA's Publications & Web Editor. Prior written permission from the ACWA/JPIA is required for any whole or partial reproduction of this newsletter.

Postmaster: Please send address changes to Perspective C/O ACWA/JPIA, P. O. Box 619082, Roseville, CA 95661-9082.

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RISK MANAGEMENT COMMITTEE: Chair: Lou Reinkens, Tahoe City PUD; Vice Chair: Charles Muse, Helix WD; Fred Bockmiller, Mesa Consolidated WD; Jennifer Carter, Merced ID; Greg Hoyle, Valley Center MWD; Bob Kuhn, San Gabriel Basin WQA; Ulrich Luscher, Sierra Lakes CWD; Kevin McKenny, Humboldt CSD; Dan York, Sacramento Suburban WD

JPIA Supports Members' Efforts To Deter Metal Theft

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To help support members' efforts to fight metal theft, the JPIA will reimburse a member agency up to \$500 per incident related to metal theft under the following conditions:

- A police report has been filed with the local law enforcement agency.
- The incident is reported to the JPIA whether or not coverage is provided.
- The district promotes reporting of suspicious activity through flyers, public communication, or other means.
- Information leads to the arrest and conviction of individuals who steal district property (fire hydrants, manholes, equipment, etc).

A maximum of three \$500 rewards will be reimbursed to a member agency per calendar year.

Claims for reimbursement must be made in writing, with all supporting documentation, to the JPIA Liability/Property Claims Department.

Written by: Dick Damon, Liability/Property Manager and Peter Kuchinsky II, Risk Management Manager



Boring But Necessary Advice on Agendas

It's never fun to give boring advice, but I'm going to do it anyway: **Having the right agenda is critical to running a good meeting.**

I've seen dozens of bad agendas in my time. They can be bad for many different reasons. Some of my favorite failings are:

1. An agenda that would take two days to get through, not two hours.
2. An agenda that fails to assign suggested time limits for discussion.
3. An agenda that is e-mailed at 6 a.m. before a 7 a.m. meeting.
4. An agenda that is not sent in advance at all, but is distributed at the start of the meeting.
5. An agenda that follows the standard "order of business" according to Robert's Rules of Order, for example:
 - a. Approval of minutes
 - b. Reports of officers, boards, and committees
 - c. Unfinished business
 - d. New business

It may seem odd that someone writing on Robert's Rules doesn't like the standard "order of business," but I believe that for ordinary boards of directors, arranging things in the Robertian order is a mistake. By the time the group gets through reports and unfinished business,

often there is no energy left for "new business." And "new business" can be the most significant of all the items included in the agenda.

If you are the president or secretary of your board, please take the time to think through your agenda and structure it in a way that will flow with member energies and not against them. If necessary, ask your board to adopt standing rules that give you the authority to vary the order of business. Set an estimated time of discussion for each item, making sure to note that the times are "suggested," so that the schedule doesn't become a straitjacket.

Last but not least, include "acceptance of agenda" as an item of business at the beginning of the meeting. The officer or individual who prepares the agenda is offering a suggestion, not laying down the law. The board has the authority to amend or change the proposed agenda, by majority vote, as it chooses. (Once an agenda has been adopted, however, it takes a two-thirds vote to change it.)

Putting these little-known facts to work in your favor has the potential to improve your meetings and your decision-making, while keeping the proceedings fair and efficient.

By Ann G. Macfarlane, Professional Registered Parliamentarian of Jurassic Parliament

Change Culture and Attitudes About Texting and Driving

State attorneys general and the Ad Council are launching a campaign aimed at drivers 16-24 years old. They say: When you text and drive, you're not multitasking; you're driving blind.

In spite of efforts by The National Highway Traffic Safety Administration (NHTSA), there is new proof that warnings against distracted driving aren't being heeded.

The groups say it's all very good to enact laws and try to enforce them, but what it really takes is a change in attitude and change of the culture in which people operate. They want to drive home the message that when you text and drive, you're putting yourself and people around you in danger.

The new multimedia campaign is created pro bono by the New York advertising agency, The Concept Farm. Its message: "Stop the Texts. Stop the Wrecks."

The Ad Council hopes to reach eight million people with its message. They hope to affect the kind of cultural change that helped reduce drunken driving and smoking.

Transportation Secretary Ray LaHood recognizes that mobile devices have become a central part of the way people of all ages communicate. When it comes to staying safe behind the wheel, parents have a critical role to play in setting a good example.

