



Approved March 19, 2018

Risk Management Committee Meeting

Hyatt Regency Monterey
Regency Ballroom 4-6
1 Old Golf Course Road
Monterey, CA 93940
(831) 372-1234

May 8, 2017

MEMBERS PRESENT

Chairman: David T. Hodgin, Scotts Valley Water District
Vice-chair: Brent Hastey, Yuba County Water Agency, ACWA Vice President
Fred Bockmiller, Mesa Water District
Ron Kilburg, El Dorado Irrigation District
Bob Kuhn, San Gabriel Basin Water Quality Authority
Gaby Olson, Valley Center Municipal Water District
Tanessa Welch, Madera Irrigation District
Dan York, Sacramento Suburban Water District

MEMBER ABSENT

Victor Fortenberry, Solano Irrigation District

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells
Carol Barake, Risk Management Program Manager
Chimene Camacho, HR Coordinator (Recording Secretary)
David deBernardi, Director of Finance
Robert Greenfield, General Counsel
Robin Hudson, Receptionist
Sylvia Robinson, Publications & Web Editor
Patricia Slaven, Director of Administration
Sandra Smith, Employee Benefits Manager
Dianna Sutton, Finance Manager
Karen Thesing, Director of Insurance Services
Bobbette Wells, Executive Assistant to the CEO

OTHERS IN ATTENDANCE

See Attendance List.

WELCOME

Chairman Hodgin welcomed everyone in attendance and introduced the Risk Management Committee members and JPIA staff in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Hodgkin called the meeting to order at 8:33 a.m. He announced there was a quorum.

ANNOUNCEMENT RECORDING OF MINUTES

Chairman Hodgkin announced that the meeting would be recorded to assist in preparation of minutes. Recordings are only kept 30 days following the meeting, as mandated by the California Brown Act.

EVACUATION PROCEDURES

Mr. Sells gave the evacuation procedure instructions.

PUBLIC COMMENT

Chairman Hodgkin noted that, as the agenda stated, members of the public would be allowed to address the Risk Management Committee on any agenda item prior to the Committee's decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chairman Hodgkin asked for any additions to, or deletions from, the agenda; staff had none.

CONSENT AGENDA

Chairman Hodgkin called for approval of the minutes of the March 29, 2016 meeting:

M/S/C (Kuhn/Bockmiller) (Bockmiller-Yes; Hastey-Yes; Kilburg-Yes; Kuhn-Yes; Olson-Yes; Welch-Yes; York-Yes; Hodgkin-Yes): That the Risk Management Committee approve the minutes of the March 29, 2016 meeting.

REPORT ON MEETINGS ATTENDED ON BEHALF OF THE JPIA

None reported.

LOSS REPORTS

Review Claims Analysis for the Liability, Property, and Workers' Compensation Programs

Mr. Sells reviewed the claims history for the JPIA's Liability, Property and Workers' Compensation Programs. He presented graphs showing the history of each program by policy year and reported that this year's reports reflect the same trend patterns as past reports. The Liability Program's Self-Insured Retention (SIR) has increased to \$5 million for the 2017-18 policy year, as recommended by the Liability Program Committee and approved by the Executive Committee; Mr. Greenfield shared the JPIA received a check from the plaintiff for the Weaverville Community Services District claim; the Property Program reported a higher loss this year due to the Oroville Dam spillway damage; and

the Workers' Compensation Program continues to perform well with no change to the SIR of \$2 million.

RISK MANAGEMENT

Risk Management Strategic Planning Recap

Ms. Barake reported on the Risk Management Strategic Planning meeting held on February 9, 2017. Areas discussed included Advisor district re-assignments; review of the Commitment to Excellence (C2E) program; the staff metrics/tracking systems; and training course activities. Ms. Barake summarized the Risk Management team's focus: the C2E and Safety Awards programs, and on-site training alignment with C2E to further reinforce loss control efforts and streamline internal processes.

Risk Management Report Distribution Procedure

Ms. Barake reported on the current report distribution process that has been in place for many years and provided the Committee with a proposal to streamline the process. The new proposal will provide electronic copies (via email) of correspondence for risk assessment surveys, and email confirmations directly from Risk Management Advisors for on-site training delivery.

