

# Executive Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA  
2100 Professional Drive  
Roseville, CA 95661

Friday  
March 28, 2025  
8:00 AM

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District

Vice-Chair: David A. Drake, Rincon del Diablo Municipal Water District

Ernie Avila, Contra Costa Water District, ACWA VP

Chris Kapheim, Kings River Conservation District

Szu Pei Lu-Yang, Rowland Water District

Scott Ratterman, Calaveras County Water District

Randall J. Reed, Cucamonga Valley Water District

J. Bruce Rupp, Humboldt Bay Municipal Water District

David Wheaton, Citrus Heights Water District

*Executive Committee Core Values*  
**Trust | Integrity | Listen | Good of the Whole**



# EXECUTIVE COMMITTEE MEETING

## AGENDA

ACWA JPIA  
Executive Conference Room  
2100 Professional Drive  
Roseville, CA 95661

*Executive Committee Core Values*  
Trust | Integrity | Listen | Good of the Whole

**Friday, March 28, 2025 – 8:00 a.m.**

**Zoom Link** Meeting ID: 532 180 4035; Password: 5742; Telephone No.: 1 (669) 900-6833

**WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS**

**PLEDGE OF ALLEGIANCE**

**EVACUATION PROCEDURES**

**ANNOUNCE RECORDING OF MEETING** This meeting may be recorded to assist in preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the Ralph M. Brown Act.

**PUBLIC COMMENT** Members of the public will be allowed to address the Executive Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chair know.

**HYBRID PARTICIPATION GUIDELINES** (See back page of the packet)

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

**I. CONSENT AGENDA**

- \* A. Approve the Minutes of the January 29, 2025 and February 3, 2025 Meetings **5**
- B. 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, 2025; February 1-15, 2025; February 16-28, 2025; and March 1-15, 2026, pursuant to Government Code Section 53910 et seq.

<u>Presenter</u>		<u>Page #</u>
McDonald	C. Approve an Excused Absence for Any Executive Committee Member	
	* D. Significant Claims Report	<b>18</b>
	* E. Approve CEO Performance Evaluation Consultant Contract	<b>19</b>
<b>II. <u>ADMINISTRATION</u></b>		
McDonald	A. Report on Meetings Attended on Behalf of the JPIA	
Beatty	* B. Overview of Spring Summit and Executive Committee Elections	<b>22</b>
Sabatini	* C. Legislative Advocacy Update	<b>23</b>
McDonald	* D. Review and Take Action on Building and Property Ad Hoc Committee Recommendations	<b>24</b>
Kowalewski	* E. Systems Implementation Update	<b>25</b>
Jobe	* F. Underground Storage Tank Pollution Liability Program Update	<b>26</b>
<b>III. <u>FINANCE &amp; AUDIT COMMITTEE</u></b>		
Drake	* A. Review and Take Action on Recommendations of the Finance & Audit Committee Meeting Held on March 27, 2025	<b>28</b>
	<p>Action items from this meeting:</p> <ul style="list-style-type: none"> <li>• Annual Comprehensive Financial Report for Year Ended September 30, 2024</li> <li>• Operating Budget for Fiscal Year 2025-26</li> </ul>	
	B. Presentation of Government Finance Officers Association (GFOA) Award	
<b>IV. <u>LIABILITY PROGRAM COMMITTEE</u></b>		
Reed	* A. Review and Take Action on Recommendation of the Liability Program Committee Meeting Held on March 27, 2025	<b>30</b>
	<p>Action item from this meeting:</p> <ul style="list-style-type: none"> <li>• Amendments to the 2025-26 Memorandum of Liability Coverage (MOLC)</li> </ul>	

**V. UPDATES**

Giammona \* A. ACWA Update **32**

Beatty \* B. CEO Update **33**

**VI. UPCOMING MEETING**

McDonald A. Future Agenda Items

McDonald \* B. Review Availability of Committee Members for the Next Executive Committee Meeting on June 27, 2025 **34**

**VII. CLOSED SESSION**

A. Conference With Legal Counsel (Tort Liability Losses, Public Liability Losses/Claims, Or Workers' Compensation Liability Claims) – Pursuant To Government Code Sec. 54956.95.