The NHTSA's success with national efforts such as the "Click It, or Ticket" campaign (which helped drive seatbelt use from 15 percent to 85 percent), makes them believe that a combination of public outreach, strong laws, and effective policing can change driver and passenger behavior.

JPIA 2012 Holidays

The JPIA office will be officially closed on the following holidays:

1/2/12 - New Year's Day (observed)

2/20/12 - Presidents' Day

5/28/12 - Memorial Day

7/4/12 - Independence Day

9/3/12 - Labor Day

10/8/12 - Columbus Day

11/12/12 - Veterans Day

11/22/12 - Thanksgiving Day

11/23/12 - Day after Thanksgiving

12/24/12 - Christmas Eve

12/25/12 - Christmas Day



Reach for Success in 2012 at JPIA Training Conferences

March 13, 14 - JPIA Office, Roseville

August 7, 8 - Wyndham Hotel, Orange County

Dozens of classes offered at each

Register on-line

2012 California and Federal Employer Poster Sets Update

The 2012 California and Federal Employer Posters sets were mailed on December 27, 2011. Please note that the letter that accompanied the posters stated that the National Labor Relations Act (NLRA) poster that came with the California and Federal Employer Poster set **was** to be posted. This is **NOT** the case. The NLRA is for private entities only and does not apply to public entities.

If the posters should be sent to a different person at your district, please call Michelle Stites at (800) 535-7899 extension 3153 or e-mail her at mstites@acwajpia.com.

Important Director and General Manager Training Offered by JPIA

The JPIA is embarking on providing more director and general manager level training as part of its service to members. To kick off 2012, two important training sessions geared to this level of management will be offered.

Ethics Training (AB 1234) as required by California law and the Brown Act will be paired for two sessions in February from 10 a.m. to 2:30 p.m. The first session will be February 2, 2012, conducted at the Cucamonga Water District in Southern California and the second will be February 9, 2012, at the JPIA's office in Roseville. Please note that board secretaries and other management staff may benefit from the Brown Act session.

The law firm of **Burke, Williams and Sorensen LLP**, which specializes in representing public entities, has generously offered to provide this training. The JPIA will host the event with a continental breakfast and lunch included at no charge to JPIA members. Flyers have been sent to all member general managers and JPIA Directors. For more information, visit the JPIA's website.

Advanced registration is required; see ad on page 2 for details.

Written by Nancy Stangel, Director of Administration

JPIA's Risk Management Team Presents at National Safety Council

For the third year in a row, John Haaf and Peter Kuchinsky II, from the JPIA Risk Management Department were invited to be presenters at the annual National Safety Council Congress & Expo. This year's Congress was held the first week of November in Philadelphia, PA.

Building on a presentation that is part of the JPIA's Professional Development Program, John and Peter provided national and international attendees an introduction to the elements and benefits of an Injury Illness Prevention Program (IIPP). The presentation, entitled "A Recipe for Safety," outlined the Cal/OSHA IIPP model as the basis for the proposed Federal OSHA Injury Illness Prevention Program requirement. The planned Federal regulation has been nicknamed "I2P2."

The goal of "A Recipe for Safety" was to demonstrate how an IIPP (I2P2) could be used as the foundation of an organization's loss prevention program. The basic principles of employee training, hazard identification, safety inspections, accident investigation, and hazard correction were emphasized. An interactive element of the presentation had audience members participate in a hands-on demonstration highlighting the importance of management and employee involvement in every facet of the I2P2 process.

In addition to their presentation, John and Peter attended keynote addresses and safety and training presentations provided by the National Safety Council's selection of environmental, health, and safety professionals. The lessons learned and information gathered from their attendance will be used in support of the JPIA's loss prevention efforts.

Written by: John Haaf, Lead Risk Management Consultant



L/R: John Haaf, JPIA's Lead Risk Management Consultant, and Peter Kuchinsky II, JPIA's Risk Management Manager.

