



Approved: May 6, 2024

Executive Committee Meeting

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

March 21, 2024

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District
Vice-Chair: David Drake, Rincon del Diablo Municipal Water District
Ernie Avila, Contra Costa Water District
Chris Kapheim, Kings River Conservation District
Szu Pei Lu-Yang, Rowland Water District
Scott Ratterman, Calaveras County Water District
Randall Reed, Cucamonga Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
David Wheaton, Citrus Heights Water District

MEMBERS ABSENT

None.

STAFF PRESENT

Chief Executive Officer/Secretary: Adrienne Beatty
Erin Bowles, Workers' Compensation Manager
Chimene Camacho, Executive Assistant to the CEO (*Recording Secretary*)
Debbie Cruz, Lead Member Services Representative (via Zoom)
David deBernardi, Director of Finance
Adam Dedmon, Employee Benefits Manager
Robin Flint, Risk Control Manager (via Zoom)
Robert Greenfield, General Counsel
Jennifer Jobe, Director of Pooled Programs
Erik Kowalewski, System/Network Administrator
Jennifer Nogosek, Liability/Property Claims Manager (via Zoom)
Kevin Phillips, Director of Member Outreach
Judy Shiu, Sr. Claims Adjuster
Jillian Sciancalepore, Administrative Assistant III
Dan Steele, Finance Manager
Kayla Villa, Litigation Manager
Tony Waterford, Human Resources Manager
Nidia Watkins, Member Services Representative II
Cece Wuchter, Lead Sr. Claims Adjuster
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OTHERS IN ATTENDANCE

Fred Bockmiller, Mesa Water District (via Zoom)
Mary Egan, MRG
Kimberly Ford, Reclamation District 784 (via Zoom)
Tiffany Giammona, ACWA
Brent Hastey, Reclamation District 784
Patrick Meagher, Reclamation District 784 (via Zoom)

WELCOME

Chair McDonald welcomed everyone in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 8:00 a.m. She announced there was a quorum.

PLEDGE OF ALLEGIANCE

Chair McDonald led the Pledge of Allegiance.

EVACUATION PROCEDURES

Ms. Beatty gave the evacuation procedure instructions.

ANNOUNCEMENT RECORDING OF MEETING

Chair McDonald announced that the meeting would be recorded to assist in preparation of minutes. Recordings are kept 30 days following the meeting, as mandated by the Ralph M. Brown Act. The introduction of Fireflies, an AI note taking service for recording and drafting of the meeting minutes, was noted.

PUBLIC COMMENT

Chair McDonald noted that, as the agenda stated, members of the public would be allowed to address the Executive 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 welcome. None were noted.

HYBRID PARTICIPATION GUIDELINES

Ms. Beatty noted that the Hybrid Participation Guidelines are included on the last page of the packet.

INTRODUCTIONS

Chair McDonald introduced the Executive Committee, staff, and others in attendance. Chair McDonald welcomed the newest JPIA employees, Judy Shiu, Sr. Claims Adjuster, and Adam Dedmon, Employee Benefits Manager.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chair McDonald asked for any additions to, or deletions from, the agenda. None were noted.

CONSENT AGENDA

Chair McDonald called for approval of the Consent Agenda:

M/S/C (Wheaton/Reed) (Avila-Abstain; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve the minutes of the November 27, 2023 meeting; and ratify JPIA disbursements of: Vendor Payments, Employee Benefits Claim Payments, Payroll, And Summary of Confidential Claims Payments for the Liability, Property, & Workers' Compensation Programs: January 16-31, 2024; February 1-15, 2024; February 16-29, 2024; and March 1-15, 2024.

ADMINISTRATION

Report on meetings attended on behalf of the JPIA

Director Drake reported attending the CICA Conference in Phoenix. Directors McDonald, Rupp, Kapheim, and Ratterman reported attending the AGRiP Conference in Nashville.

Update on CEO Member Visits

Ms. Beatty stated that it is her goal to visit as many JPIA members as possible for an opportunity to engage with Board members and staff. Priority has been given to the largest members with payroll above \$5 million. To date, she has completed 61 member visits, eight of which were in February 2024. Six more member visits are scheduled for the end of March and mid-May.