After providing their input, the Committee agreed that electronic copies of risk assessment survey reports is acceptable. They prefer to continue to receive copies of each of the Risk Assessment reports in a monthly packet, but do not require the email confirmations of on-site trainings to be included.

Safety Awards Program – Commitment to Excellence Categories

Ms. Barake stated that a new field was included on the H.R. LaBounty Safety Awards nomination form to assign each nomination to one of the Commitment to Excellence (C2E) categories. Assigning a C2E category integrates the Safety Awards Program into the Risk Management Department focus on best practices to control losses, especially those related to Vehicle Operations, Construction, Infrastructure and Ergonomics/Falls. At the Spring 2017 Conference, 23 member districts provided 42 award nominations. A list of participating members was included in the 2017 Spring Conference packet.

Training Update – Focus for Risk Management Advisors

The Risk Management Advisors continue to deliver high quality, instructor-led trainings for our members to reinforce best practices and reduce losses. The department delivered 275 classes, with 4,200 participants in fiscal year 2015-16. The trainings focus on water industry best practices rather than regulatory compliance, and offer members the opportunity to provide more effective safety and risk control training. Course content is peer-reviewed and updated on an annual basis.

Ms. Barake presented the list of the most frequently delivered trainings for the past year with the C2E category/loss area related to the training effort. Defensive Driver Training was the number one course, delivered to 51 districts, followed by Traffic Control/Flagger at 28, and Field & Office Ergonomics at 27. A list of additional training topics provided by Risk Management in fiscal year 2015-16 were included in the 2017 Spring

Conference packet. Ms. Barake shared that, at the next Risk Management Department meeting in June, each of the additional risk management training courses will be evaluated.

HUMAN RESOURCES

Training Update

Ms. Slaven shared that the JPIA offers in-person, webinar and online training to its members. The Professional Development Program (PDP) continues to be popular among member agency staff with current enrollment of over one thousand across the three specialties – Human Resources, Supervisor, and Operations. The challenge has been the completion of the specialty for some. JPIA is working to bring additional options to members in order to facilitate greater completions. Overall, the number of staff attending JPIA training whether in-person, online or webinar, continues to increase, as more members take advantage of this added benefit. Training statistics were included in the 2017 Spring Conference packet.

Human Resources Update

Ms. Slaven stated that the JPIA continues to provide members with employment-related support, and training to reduce employment liability claims and encourage a positive work culture. Members in the Liability Program are supported with the Employment Practices Hotline where members can get assistance with employment-related issues, and referral to counsel specializing in employment practices if necessary. Topics range from how to go about hiring someone, the use of sick hours, to dealing with an employee's disability, and everything in between. Open to all members are the Regional Human Resource meetings. Last year, the JPIA delivered one dozen meetings at 11 locations and this year will visit a similar number of regions throughout the state. A list of the meeting locations and dates were included in the 2017 Spring Conference packet.

UPCOMING MEETING(S)

There are no other Risk Management Committee meetings scheduled for 2017.

The Risk Management Committee meeting adjourned at 9:47 a.m.