Shiu 1. City of Laguna Niguel v. Moulton Niguel Water District (DOI: November 8, 2024)

Villa 2. Deseret Farms v. Sutter Extension Water District (DOI: September 1, 2019)

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

McDonald 1. Position: Chief Executive Officer

**ADJOURN**

\*Related Items Enclosed

*Americans with Disabilities Act – The JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the JPIA, shall be made to: Chimene Camacho, Sr. Executive Assistant, ACWA JPIA, PO Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)*

*Written materials relating to an item on this Agenda that are distributed to the JPIA's Executive Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.*



**Executive Committee Meeting**

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

**January 29, 2025**

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

- Avila – 104 Forest Hill Drive, Clayton

**MEMBERS PRESENT**

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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 (via Zoom)  
 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**

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None.

**STAFF PRESENT**

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Chief Executive Officer/Secretary: Adrienne Beatty  
 Erin Bowles, Workers' Compensation Manager  
 Matt Bunde, Lead Risk Control Advisor  
 Chimene Camacho, Senior Executive Assistant to the CEO (*Recording Secretary*)  
 Andrew Corral, Senior Risk Control Advisor  
 Debbie Cruz, Lead Member Services Representative  
 David deBernardi, Director of Finance  
 Robin Flint, Risk Control Manager  
 Robert Greenfield, General Counsel  
 Jennifer Jobe, Director of Pooled Programs  
 Erik Kowalewski, System/Network Administrator  
 Terry Lofing, Administrative Assistant III  
 Paul Myers, Risk Control Advisor II  
 Fernando Ochoa, IT Support Specialist  
 Elisa Sabatini, Director of Member Outreach  
 Jeremy Sadler, Risk Control Advisor  
 Heidi Singer, Accountant III

Dan Steele, Finance Manager  
Tony Waterford, Human Resources Manager  
Nidia Watkins, Member Services Representative II  
Mike Whitright, System/Network Administrator

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### **OTHERS IN ATTENDANCE**

Alex Anderson, Rincon del Diablo Municipal Water District  
Mary Egan, MRG  
Tiffany Giammona, ACWA Senior Director of Operations & Member Engagement  
Brent Hastey, Reclamation District 784  
Rich Stevenson, Sweetwater Authority (via Zoom)  
Alex Tokar, Aon (via Zoom)  
John Weed, Alameda County Water District  
Marinelle Duarosan, North Kern Water Storage District (via Zoom)

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### **WELCOME**

Chair McDonald welcomed everyone in attendance.

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### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

Chair McDonald called the meeting to order at 10:30 a.m. She announced there was a quorum.

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### **PLEDGE OF ALLEGIANCE**

Chair McDonald led the Pledge of Allegiance.

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### **EVACUATION PROCEDURES**

Ms. Beatty gave the evacuation procedure instructions.

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### **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.

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### **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.

Public Comment #1: Brent Hastey of Reclamation District 784 reported on Adrienne Beatty's successful presentation at the Yuba County Rotary Club. He also shared that he will be running for the Executive Committee election in May.

Public Comment #2: David Drake of Rincon del Diablo Municipal Water District announced he will not run for the Executive Committee re-election in May. He expressed his appreciation for the support and wisdom he received during his tenure.

## **INTRODUCTIONS**

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Chair McDonald asked that the Executive Committee, staff, and others in attendance introduce themselves.

## **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

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

## **I. CONSENT AGENDA**

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Chair McDonald called for approval of the Consent Agenda:

M/S/C (Kapheim/Wheaton) (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 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: October 16-31, 2024; November 1-15, 2024; November 16-30, 2024; December 1-15, 2024; December 16-31, 2024; and January 1-15, 2025 pursuant to Government Code Section 53910 et seq.

## **II. ADMINISTRATION**

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### Report on meetings attended on behalf of the JPIA

Director Ratterman reported attending the Calaveras Public Utility District's Board meeting and presenting the JPIA President's Special Recognition Award for their loss ratios of less than 20% in the Liability, Property, and Workers' Compensation Programs.

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

Ms. McDonald stated that the current daily rate of per diem for Executive Committee members and Directors attending Program Committee meetings is \$397. The maximum increase of 5% allowed by Government Code would increase the rate to \$417. No recommendation was provided by staff.

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 approve raising the per diem rate for JPIA Directors attending Program Committee meetings to \$417, effective January 29, 2025.

### Review and Take Action on Request from Sweetwater Authority to Waive Late Payment

Mr. deBernardi noted that Sweetwater Authority participates in the JPIA's Liability, Property, and Workers' Compensation Programs. In December 2024, the Authority formally requested a waiver of a late fee for their Liability Program contribution, submitting an official letter detailing their request. Mr. Rich Stevenson of the Authority

was given the opportunity to explain the delay, citing a need for additional time to secure board approval, despite a partial payment already being made.