Overview of Spring Membership Summit and CWIF Elections

Ms. Beatty reported on the upcoming Spring Membership Summit to be held in Sacramento on May 6-7, 2024. Monday's governance meetings will include the Employee Benefits Program and Executive Committees meetings and a Board of Directors meeting. Two educational sessions are scheduled for Tuesday morning. Ann Gergen, AGRiP Executive Director, will be a guest speaker followed by a AB1825 Sexual Harassment Prevention Training presented by Mr. Greenfield, JPIA General Counsel. At the ACWA Exhibit Hall, JPIA will host members from May 7 to May 9.

Ms. Beatty also reported on the upcoming California Water Insurance Fund (CWIF) elections during the Board of Directors' meeting on May 6, 2024. This election will fill two CWIF Board member positions for their complete terms of two years each. One incumbent, Andrew Morris, Santa Rosa Regional Resources Authority, has indicated his intent to run for re-election. Scott H. Quady, Calleguas Municipal Water District, who is also an incumbent, has indicated he is not running for re-election. The deadline to submit nominations is April 6, 2024.

PROGRAMS

Significant Claims report

Ms. Nogosek reported on liability claim settlements that had been previously presented for authority. The following cases have been settled since this Committee's last meeting:

Brown, et al vs. Mission Springs Water District (12/26/2021)

This claim involved a 12" broken water main that flooded five apartments and five single family homes. The damage included emergency remediation, temporary housing, restoration, contents, pack-out, storage and pack-back. All claims were resolved for a total of \$1,208,353.34.

Branker vs South Coast Water District (10/01/2022)

The District's sewer main failed and diverted sewage into the claimant's home and garage. The damage included temporary housing, emergency remediation, restoration, contents, pack-out, storage and pack-back. The claim was resolved for a total of \$296,454.47.

SF Florin LP vs Solano Irrigation District (02/13/2019)

The District failed to remove their plate at the end of the irrigation season, which caused flooding to the claimant's almond orchard. The claim was resolved for a total of \$775,000.00.

LIABILITY PROGRAM COMMITTEE

Liability Program Committee Chair Reed reported on the recommendation of the Committee from its meeting on March 20, 2024.

M/S/C (Reed/Rupp) (Avila-Yes; Kapheim-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve the revisions to the Memorandum of Liability Coverage, effective October 1, 2024.

FINANCE & AUDIT COMMITTEE

Finance & Audit Committee Chair Drake reported on the recommendations of the Committee from its meeting on March 20, 2024.

M/S/C (Drake/Ratterman) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve the 2022-2023 Audited Financial Statements, as presented, and submit for final approval by the Board of Directors at the subsequent ACWA JPIA Spring Membership Summit in May 2024.

M/S/C (Reed/Rupp) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve the proposed Operating Budget for

the fiscal year ending September 30, 2025, as presented, and submit for final approval by the Board of Directors at the subsequent ACWA JPIA Spring Membership Summit in May 2024.

After the approval of the motions, Chair Drake presented the JPIA Finance Department staff with the Government Finance Officers Association (GFOA) award and congratulated them for their exemplary service to the JPIA.

PROPERTY PROGRAM COMMITTEE

Property Program Committee Chair Kapheim reported on the highlights from the meeting held on March 20, 2024. There were no recommendations from the Committee at this meeting.

MEMBERSHIP

Ms. Watkins provided a background on Reclamation District No. 784's (RD 784) application for admission to the Liability, Property, and Workers' Compensation Programs. RD 784 is already a JPIA member participating in Employee Benefits programs. RD 784 covers approximately 40,676 acres including 33.59 miles of levees along the Bear, Feather, and Yuba Rivers. The District also operates and maintains more than 60 miles of internal drainage canals and ten pumping stations.

A prospective member risk assessment was conducted to determine substantial conformance with the JPIA's Commitment to Excellence (C2E) Program, JPIA best practices, occupational safety and health standards, and consensus with public agency loss control methods. Overall, a favorable opinion was developed about staff and the operations of RD 784. Should RD 784 join the Liability, Property, and Workers' Compensation Programs, a service plan will be implemented beginning April 2024 to complement the District's safety and risk management program with ACWA JPIA resources.