LIST OF ATTENDEES – RISK MANAGEMENT COMMITTEE MEETING – MAY 8, 2017

<u>District / Organization</u>	<u>Name</u>	<u>Position</u>
Alameda County Water District	John Weed	Director
Alta Irrigation District	Irma Faria	Alternate Director
Antelope Valley-East Kern Water Agency	Rob Parris	Director
Bella Vista Water District	Jim Smith	Director
Calleguas Municipal Water District	Scott Quady	Director
Carpinteria Valley Water District	Al Orozco	Director
Castaic Lake Water Agency	Jerry Gladbach	Director
Cucamonga Valley Water District	Kathy Tiegs	Director
Donahue Davies, LLP	Kayla Villa	Attorney
El Dorado Irrigation District	Ron Kilburg	Safety/Security Officer
El Dorado Irrigation District	Michael Rafferty	Alternate Director
El Toro Water District	Fred Adjarian	Director
Fresno Irrigation District	George Porter	Director
Fresno Metropolitan Flood Control District	Kendall Groom	Director
Fresno Metropolitan Flood Control District	Alan Hofmann	General Manager
Henry Miller Reclamation District No. 2131	Palmer McCoy	Exec. Assistant
Hi-Desert Water District	Roger Mayes	Director
Humboldt Bay Municipal Water District	John Friedenbach	General Manager
Kings River Conservation District	Randy Shilling	Alternate Director
La Habra Heights County Water District	Pam McVicar	Director
Madera Irrigation District	Carl Janzen	Director
Main San Gabriel Basin Water Master	Dan Arrighi	Director
Mesa Water District	Fred Bockmiller	Director
Mid-Peninsula Water District	Tammy Rudock	General Manager
North Coast County Water District	Jack Burgett	Director
Orange County Water District	Phil Anthony	Director
Orchard Dale Water District	Ed Castaneda	General Manager
Palmdale Water District	Vincent Dino	Alternate Director
Palmdale Water District	Joe Estes	Director
Palmdale Water District	Dennis Lamoreaux	General Manager
Palmdale Water District	Kathy McClaren	Board Member
Palm Ranch Irrigation District	Wayne Nygaard	Director
Paradise Irrigation District	Kevin Phillips	General Manager
Purissima Hills Water District	Robert Anderson	Director
Rancho California Water District	John Hoagland	Director
Rancho California Water District	Eva Plajzer	Asst. General Manager
Rincon Del Diablo Municipal Water District	Greg Thomas	General Manager
Rio Linda/Elverta Community Water District	Paul Green	Director
Rosamond Community Services District	Morrison E. Mackay	Director
Rowland Water District	Tom Coleman	General Manager
Rowland Water District	Robert Lewis	Director
Sacramento Suburban Water District	Mitch Dion	Alternate Director
Sacramento Suburban Water District	Dan York	Asst. General Manager

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<u>District / Organization</u>	<u>Name</u>	<u>Position</u>
San Bernardino Valley Municipal Water District	Mark Bulot	Director
San Bernardino Valley Municipal Water District	Steve Copelan	Director
San Bernardino Valley Water Conservation District	Milford Harrison	Alternate Director
San Bernardino Valley Water Conservation District	Melody McDonald	Director
San Dieguito Water District	Jace Schwarm	Alternate Director
San Gabriel Basin Water Quality Authority	Jim Byerrum	General Manager
San Gabriel Basin Water Quality Authority	Bob Kuhn	Director
San Geronio Pass Water Agency	Leonard Stephenson	Director
Santa Margarita Water District	Kathleen Springer	HR Manager
Scotts Valley Water District	David Hodgin	Director
Solano Irrigation District	Lance Porter	Director
South Coast Water District	Dennis Erdman	Director
South Sutter Water District	Thomas Cuquet	Director
South Tahoe Public Utility District	Shannon Cotulla	Asst. General Manager
South Tahoe Public Utility District	Jim Jones	Director
Sunnyslope County Water District	Judi Johnson	Director
Sweetwater Authority	Jim Smith	General Manager
Tehachapi-Cummings County Water District	Jonathan Hall	Director
Three Valleys Municipal Water District	Brian Bowcock	Director
Upper San Gabriel Valley Municipal Water District	Alfonso Contreras	Director
Vallecitos Water District	Hal Martin	Director
Vallecitos Water District	Tom Scaglione	Asst. General Manager
Valley Center Municipal Water District	Merle Aleshire	Director
Valley Center Municipal Water District	Gaby Olson	Safety Supervisor
Valley Center Municipal Water District	Jim Pugh	Director of Finance
Valley County Water District	Lenet Pacheco	Director
Vista Irrigation District	Paul Dorey	Director
Westborough Water District	Darryl Barrow	General Manager
Westborough Water District	Janet Medina	Director
Western Municipal Water District	S.R. Al Lopez	Director
West Valley Water District	Mike Holmes	General Manager
Yuba County Water Agency	Terri Daly	Admin. Manager
Yuima Municipal Water District	Bill Knutson	Director
Yuima Municipal Water District	Rich Williamson	General Manager