H.R. LaBounty Safety Awards Given

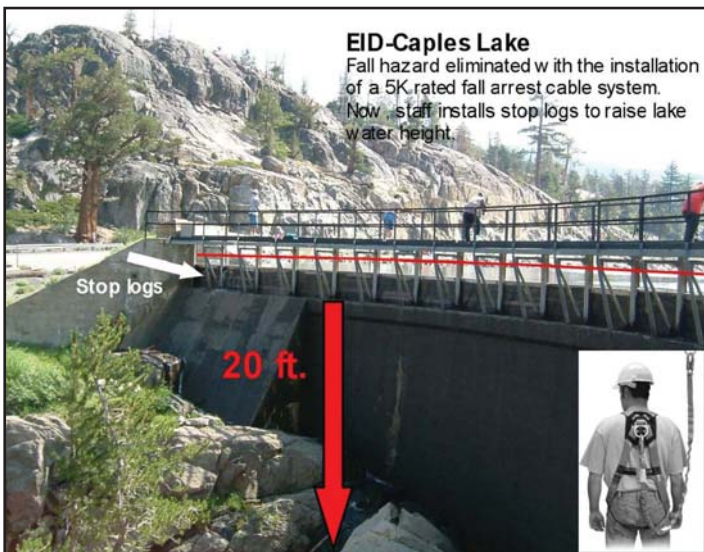
At the JPIA Conference in November 2011, the winners of the H.R. LaBounty Safety awards were announced. This round of submissions was among the highest number received from the JPIA membership. A total of \$4,850 was awarded to individuals.

The program is designed for all JPIA members as a way for them to promote safe workplace behavior and operations practices and reward those employees who demonstrate safe behavior, take part in recognizable proactive activities, or participate in risk-reducing actions.

A big congratulations goes out to all those who received awards. A complete list of winners is on the next page; the following are some highlights of winning ideas.

El Dorado Irrigation District - \$50 each - Bill Slightam, Hydrographer; Buddy Tanner, Senior Layout and Fabrication Welder; and Jake Eymann, Senior Civil Engineer. They installed a fall arrest cable system on the top of Caples Dam. Over the years, personnel have been exposed to a 20-foot fall hazard while installing and removing stop logs at the top of the dam. This team was not satisfied with the way things had always been done, so they produced a fall protection system that will benefit present and future employees of the District.

Wheeler Ridge-Maricopa Water Storage District - \$50 - Stephen Chase, Warehouseman. Stephen put together a safety package for employees assigned to apply weed abatement chemicals. The package includes a first aid kit, portable eyewash station, personal protective equipment, personal hygiene supplies, and a list of emergency response phone numbers.



Fall arrest cable system designed and installed by Bill Slightam, Buddy Tanner, and Jake Eymann of El Dorado Irrigation District.



Stephen Chase, Warehouseman, from Wheeler Ridge-Maricopa Water Storage District, created this safety package for his fellow employees who are assigned to apply weed abatement chemicals.

Pebble Beach Community Services District - \$100 - Juan Moreno, Maintenance Technician II.

Juan fabricated and installed wind-proof "lid-keepers" to hold open the 40-inch diameter dry well access covers. The "lid-keepers" prevent strong winds from slamming the covers closed on workers entering or exiting the wells.



Juan Moreno, Maintenance Technician II, from Pebble Beach Community Services District, displays the "lid-keepers" he designed.

Western Municipal Water District - \$50 each - Chuck Hunt and Bob Froshieser, Operations Technicians. They identified a barricade railing system that would more effectively delineate work areas for work crews, pedestrians, and vehicle traffic. The lightweight portable PVC piping attaches to 36-inch traffic cones to mark the protective zone of an activity area. With a physical boundary in place, work crews more readily remain within the protective zone. Since the railing system clearly outlines the work zone boundaries, pedestrian and vehicle operator confusion is reduced.

Written by: Peter Kuchinsky, Risk Management Manager

Winners of the H.R. LaBounty Safety Awards

The following recipients were presented H. R. LaBounty Safety awards during the Fall 2011 Board of Directors' meeting in Anaheim, CA.

Bella Vista Water District

Mike Grandmain - \$100

Carmichael Water District

Brad Stone - \$75

Citrus Heights Water District

David Kane - \$50

Coastside County Water District

Sean Donovan - \$150
Steve Twitchell - \$150

Crescenta Valley Water District

Alex Sandoval - \$50
Roy Spaulding, Jr. - \$50
Cory Whitman - \$50

Cucamonga Valley Water District

Scott Degner - \$50

East Contra Costa Irrigation District

Ricky Gonzales - \$50
Butch Stevens - \$50

El Dorado Irrigation District

Ron Barney - \$25
John Chavers - \$25
Larry Olson - \$25
Russell St. Thomas - \$25
James Young - \$25

