



Approved March 20, 2019

Risk Management Committee Meeting

ACWA JPIA Executive Conference Room
2100 Professional Drive,
Roseville, CA 95661
(800) 231-5742

March 19, 2018

This meeting consisted of a simultaneous WebEx teleconference call at the JPIA, 2100 Professional Drive, Roseville, CA 95661 and the following remote sites:

- Kilburg, 2890 Mosquito Road, Placerville

MEMBERS PRESENT

Chairman: David T. Hodgin, Scotts Valley Water District
Vice-chair: Kathy Tiegs, Cucamonga Valley Water District
Fred Bockmiller, Mesa Water District
Ron Kilburg, El Dorado Irrigation District (*via WebEx – arrived at 3:30 p.m.*)
Gaby Olson, Valley Center Municipal Water District
Tanesha Welch, Madera Irrigation District

MEMBER ABSENT

Victor Fortenberry, Solano Irrigation District
Bob Kuhn, San Gabriel Basin Water Quality Authority
Dan York, Sacramento Suburban Water District

STAFF PRESENT

Chief Executive Officer/Secretary: Walter “Andy” Sells
Carol Barake, Risk Management Program Manager
Linda Craun, Administrative Assistant III (WebEx Coordinator)
David deBernardi, Director of Finance
Robert Greenfield, General Counsel
Terry Lofing, Administrative Assistant II (Recording Secretary)
Jennifer Nogosek, Liability Property Claims Manager
Patricia Slaven, Director of Human Resources & Administration
Sandra Smith, Employee Benefits Manager
Dianna Sutton, Finance Manager
Karen Thesing, Director of Insurance Services
Chuck Wagenseller, Cost Estimator Risk Management Adviser
Bobbette Wells, Executive Assistant to the CEO

OTHERS IN ATTENDANCE

Thomas A. Cuquet, South Sutter Water District
David Drake, Rincon del Diablo Municipal Water Agency
E.G. "Jerry" Gladbach, Castaic Lake Water Agency
W.D. "Bill" Knutson, Yuima Municipal Water District
Melody McDonald, San Bernardino Valley Water Conservation District

WELCOME

Chairman Hodgkin welcomed everyone in attendance and introduced the Risk Management Committee members and JPIA staff in attendance. Kathy Tiegs was announced as a new Vice-Chair of the Risk Management Committee.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Hodgkin called the meeting to order at 3:07 p.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 May 8, 2017 meeting:

M/S/C (Bockmiller/Olson) (Bockmiller-Yes; Hodgkin-Yes; Olson-Yes; Tiegs-Yes; Welch-Yes): That the Risk Management Committee approve the minutes of the May 8, 2017 meeting.

REPORT ON MEETINGS ATTENDED ON BEHALF OF THE JPIA

None reported.

LOSS REPORTS

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. The Liability Program continues to do very well. Higher property claims were reported in the 2016/17 policy year due to flooding claims, in addition to losses stemming from the catastrophic fires in northern and southern California.

The Workers' Compensation Program has been very stable.

Mr. Sells and Mr. Greenfield reviewed graphs for liability, property, and workers' compensation from our new RiskConsole system. The graphs show ten years of incurred losses by zip code where the claim occurred. The graphs also show frequency over a ten year period by zip code. The Risk Management Committee thought the graphs were a great tool as a quick reference.

RISK MANAGEMENT

H.R. LaBounty Safety Awards Program

Ms. Barake stated that the program is very popular and began in 1999. We receive about 100 nominations per year. The program is being updated to widen participation, provide more clarity and consistency for our members, and focus on *significant* safety program activities.

The program will have a new Program Overview showing the types of nominations that will be considered. It will also include a new Nomination Form that will be an online fillable form. The nomination deadlines will be September 30, 2018 for the Fall ACWA JPIA Conference, and March 1, 2019 for the Spring Conference. Members of the Risk Management Committee stated that it is a fantastic program.

JPIA Source – Risk Management Quarterly Bulletin

Ms. Barake announced that the *Risk Control Bulletin* will be updated, and will now be a quarterly publication called *JPIA Source*. The new publication will have a new look and will focus on water industry specific topics and risk management best practices. The newsletter will be published in March, June, September and December. The Risk Management Committee welcomed the change.

Risk Management Training Update Course Revision and Regional Training Calendar

Risk Management Advisors provided 275 classes last year. They are mainly focused on Defensive Driver and Ergonomics training requirements, and occupational health and safety topics relevant to water construction and maintenance.

New training modules are being developed in vehicle operations and ergonomics. Course content will include more graphics and focus on water industry specific types of vehicles and worksite conditions, and concentrate on risk management best practices.

The Risk Management staff has developed a new Regional Training Calendar. It will feature upcoming classes and will be available online and as a handout during risk assessments.

New Staff Position

A position was approved for a new Senior Risk Advisor. The position will be based in Orange County and San Diego Counties. The position will be posted in April and is expected to be filled by summer.

Cyber Security Resources for JPIA Members

Ms. Thesing passed out several handouts regarding cyber liability coverage resources. She reported that Cyber Liability Coverage became effective on October 1, 2016 for all Liability Program members. Resources are available online through our insurance provider XL Catlin. Members can access these resources at CyberRiskConnect.com. Districts can do a self-assessment of their cyber risks. Risk Mitigation Service is also available to JPIA members as an XL Catlin policyholder. JPIA members should contact Ms. Thesing for more information on this resource.

HUMAN RESOURCES

Human Resources Update

Ms. Slaven reported that 12 Human Resource Group Meetings were conducted last summer. Webinars were conducted on New Employment Laws for 2018 in December and January. The most recent Human Resource meeting had a presentation by Robert Lavigna on Engaging Government Employees. Online classes continue to expand with online interactive training that is scenario based. The JPIA is moving in this direction for Human Resource classes. The Human Resource Hotline is available and receives numerous calls each month.

Leadership Program Update

The Leadership Program is in its third session and will have 70 individuals that have graduated from the program. After completion of the year-long program, graduates report a 94 percent overall program effectiveness rating. Graduates met during the JPIA Spring and Fall Conferences to network and discuss leadership topics. The Risk Management Committee has six districts that have had participants in the program. The program is very well received and is very successful.

Training Update

Many classes are offered including regional training for Human Resources as well as Operations. A Training Conference was held in Claremont with great response and increased numbers of students and positive comments. Twenty-two classes were held over two days with 40 districts participating.

UPCOMING MEETING(S)

There are no other Risk Management Committee meetings scheduled for 2018.
The Risk Management Committee meeting adjourned at 4:53 p.m.