The Committee reviewed the request and discussed its potential implications.

M/S/C (Drake/Wheaton) (Avila-Yes; Kapheim-No; Lu-Yang-Yes; Ratterman-No; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve Sweetwater Authority's request to waive fees applied for late payment of their 2024-25 Liability Program annual contribution.

### Review of Fall Summit

Ms. Beatty summarized the JPIA meetings, seminars, and events held at the Fall Summit. She explained that the review was included on the agenda to give the Executive Committee a chance to share feedback to enhance and improve future events. The Committee expressed support for replacing an Executive Committee meeting with an educational session and discussed the role of the Executive Committee during the Board meeting. While some saw value in sitting on the dais for the full meeting, most preferred to sit with the rest of the Board.

### Discussion Regarding Continued Lobbyist Support

Ms. Beatty noted that hiring a lobbyist was instrumental in opposing AB 2735, and with the possibility of the bill or a similar version returning in the next legislative session, staff is seeking direction from the Committee on whether continued engagement would benefit member agencies and the risk pooling industry.

By consensus, the Committee supported moving forward with re-engaging a lobbyist for the 2025-26 legislative session, but in order to ensure the best value, the Committee requested that efforts should focus on negotiating a more competitive fee while maintaining comprehensive coverage of key legislative issues. Additionally, a clear scope of work and performance metrics will be established to measure the lobbyist's effectiveness.

### Review and Take Action on the Underwriting Policy

Ms. Jobe presented the underwriting policy for review and approval. Changes to the policy were minimal, primarily housekeeping in nature. The California Association of Joint Powers Authorities (CAJPA) requires member Joint Power Authorities (JPAs) seeking Accreditation with Excellence to have an underwriting policy, and that the policy be reviewed by its governing body at least every three years.

Ms. Jobe outlined the criteria for evaluating applications from both prospective and existing members. The policy includes provisions to be in compliance with risk management standards. By maintaining a high standard of underwriting practices, the policy aims to strengthen the overall risk pool and minimize potential losses.



M/S/C (Reed/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 Underwriting Policy, as presented.

### Review and Take Action on Settlement Authority Policy

Mr. Greenfield reported on settlement authority limit changes that took place over the years for various staff positions. At this meeting, staff requested an overall increase in internal settlement authority from \$250,000 to \$500,000 to better align with current economic realities, including proportional adjustments within internal levels. The existing limits, established several years ago, no longer align with present costs and settlement values in California due to factors such as inflation, rising medical costs, evolving litigation trends, settlement complexity, and the impact of catastrophic events. Staff requested that the Committee approve the settlement authority limits, as presented.

M/S/C (Ratterman/Reed) (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 new claims approval limits, as presented.

## **III. PROGRAMS**

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### Significant Claims Report

Ms. Bowles reported on a workers' compensation claim settlement that had been previously presented for authority.

## **IV. FINANCE**

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### Review and Take Action on Member Refunds and Assessments

Mr. Steele provided a background on how the adjustments for the member agencies are calculated through the Rate Stabilization Fund (RSF). He noted that as per JPIA's policy Retrospective Contribution Adjustments (RCA) are only processed once a program year is fully five years matured. Refunds for member agencies are processed through the Rate Stabilization Fund (RSF) based on individual balances. When a member's RSF balance exceeds 70% of their basic Liability Program contribution, the excess is refunded. These balances are primarily determined by RCA from prior program years and Catastrophic Reserve Fund adjustments. The RCA calculation accounts for claims expenses, excess insurance, general and administrative costs, catastrophic fund contributions, and investment income. In September 2024, the Executive Committee set catastrophic reserve goals at \$29 million for the Liability Program and \$12 million for the Workers' Compensation Program.

For Fiscal Year 2023-24, CWIF declared an \$8.6 million dividend, recorded as investment income and allocated across all pooled programs, helping to offset expenses. As of September 30, 2024, RSF calculations show nine members qualifying for refunds due to favorable contribution adjustments, catastrophic fund refunds, and Liability Program contribution adjustments. However, some member districts have negative RSF balances, requiring additional funding to meet the -40% threshold. Staff

recommend that the Executive Committee approve \$277,809 in refunds and \$118,593 in RSF billings. Additionally, staff proposes allocating \$238,761 from Liability catastrophic funds and \$631 from Workers' Compensation catastrophic funds to assist members with negative balances. Detailed breakdowns are provided in the following pages.