El Toro Water District

Jay Curry - \$75
Phillip Lingenfelder - \$100
Donny Lloyd - \$50
Chris Magill - \$100
Steve Sanchez - \$100
Alex Sepulveda - \$100
Chau Vuong - \$50
Dave Way - \$50

Fresno Irrigation District

John Jimenez - \$50

Helix Water District

Dan Baker - \$50
Robert Mineo - \$50
Larry Moon - \$50
Jason Moore - \$50
Travis Powell - \$50
Phil Sample - \$50

Laguna Beach County Water District

Field Operations Staff - \$100
Jeremy Harrowby - \$50
Boyd Schultz - \$50

Mesa Consolidated Water District

Stephen Hersey - \$25
Bob Mitchell - \$50
Eric Stiegler - \$50

Rancho California Water District

Robert Avera - \$50
Engineering, Water Quality, & Operations Staff - \$150
Mark Hart - \$25
David Holguin - \$50
Chris Lopez - \$75
Larry Ruddell - \$50
Corey Wallace - \$50
Tom Wallace - \$25

Sacramento Suburban Water District

Dave Bruns - \$75
Hector Segoviano - \$75
Joe Crockett - \$25
Matt Underwood - \$25
Field Services Staff - \$100
Rick Franz - \$50

Solano Irrigation District

Victor Fortenberry - \$50

Stockton East Water District

Randy Anderson - \$50
Manual Jimenez - \$50
John Morley - \$50

Sweetwater Authority

Phil Beaver - \$50
Eddie Figueroa - \$50
Distribution Dept. – Honorable Mention
Lane Miller - \$50
Purdue Plant Team - \$100
Sue Slaughter - \$25

Vallecitos Water District

David Joiner - \$50
Larry McDougle - \$50

Western Municipal Water District

Operations Technicians - \$250

Wheeler Ridge-Maricopa Water Storage District

Stephen Dunn - \$50
Jon Kelley - \$50
Greg Loveless - \$100
Tom Russell - \$50

Yolo County Flood Control & Water Conservation District

Greg Anderson - \$50
Tim Ireland - \$50
Anthony Lopez - \$50
Operations & Maintenance Staff - \$100

Yorba Linda Water District

Doug Baker - \$50

Fall 2011 Conference Wrap-Up

The JPIA's Board of Directors' met at the Fall 2011 Conference in Anaheim, California, on November 28. During its meeting, the Board ratified the acceptance of three new members: Buena Vista Water Storage District; Sunnyslope County Water District, and Pajaro/Sunny Mesa Community Services District. Both Buena Vista Water Storage District and Sunnyslope County Water District joined the JPIA's Workers' Compensation Program. Pajaro/Sunny Mesa Community Services District joined all three of the JPIA's programs: Liability, Property, and Workers' Compensation. Director Danny Villalon of Sunnyslope County Water District was in attendance at his first board meeting as the JPIA Director for his district.

The Board also approved changes to the JPIA's Bylaws and Agreement that change the process of selecting the President and Vice President from an election by the Board of Directors to a selection by the Ex-

ecutive Committee. The selection of President and Vice President will occur at the first Executive Committee meeting following a Board of Directors' election for Executive Committee positions.

During the Board meeting, Vikki Beatley, Chief Financial Officer of Mesa Consolidated Water District, presented the JPIA with the Certificate of Achievement award from the Government Finance Officers Association (GFOA). The GFOA established the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.

Financial reports submitted to



President E.G. "Jerry" Gladbach addresses the Board of Directors at their fall meeting in Anaheim.

public-sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by government and its management.

This is second year, in a row, that the JPIA has received this award. President Gladbach received the award on behalf of the JPIA and recognized, David deBernardi, JPIA's Director of Finance, and the entire Finance Staff for their hard work and commitment to excellence.

After the Board concluded the rest of its business, President Gladbach invited the attendees to a reception sponsored by Kronick, Moskovitz, Tiedemann & Girard; William Malone of WGM & Associates; Dalley & Heft; LaMore, Brazier, Riddle & Giampaoli; and Cohen & Burge.

The JPIA's Risk Management and Executive Committees also conducted meetings during this conference.



Directors voting during the fall 2011 JPIA Board of Directors' meeting held in Anaheim.

ecutive Committee. The terms of office for both of these positions also changed to two-year terms with no limits on how many terms an Executive Committee member could serve

the CAFR Program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee, which comprises individuals with expertise in



Director John Hoagland of Rancho California Water District asks a question during the fall 2011 Board of Directors' meeting.

