



Approved 5.01.20

Executive Committee Meeting

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

April 10, 2020

This meeting consisted of a simultaneous Zoom teleconference meeting at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661 and remote sites.

MEMBERS PRESENT

Chairman: E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency
Thomas A. Cuquet, South Sutter Water District
Fred R. Bockmiller, Mesa Water District
David Drake, Rincon del Diablo Municipal Water District
Brent Hasteley, Yuba Water Agency
Melody A. McDonald, San Bernardino Valley Water Conservation District
Randall J. Reed, Cucamonga Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
Pamela Tobin, San Juan Water District, ACWA VP

MEMBERS ABSENT

None.

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells
David deBernardi, Director of Finance
Robert Greenfield, General Counsel
Patricia Slaven, Director of Human Resources and Administration
Karen Thesing, Director of Insurance Services
Bobbette Wells, Executive Assistant to the CEO (*Recording Secretary*)

OTHERS IN ATTENDANCE

Kevin Phillips, Paradise Irrigation District, Finance Chairman

WELCOME/CALL TO ORDER AND ANNOUNCEMENT OF QUORUM/INTRODUCTIONS

Chairman Gladbach called the meeting to order at 10:03 a.m. The recording secretary called roll call for attendance. Chairman Gladbach announced that there was a quorum.

PUBLIC COMMENT

There were no members of the public in attendance.

CONSENT AGENDA

Chairman Gladbach called for approval of the Consent Agenda:

M/S/C (Hastey/Tobin) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; Hastey-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee approve the minutes of the January 22, 2020, February 4, 2020, and March 6, 2020 meetings; retroactively approve the membership application for Westside Water Authority; and approve the JPIA disbursements of:

Vendor Payments, Employee Benefits Claim Payments, Payroll, and summary of confidential claims payments for the Liability, Property, & Workers' Compensation Programs: January 1-15, 2020; January 16-31, 2020; February 1-15, 2020; February 16-29, 2020; and March 1-15, 2020.

ADMINISTRATION

CEO Update

Mr. Sells updated the Committee on how the JPIA was functioning after the COVID-19 "shelter-in-place" restrictions. Most of the JPIA staff have been working remotely from home with a few staff coming to the office a day or two to perform essential functions that cannot be done remotely. The IT staff have been instrumental in assisting the remote staff. Claims checks and Workers' Compensation payments are going out weekly. The office staff have been instructed to stay and/or work from home through May 1, 2020 or until the shelter-in-place order has been lifted.

Mr. Sells asked the Director's to each update the Committee on their own department.

Ms. Thesing reported that the Member Services department remains busy and running. Two programs are up for renewal July 1: Workers' Compensation and Property. The renewals for both programs look promising. Tuolumne Utilities District and Otay Water District may be applying for coverage in the pooled programs. The Risk Management team has not been able to do face-to-face assessments with their districts, which has given them time to update training manuals. The Risk Management team did promptly get COVID-19 information posted to the website promptly.

Mr. deBernardi stated that the Finance Department was keeping up with claims payments and working on the mid-term audit. A senior accountant was set to start working the week after the shelter-in-place went into effect. Since then, Dan Steele, Finance Manager, has been working with the new hire remotely. The IT department has purchased new laptops and brought some older ones out for staff to use at home.

Ms. Slaven reported that the Admin Department staff are pitching in to keep things running as well. The FPPC Form 700's are still being processed and the deadline to file has been extended to June 1, 2020. E-learning and TargetSolutions have seen a significant uptick in demand from 1,500 a month to over 4,500 in March.

Ms. Slaven expressed gratitude to the Executive Committee from herself and all staff for their support and allowing the JPIA staff to work from home and remain employed during this rough time.

Mr. Greenfield added that he and Ms. Slaven are getting lots of emails and calls concerning the COVID-19 and supporting the districts.

Mr. Sells updated on the status of the Employee Benefits Department. Next week Sandra Smith, Employee Benefits Manager, will be conducting a webinar and her staff continue to be there for their members. It is unknown what the impact on rates that the COVID health crisis will have for next year or the following year.

President Gladbach asked each Executive Committee member and the Finance Chairman to give an update on how the COVID crisis has affected them and their districts.

Vice-Chair Cuquet reported on the California Water Insurance Fund (CWIF) meeting from April 7, 2020. PFM reported on the state of the market and the CWIF fund. He was of the opinion that the JPIA should consider advancing more contributions into the fund since the market is low. This will be brought forward for consideration.

The Executive Committee meeting adjourned at 11:42 a.m.

Attest:

X

E.G. "Jerry" Gladbach
Chairman

X

Walter A. Sells
Secretary