



Approved: March 27, 2026

Executive Committee Meeting
2100 Professional Drive
Roseville, CA 95661

January 22, 2026

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District
Vice Chair: J. Bruce Rupp, Humboldt Bay Municipal Water District (*left at 12:37 PM*)
Carol Lee Gonzales-Brady, Rancho California Water District, ACWA Vice President
Brent Hastey, Reclamation District 784
Chris Kapheim, Kings River Conservation District (*left at 12:58 PM*)
Szu Pei Lu-Yang, Rowland Water District
Scott Ratterman, Calaveras County Water District
Randall Reed, Cucamonga Valley Water District
David Wheaton, Citrus Heights Water District

MEMBERS ABSENT

None

STAFF PRESENT

Chief Executive Officer/Secretary: Adrienne Beatty
Matt Bunde, Lead Risk Control Advisor
Andrew Corral, Senior Risk Control Advisor
Jesse Cota, Senior Risk Control Advisor
Laura Davis, Communications and Event Specialist
Chimene Camacho, Senior Executive Assistant to the CEO (*Recording Secretary*)
Diego Casillas, Senior Risk Control Advisor
Sara Clonce, Workers Compensation Examiner I
Sarah Crawford, Member Education Manager
David deBernardi, Director of Finance
Adam Dedmon, Employee Benefits Manager
Aileen Dizon, Training Specialist
Jennifer Duchene, Administrative Assistant II
Robin Flint, Risk Control Manager
Julia Griffin, Communications Specialist II
Robin Hudson, Receptionist
Jennifer Jobe, Director of Pooled Programs
Erik Kowalewski, Interim IT Manager
Terry Lofing, Administrative Assistant III
Kellie Murphy, Interim General Counsel, Johnson Schacter & Lewis
Paul Myers, Risk Control Advisor II

Iris Penales, Senior Risk Control Advisor
Jeremy Sadler, Risk Control Advisor
Jillian Sciancalepore, Administrative Assistant III
Judy Shiu, Liability and Property Claims Manager
Heidi Singer, Accountant III
Dan Steele, Finance Manager
Kayla Villa, Litigation Manager
Tony Waterford, Human Resources Manager

OTHERS IN ATTENDANCE

Scott Bennett, Broker, Colliers (*via Zoom; joined at 11:15 AM; left at 1:07 PM*)
Tom Coleman, General Manager, Rowland Water District (*via Zoom, left at 11:31 AM*)
Tiffany Giammona, Senior Director of Operations and Member Engagement, ACWA
Bill Hagman, Project Manager, 532 Gibson Building (*via Zoom; joined at 11:15 AM; left at 1:07 PM*)
Trevor Smith, Project Manager, CJA Architects (*via Zoom; joined at 11:15 AM; left at 1:07 PM*)
John Weed, Alameda County Water District

WELCOME

Chair McDonald welcomed everyone in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 10:45 AM. 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.

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 welcomed. None were noted.

INTRODUCTIONS

Chair McDonald asked that the Executive Committee, staff, and others in attendance introduce themselves. Chair McDonald then welcomed the JPIA's new employees at their

first Executive Committee meeting: Sara Clonce, Jennifer Duchene, Aileen Dizon, and Julia Griffin.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

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

I. CONSENT AGENDA

Chair McDonald called for approval of the Consent Agenda:

M/S/C (Hastey/Rupp) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Yes; McDonald-Yes): That the Executive Committee approve the minutes of September 30, 2025 meeting; ratify JPIA Disbursements of: Vendor Payments, Employee Benefits Claim Payments, Payroll, And Summary of Confidential Claims Payments for the Liability, Property, & Workers Compensation Programs: September 16-30, 2025; October 1-15, 2025; October 16-31, 2025; November 1-15, 2025; November 16-30, 2025; December 1-15, 2025; December 16-31, 2025; and January 1-15, 2026, pursuant to Government Code Section 53910 et seq.; approve an excused absence for any Executive Committee member; approve the Significant Claims Report; and the Report on Claims Settlements Between \$250,000 and \$500,000.