M/S/C (Kapheim/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 total refunds due to members calculated on September 30, 2024 in the amount of \$277,809 and total RSF billings for members owing money in the amount of \$118,593, as presented.

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 \$238,761 of the available Liability catastrophic funds and \$631 of the available Workers Compensation catastrophic funds to help fund those member agencies with negative balances to bring them up to the -40% threshold required in the RSF.

#### Review and Make Recommendation on CWIF Dividend

Mr. deBernardi reported that the California Water Insurance Fund (CWIF), JPIA's captive insurance company, realized over \$22 million in gains and dividends from investments. These realized gains were unprecedented in CWIF's investment portfolio. Mr. deBernardi discussed the impact of these gains to the JPIA's RCA calculations and how it would provide financial relief to Members affected by recent unfavorable claims experiences.

The recommendation is to consider a dividend of up to \$22 million for member agencies, pending further discussions with the CWIF board. The recommendation will be presented to the CWIF board for final consideration and potential distribution.

M/S/C (Kapheim/Wheaton) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee recommends that the CWIF Board approve a dividend to JPIA for an amount up to \$22 million, upon pending further discussion, analysis, and collaboration between staff, the CWIF Board, and CWIF's Investment Advisor.

## **V. PERSONNEL COMMITTEE**

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Personnel Committee Chair McDonald reported on the recommendations of the Committee from its meeting on January 15, 2025.

M/S/C (Rupp/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 approve the Employee Handbook changes, as presented.

M/S/C (Kapheim/Wheaton) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-No; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve the new Cybersecurity Risk Specialist position and approve adding additional Member Services Representative II and Senior Risk Control Advisor positions.

Chair McDonald also provided preliminary information on potential new office space and the creation of the Building and Property Ad Hoc Committee to evaluate potential new office spaces. A report will be presented to the Board of Directors at Spring Summit in Monterey. Committee Members are Director Reed, Director Kapheim, Director Ratterman, and President McDonald.

## **VI. RISK MANAGEMENT COMMITTEE**

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Risk Management Committee Chair Reed reported on the recommendations of the Committee from its meeting on January 29, 2025.

M/S/C (Reed/Kapheim) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee accept the recommendation of the Risk Management Committee to approve the Commitment to Excellence Program Ergonomics: Sprains/Strains Reduction Program for Field Employees, as presented.

## **VII. MEMBERSHIP**

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### Union Public Utility District

Ms. Watkins provided a background on Union Pacific Utility District's (UPUD) application for admission into the Workers' Compensation Program. UPUD has a boundary area of approximately 19.1 square miles including the community of Murphys, Vallecito, and Douglas Flat along South Ditch to include the community of Carson Hill.

A new 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 the operations of the UPUD. Should UPUD join the ACWA JPIA, a service plan will be implemented beginning January 2025 to complement the District's safety and risk management program with ACWA JPIA resources.

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 Union Public Utility

District's applications for admission into the Worker's Compensation Program.

#### North Kern Water Storage District

Ms. Watkins provided a background on North Kern Water Storage District's (NKWSD) application for admission into the Liability and Property Programs. The District's primary facilities consist of large capacity canals (Beardsley/Lerdo and Calloway) emanating from the Kern River, approximately 1,500 acres of dedicated recharge ponds, and approximately 100 groundwater recovery wells.

A new 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 the staff and operations of NKWSD. Should NKWSD join the ACWA JPIA, a service plan will be implemented beginning April 2025 to complement the District's safety and risk management program with ACWA JPIA resources.

M/S/C (Kapheim/Reed) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve North Kern Water Storage District's applications for admission into the Liability and Property Program.

### **VIII. UPDATES**

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#### ACWA Update

Ms. Giammona provided a brief update on ACWA's relevant current issues and events, including the ACWA DC Conference to be held on February 25-27, 2025.

#### CEO Update

Ms. Beatty, CEO, discussed the successful settlement of claims and highlighted the importance of proactive risk management strategies. She provided updates on upcoming conferences and workshops designed to enhance member engagement and collaboration. Next week, Ms. Beatty and Ms. Jobe will attend the Aon Symposium in Orlando to meet with property and liability carriers. Additionally, she plans to participate in the ACWA DC Conference in February. On February 3, the Employee Engagement Survey will be launched for all employees. The organization is also exploring the implementation of new claims software, as the current system is outdated. The CEO underscored the need for a cybersecurity specialist to strengthen risk management and support member districts in addressing cyber threats.