M/S/C (Drake/Rupp) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes):
That the Executive Committee approve Reclamation District 784's applications for admission to the Liability, Property, and Workers' Compensation Programs.

UPDATES

ACWA Update

Ms. Giammona provided a short update on ACWA's relevant current issues and events, including the upcoming ACWA Conference in May.

CEO Update

Ms. Beatty stated that since 30% of staff have been newly hired within the last five years, focus on building relationships among all staff is of utmost importance. Several events have been scheduled this year including twice yearly, half-day all-staff learning and teambuilding sessions along with twice yearly full-day offsite strategic meetings for Directors and Managers. To date, all employees have participated in a DiSC workshop

focused on personality type with a second DiSC workshop focusing on productive conflict scheduled for August.

For the upcoming Directors and Managers' offsite meeting in April, the focus will be on creating Value Statements from staff's perspective. Value Statements highlight the value of the pool and why JPIA matters to its members. Each Manager was asked to meet with their respective staff to create Value Statements that resonate with them and their departments. Staff's Value Statements will be integrated with the Statements developed by the Executive Committee in January.

Ms. Beatty also conveyed that an HR consulting firm, CPS HR, was retained to evaluate the JPIA's employee performance review process and assist in identifying improvements. Employee feedback will be facilitated through surveys and focus groups.

UPCOMING MEETINGS

Future Agenda items

The Committee asked whether the JPIA's Actuary ever presents their report directly to the Committee. Ms. Beatty noted that this has not historically been JPIA's process, although many pools do request their Actuary present directly to the governing body, similar to the Financial Auditor and Financial Advisor. Ms. Beatty indicated she and the Finance team would work together to identify an optimal time to ask the Actuary to come to a future Committee meeting.

Availability for Next Meeting: The Executive Committee is scheduled to meet next on May 6, 2024, at the Spring Membership Summit in Sacramento.

CLOSED SESSION

Before proceeding into closed session, General Counsel announced the items to be discussed.

M/S/C (Reed/Lu-Yang) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee adjourn to closed session.

At approximately 9:22 a.m., the Executive Committee, upon advice of General Counsel, adjourned to closed session to discuss:

- A. Conference with Legal Counsel (tort liability losses, public liability losses/claims, or workers' compensation liability claims) – Pursuant to Government Code Sec. 54956.95.
 - 1. Kinnicutt v. Solano Irrigation District (DOL 6/23/2022)
 - 2. Meridian at Laguna Hills v. El Toro Water District (DOL 11/4/2023)
 - 3. Cooney v. Water Employee Services Authority (DOL 12/18/2023)

M/S/C (Drake/Rupp) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes):
That the Executive Committee reconvene to open session.

The Committee returned to open session at approximately 9:59 a.m.

Closed session item A-1: Kinnicutt v. Solano Irrigation District (DOL 6/23/2022)
M/S/C (Kapheim/Rupp) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve the settlement in the amount of \$890,000.00.

Closed session item A-2: Meridian at Laguna Hills v. El Toro Water District (DOL 11/4/2023). No action taken. Direction given to staff.

Closed session item A-3: Cooney v. Water Employee Services Authority (DOL 12/18/2023). No action taken. Direction given to staff.

At approximately 10:05 a.m., the Executive Committee, upon advice of General Counsel, adjourned to closed session to discuss:

B. Public Employee Performance Evaluation (Personnel) – Pursuant to Government Code(s) Sec. 54957 and 54957.6 (Conference with Labor Negotiators).

1. Position: Chief Executive Officer.

M/S/C (Rupp/Drake) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes):
That the Executive Committee reconvene to open session.

The Committee returned to open session at approximately 10:50 a.m.

Closed session item B-1: No action taken. Direction given to staff.

The Executive Committee meeting adjourned at 10:51 a.m.

Attest:

X

Melody McDonald
Chair

X

Adrienne Beatty
Secretary