II. RECOGNITION

Recognition of Employee Milestone Anniversaries and Retirements

Chair McDonald announced the recognition of Robin Hudson's retirement on February 20, 2026. Ms. Beatty highlighted Robin's accomplishments over the last 29 years as Receptionist/Office Assistant and thanked her for dedication to the JPIA and its members.

III. ADMINISTRATION

Report on Meetings Attended on Behalf of the JPIA

Vice Chair Rupp reported on his attendance at the ACWA Board of Directors meeting and provided an update on the ACWA Executive Director recruitment efforts. Chair McDonald, Director Hastey, Director Ratterman, and Vice Chair Rupp also reported on their member interviews conducted in preparation for the upcoming Strategic Planning Session.

Review and Take Action on Per Diem Rate for JPIA Directors Serving on the Executive and Advisory Committees

Ms. McDonald reported that the current daily per diem rate for Executive Committee members and Directors attending Program Committee meetings is \$417. The maximum increase of 5% permitted under Government Code would raise the rate to \$438. Staff did not bring forward a recommendation.

Original Motion:

M/S (Kapheim/Hastey): That the Executive Committee approve raising the per diem rate for JPIA Directors attending Program Committee meetings to \$438, effective January 22, 2026.

After the original motion was presented, Director Reed requested the Committee discuss whether to apply the traditional 5% increase or instead align the adjustment with the current Consumer Price Index (CPI) increase of 2.7%.

Substitute Motion:

M/S/C (Reed/Wheaton): That the Executive Committee approve raising the per diem rate for JPIA Directors attending Program Committee meetings to \$430, effective January 22, 2026.

Directors Kapheim/Hastey withdrew their original motion/second.

Substitute Motion: M/S/C (Reed/Wheaton): (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Yes; McDonald-Yes): That the Executive Committee approve raising the per diem rate for JPIA Directors attending Program Committee meetings to \$430, effective January 22, 2026.

Consideration of Support for Water Utility Identification Card Legislation

Ms. Beatty provided a brief background on how the issue was brought forward and requested that Mr. Coleman present the details of the legislation. Mr. Coleman reported that Senator Bob Archuleta (CA – 30th District) has agreed to sponsor and has introduced the Utility Worker Identification Program. He explained that under current conditions, utility workers often cannot access disaster zones to restore vital services due to the lack of standardized identification credentials, leaving them unable to enter restricted areas.

Mr. Coleman provided an overview of current access restrictions at wildfire checkpoints, noting that water utility response can be delayed by more than 48 hours, resulting in water leaks and challenges to firefighting operations. He further reported that the bill is supported by five water agencies, including Rancho Water District and Paradise Irrigation District, and would require utilities to train employees and fund identification cards through the Office of Emergency Services, with no fiscal impact to the State. Mr. Coleman added that the Program is intended to reduce risk by improving access to critical facilities and enhancing coordination during emergency response efforts and that it has received broad support from water and utility associations.

Committee members discussed the importance of the bill for water and wastewater utilities, particularly in fire-prone and rural areas, and expressed support for continued

advocacy. Next steps include coordinating with legislative advocates, preparing member communications, and pursuing meetings with emergency services officials.

M/S/C (Wheaton/Ratterman) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Yes; McDonald-Yes): That the Executive Committee approve co-sponsoring the proposed State legislation establishing a Water Utility Worker Identification Card Program and direct the CEO to submit letters of support and participate in legislative discussions, as appropriate.

IV. FINANCE

Review and Take Action on Member Refunds and Assessments

Mr. Steele provided background on how the adjustments for the member agencies are calculated through the Rate Stabilization Fund (RSF). For Fiscal Year 2024-25, CWIF declared \$21.6 million in dividends, recorded as investment income and allocated across all pooled programs, helping to offset expenses. As of September 30, 2025, RSF calculations show nine members qualifying for refunds due to favorable contribution adjustments, catastrophic fund refunds, and Liability Program contribution adjustments due to the reconciliation of estimated to actual payroll. However, some member agencies have negative RSF balances, requiring additional funding to meet the -40% threshold. Staff recommend that the Executive Committee approve \$130,194 in refunds and \$431,817 in RSF billings.