At its meeting, the Executive Committee approved a resolution concurring in the nomination of Steve Ruettgers of Kern County Water Agency to the ACWA Health Benefits Authority (HBA) Board of Directors. The Committee also reviewed the investment report which showed that from the time PFM Asset Management began managing approximately two-thirds of the JPIA's Investment Portfolio, the total returns have exceeded the benchmarks set.

The JPIA presented two seminars at the conference. As is customary for the JPIA, there was a session on Sexual Harassment Prevention for Board Members and

Managers (AB 1825). This course delved into the many aspects of preventing and dealing with sexual harassment.

Some of the topics covered were how Boards should be involved in an investigation, what to do if a claim is filed against a board member or general manager, and when an investigation should take place and the steps to take to resolve the matter.

Other points covered by this course were understanding the California and federal sexual harassment laws, recognizing early signs of sexual harassment, and



Vikki Beatley, Chief Financial Officer for Mesa Consolidated Water District (center), presents the Certificate of Achievement for Excellence in Financial Reporting Award to Board President, E.G. "Jerry" Gladbach (right), and David deBernardi, JPIA's Director of Finance.



Some of the JPIA's Executive Committee members (L/R): Joe Dion, Citrus Heights Water District; W.D. "Bill" Knutson, Yuima Municipal Water District; Melody McDonald, San Bernardino Valley Water Conservation District; Vice President Tom Cuquet, South Sutter Water District; and President E.G. "Jerry" Gladbach, Castaic Lake Water Agency.

maintaining open communication in a respectful environment. Specific water district examples were discussed to bring about the understanding of the types of claims that occur not only in the office but also in the field.

This session was presented by JPIA's staff members Nancy Stangel, Director of Administration, and Patricia Slaven, Training Manager.

The other session that the JPIA presented was entitled "Keeping Things on Track When Folks are Rude, Crude, or Confused." Over a hundred attendees participated in this lively, highly-interactive three-hour session, which showed them how to handle disruptive people at

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Fall 2011 Conference Wrap-Up

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their board meetings, define their authority in challenging situations, and how to keep their cool when the going gets tough. The attendees learned several key points at this session: how to define the authority of the presider at meetings, how to explain when members must obey the presider and vice versa, the list of appropriate steps for dealing with specific types of disorder, and to use "point of order" to deal with boorish behavior.

The presenter for this session was Ann Macfarlane, PRP, of Jurassic Parliament.

Ann Macfarlane began her career as a diplomat in the U.S. Foreign Service. Fluent in Urdu, she served in Lahore, Pakistan, and on the Bangladesh desk of the State Department before becoming the first woman staff as-



Ann Macfarlane, PRP, of Jurassic Parliament (left), presented the seminar, "Keeping Things on Track When Folks are Rude, Crude, or Confused." Pictured with her is Nancy Stangel, JPIA's Director of Administration.



Fall 2011 Conference in Anaheim, CA - Attendees participate in a group exercise during the JPIA's seminar, Keeping Things on Track When Folks are Rude, Crude, or Confused.

sistant in the Near East South Asia Bureau. In that position she supported Henry Kissinger's shuttle diplomacy in the Middle East and supervised the flow of reporting and memoranda for other hot spots in the region.

After returning to the United States, Ann became a professional translator and was elected President of the American Translators Association. She then served as Executive Director of the National Association of Judiciary Interpreters and Translators. Finding working with nonprofit associations and charities highly rewarding, she developed "Jurassic Parliament" as a way of making Robert's Rules of Order understandable and enjoyable.

Ann now devotes her time to helping leaders run better meetings and better organizations. She is a Professional Registered Parliamentarian and a Certified Association Executive. Her greatest expertise is in humanizing the rules of meetings and helping people understand how to get the most out of their time working together.

Written by: Sylvia Robinson, Publications and Web Editor

How to Reach the JPIA

Phone:

916.786.5742 or 800.231.5742

Voice Mail:

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videos@acwajpia.com
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2100 Professional Drive
Roseville, CA 95661-3700

Two New Members Join the JPIA

As of December 1, 2011, the **Devil's Den Water District** and **Upper Santa Clara Valley Joint Powers Authority** joined the JPIA. Both agencies share close relationship with Castaic Lake Water Agency.

Devil's Den Water District has a long water history with a negotiated contract with the Department of Water Resources for a water supply from the State Water Project in 1963. During the late 1980s, Castaic Lake Water Agency purchased land and equipment in the Devil's Den area;

the District subsequently sold the water rights to Castaic Lake Water Agency.