The Committee discussed the need to balance equitable invoicing practices with potential member hardship and agreed to continue using percentage-based thresholds rather than flat dollar amounts to maintain fairness among members. They also agreed to maintain the current RSF policy, with the intent to propose phased adjustments in the future to gradually reduce allowable negative balances closer to zero.

Staff confirmed that members with large billings will be proactively contacted to help them understand the reason for their negative balance and all members will be offered a payment plan option, if so desired.

M/S/C (Reed/Hastey) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Yes; McDonald-Yes): That the Executive Committee approve not completing Retrospective Contribution Adjustments this year, approve total RSF refunds due to members calculated on September 30, 2025, at \$130,194, and approve total RSF billings to members calculated on September 30, 2025, at \$431,817.

V. AD HOC BUILDING AND PROPERTY COMMITTEE

Ad Hoc Building and Property Committee Chair McDonald reported on the Committee's recommendation from its January 20, 2026, meeting and requested guidance from the Executive Committee regarding the current Space Plan as drafted. She noted that the Space Plan was approved unanimously by the Ad Hoc Committee at its November 2025

meeting. The proposed Space Plan allocates the entire top floor (approximately 25,000 square feet) to staff space for security purposes and including allocations for potential future growth over the next 10-15 years, with the bottom floor (approximately 25,000 square feet) divided between JPIA use and leasable space.

Committee members discussed a desire to lease up to 50% of the bottom floor, compared to the 25% currently proposed. Director Ratterman raised concerns regarding the proportion of space allocated to JPIA operations versus dedicated leasable space.

Directors Reed and Hastey expressed concern that a comprehensive budget and construction schedule had not yet been presented at this phase of the project and questioned the need for the additional \$550,000 request. Mr. Hagman explained that the increase would fund the completion of construction documents and interior demolition necessary to advance the project. Ms. Beatty noted the original \$300,000 pre-construction budget was not based on known pre-construction costs. This amount was approved by the Executive Committee upon purchase of the building and as a minor overage to monies approved for the purchase price of the building to allow staff and the Project Manager to continue moving forward until a realistic estimate of pre-construction costs could be determined. Ms. Beatty emphasized that the Committee was aware that the original budget was not sufficient, has been meeting every 4-6 weeks since March 2025, has been updated at every meeting on costs expended to budget, and was made aware at their November 2025 meeting that three meetings would be set in early 2026 to address specific and needed financial authorities and direction to continue moving the project forward.

Directors Reed, Hastey, and Ratterman further expressed concerns regarding project cost transparency and requested a comprehensive construction budget estimate outlining total costs required to occupy the building, including furniture, moving expenses, and anticipated HVAC replacement costs estimated at approximately \$1 million. They emphasized the importance of phased decision-making aligned with budget estimates to minimize change orders and manage construction timelines amid rising costs.

Ms. Beatty confirmed that phased decision-making aligned with budget estimates has always been intended to be part of the process and reiterated that the Committee was made aware at their November 2025 meeting that three meetings would be set in early 2026 to address the following:

- January 20th – consideration of a revised budget for pre-construction costs
 - o A recommendation was to be made to the Executive Committee for consideration at their January 22nd meeting.
 - o Detailed information on estimated pre-construction costs expended, pending, and to be incurred were provided to the Ad Hoc Committee on January 15th, prior to the meeting.
- March 24th – consideration of a budget for construction and move-in costs
 - o A recommendation is to be made to the Executive Committee for consideration at their March 27th meeting.

- Detailed information on estimated construction and move-in costs will be provided to the Ad Hoc Committee prior to this meeting.
- April 15th – consideration of information on building renovation progress to be presented to the Board of Directors at their May 4th meeting.

Ms. Beatty also noted that detailed cost estimates have intentionally been distributed to Committee members separately from materials provided in governance packets to allow staff and the Project Manager negotiating power with current and future service providers.

Director Wheaton noted the financial impact of project delays. He has experience with similar project and cautioned that delays cost money.

Following much discussion, the Committee agreed to proceed with the current Space Plan and requested that options for leasing space versus building out the Board Room and/or Training Room be evaluated.

The Executive Committee approved increasing the not-to-exceed pre-construction budget to \$850,000 to cover design, demolition, and other soft costs required for permit submittal and contractor pricing.

M/S/C (Rupp/Wheaton) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Yes; McDonald-Yes): That the Executive Committee approve increasing the not-to-exceed amount for pre-construction costs to \$850,000.

VI. PERSONNEL COMMITTEE

Personnel Committee Chair McDonald reported on the Committee's recommendations from its meeting on January 21, 2026.

M/S/C (Hastey/Kapheim) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Absent; McDonald-Yes): That the Executive Committee approve the recommendation of the Personnel Committee for approval of the proposed Employee Handbook changes for sections requiring Executive Committee approval and approval of the new Member Services Manager position.

VII. RISK MANAGEMENT COMMITTEE

Risk Management Program Committee Chair Wheaton reported on the Committee's recommendations from its meeting on January 22, 2026.

M/S/C (Hastey/Lu-Yang) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Absent; McDonald-Yes): That the Executive Committee approve the recommendation of the Risk Management Committee for the following

procedures on the distribution of risk assessment and consultative correspondence:

- The Risk Management Committee and the member agency's JPIA Board Director will no longer receive correspondence related to risk assessments and consultations for each individual member agency.
- The Risk Management Committee will be given periodic – at least yearly – summary reports on trends and other notable observations gleaned from correspondence related to risk assessments and consultations that have been generated since the last summary report.
- All member agencies will be given the opportunity to confirm their preferences for the distribution of correspondence related to their own agency's risk assessments and consultations.
 - Option 1 – General Manager, other management contacts as requested by the General Manager, and the member agency's JPIA Board Director.
 - Option 2 – General Manager and other management contacts as requested by the General Manager.

M/S/C (Kapheim/Gonzales-Brady) (Gonzales-Brady-Yes; Hasteley-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Absent; McDonald-Yes): That the Executive Committee approve the recommendation of the Risk Management Committee for the following to reduce theft/vandalism losses for Property Program members:

- Staff to investigate expanding the Risk Control Grant Program, specifically to address theft/vandalism tools and resources;
- Staff to explore finding preferred providers to address theft/vandalism risk management needs; and
- Staff to select Central Valley member agencies to use in a Pilot Program for the above two initiatives.

VIII. UPDATES

ACWA Update

Due to time constraints, Ms. Giammona opted to skip the ACWA Update.

CEO Update

Ms. Beatty requested clarification regarding the policy on guest attendance at the JPIA Membership Summit Sunday dinners, noting that she has received requests from Committee members to bring non-family guests, such as General Managers or other agency Board members. The Committee clarified that all guests are welcome, but that Executive Committee members may bring spouses or other family guests – to be paid for by the CEO's expense account. Executive Committee members bringing non-family guests or any guests of Advisory Committee members are to be paid for by the agency via direct reimbursement to the JPIA.

IX. UPCOMING MEETING

Future Agenda items

Director Hastey suggested exploring business continuity insurance coverage in future strategic discussions.

Availability for Next Meeting

The Executive Committee is scheduled to meet next on March 27, 2026.

X. CLOSED SESSION

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

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

At approximately 12:58 PM, 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. Hari Hara – Reddy Plaza v. Santa Clara Valley Water Agency (DOL: March 13, 2025)
- 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 (Wheaton/Lu-Yang) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Absent; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Rupp-Absent; McDonald-Yes): That the Executive Committee reconvene to open session.

The Committee returned to open session at 1:13 PM.

1. Closed session item A-1: Hari Hara – Reddy Plaza v. Santa Clara Valley Water Agency (DOL: March 13, 2025):

No action taken. Direction given to staff.

2. Closed session item A-1: Position: Chief Executive Officer

M/S/C (Ratterman/Hastey) (Gonzales-Brady-Yes; Hastey-Yes; Kapheim-Absent; Lu-Yang-Yes; Ratterman-Yes; Reed-No; Wheaton-Yes; Rupp-Absent; McDonald-Yes): That the Executive Committee approve the Chief Executive Officer's incentive award of \$29,767.51, which is equivalent to 10% of her 2024-25 annual salary.

The Executive Committee meeting adjourned at 1:15 PM.

Attest:

X

Melody McDonald
Chair

X

Adrienne Beatty
Secretary