Devil's Den Water District and Castaic Lake Water Agency have now formed the Upper Santa Clara Valley Joint Powers Authority as a conduit to issue refunding revenue rate bonds. The Authority will allow the agencies to take advantage of lower interest to refinance existing debt.

Devil's Den Water District and Upper Santa Clara Valley Joint Pow-

ers Authority have joined the Liability and Property Programs.

There are 295 members in the JPIA, of which 287 participate in the Liability Program with \$445 million in payroll, 258 participate in the Property Program with \$4.2 billion in covered property, and 165 participate in the Workers' Compensation Program with approximately 6,000 employees.

Written by: Nidia Watkins, Member Services Representative II

Welcome New Executive Committee Member

Due to the recent elections at the ACWA Fall Conference, the JPIA says goodbye to Randy Record and welcome the incoming ACWA Vice President, John Coleman, to its Executive Committee. The ninth position of the JPIA's Executive Committee is filled by the current ACWA Vice President. The other eight positions are filled by election at the Board of Directors' meeting.

Randy Record spent the last two years serving on the JPIA Executive Committee and has provided excellent leadership and insight at Committee meetings. The JPIA thanks him for his service and best wishes as he takes on his newly elected position as President of ACWA.

John Coleman comes to the JPIA as the newly elected Vice President of ACWA. He also presides as the President of the Board of Directors

at East Bay Municipal Utility District and as the Executive Director of the Bay Planning Coalition.

Mr. Coleman is very active in his community and has served on numerous boards and committees. The JPIA looks forward to the next two years having John on the JPIA's Executive Committee. Welcome.

Written by: Bobbette Wells, Executive Assistant

Spring is in the Air...and so are Form 700s

Proposition 9 formed the Political Reform Act of 1974. The Act governs the disclosure of political campaign contributions and sets ethic rules for state and local government officials, who are able to impose strict limits or decisions, or votes, that affect public interest.

The JPIA acts as a Filing Officer for the Fair Political Practices Commission (FPPC). As a Filing Officer, the JPIA maintains current, original-

ly signed Form 700s for its member-designated directors.

Be on the lookout for electronic notifications about the Form 700 and filing instructions. These notifications are e-mailed to those who have either named themselves or were named as the Form 700 contact for each district.

If you would like to know who the contact is for your district or make a change before notifications

are e-mailed, please call Michelle Stites at (800) 535-7899, extension 3153, or e-mail her at mstites@acwa-jpia.com

Keep in mind that Form 700s are due each year on April 1. Since April 1, 2012, falls on a Sunday, Forms will be due on **Monday, April 2, 2012**.

More information will follow in the next issue of the Perspective.

Written by Michelle Stites, Administrative Assistant II

Using the Round Robin Method for Efficient Board Meetings

When boards of directors are faced with difficult issues, it can be disconcerting to encounter deafening silence in the meeting. Wishing to go along with the consensus before any consensus has emerged, members are sometimes hesitant to speak up. There is a simple and effective way to counter this problem. The leader can go around the table, inviting each person in turn to give an opinion about the issue.

Some folks who don't yet have an opinion will pass, and that is fine. They are given another opportunity to speak at the end of the round, if they wish. But when specifically invited, members are often willing to venture a comment, an opinion, or a question. Even introverts who seldom pronounce their views may respond well to this procedure.

We have found that a quick round of comment using this method of discussion clarifies a group's current position. Perhaps the position is that more information is needed, or that there don't seem to be any reasonable alternatives to pursue, or that the obvious choice is too

painful to accept. Any of these, while challenging, is better than dead silence.

The leader – president, chair of the board, or facilitator – may take part in the discussion too if the board is a small one. We recommend that the president, the person running the meeting, speak after the other members have spoken. This counteracts the natural human tendency to defer to the person in authority. It also allows the president to sum up what he or she has heard. This is important, since there will usually be a range of views, and sometimes discussion can wander off the track.

Our article on this method, the "round robin," can be obtained from our website (<http://www.jurassicparliament.com>) for more details. We have found the round robin method benefits small boards. It makes meetings fair and efficient and guarantees a better-than-silence outcome.

By Ann G. Macfarlane, Professional Registered Parliamentarian of Jurassic Parliament

ACWA /JPIA Mission Statement

The ACWA Joint Powers Insurance Authority is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverages and related services to its member agencies.