### **IX. UPCOMING MEETING**

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#### Future Agenda items

None.

Availability for Next Meeting: The Executive Committee is scheduled to meet next on March 28, 2025.

## **X. CLOSED SESSION**

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

M/S/C (Rupp/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 1:10 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. Grassland Basin Authority v. Central California Irrigation District (DOL 10/28/2023)
  - 2. Fournier v. Mission Springs Water District (DOL 8/2/2024)
  - 3. Light v. ACWA JPIA (DOL 7/26/2024)
- B. Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code Section 54956.95(d)(2)
- C. Public Employee Performance Evaluation (Personnel) – Pursuant to Government Code(s) Sec. 54957 and 54957.6 (conference with Labor Negotiators)
  - 1. Position: Chief Executive Officer

The Committee returned to open session at approximately 2:25 PM.

Closed session item A-1: Grassland Basin Authority v. Central California Irrigation District (DOL 10/28/2023)

M/S/C (Wheaton/Reed) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee grant authority of \$407,382.53 to resolve the claim with Grassland Basin Authority.

Closed session item A-2: Fournier v. Mission Springs Water District (DOL 8/2/2024)  
No action taken. Direction given to staff.

Closed session item A-3: Light v. ACWA JPIA (DOL 7/26/2024)  
No action taken. Direction given to staff.

**XI. OPEN SESSION**

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Review and Take Action on Chief Executive Officer’s Employment Contract

The Executive Committee reviewed the Chief Executive Officer’s 2024-25 employment contract during Closed Session. Due to time constraints, an Executive Committee meeting was scheduled for Monday, February 3, 2025 to report on the Chief Executive Officer employment contract for 2024-25.

The Executive Committee meeting adjourned at 2:30 PM.

Attest:

X

\_\_\_\_\_  
Melody McDonald  
Chair

X

\_\_\_\_\_  
Adrienne Beatty  
Secretary



**Executive Committee Meeting**

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

**February 3, 2025**

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

- Avila – 104 Forest Hill Drive, Clayton
- Drake – 325 Rock Ridge Place, Escondido
- Kapheim – 11101 Avenue 412, Dinuba
- Lu-Yang – 500 North Brand Boulevard, Suite 1850, Glendale
- McDonald – 400 N Ocean Blvd (main lobby), North Myrtle Beach, South Carolina
- Ratterman – 1216 Magers Road, San Andreas
- Reed – 6171 Columbus Court, Alta Loma
- Rupp – 229 Boyle Drive, Eureka
- Wheaton – 7525 Lost Creek Court, Citrus Heights

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

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None.

**STAFF PRESENT**

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Chief Executive Officer/Secretary: Adrienne Beatty  
Chimene Camacho, Senior Executive Assistant to the CEO (*Recording Secretary*)  
Robert Greenfield, General Counsel

**OTHERS IN ATTENDANCE**

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None

## **WELCOME**

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Chair McDonald welcomed everyone in attendance.

## **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

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Chair McDonald called the meeting to order at 1:30 PM. She announced there was a quorum.

## **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. No members of the public were present.

## **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

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

## **CLOSED SESSION**

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

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 adjourn to closed session.

At approximately 1:33 PM, the Executive Committee, upon advice of General Counsel, adjourned to closed session to discuss:

- A. 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 (Kapheim/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 reconvene to open session.

The Committee returned to open session at approximately 1:41 PM.

## **CHIEF EXECUTIVE OFFICER'S EMPLOYMENT CONTRACT**

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The Executive Committee reviewed the Chief Executive Officer's 2024-25 employment contract during Closed Session.

M/S/C (Rupp/Wheaton) (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 Chief Executive Officer's Employment Contract with an annual salary of \$297,675.11 effective October 1, 2024; an incentive award of \$28,350.01 effective October 1, 2024; \$750.00 per month automobile allowance, and \$600 per month out-of-pocket expenses.

The Executive Committee meeting adjourned at 1:50 PM.

Attest:

X

\_\_\_\_\_  
Melody McDonald  
Chair

X

\_\_\_\_\_  
Adrienne Beatty  
Secretary

**ACWA JPIA**  
**Significant Claims**  
**March 28, 2025**

**BACKGROUND**

Pursuant to the requirements of the Ralph M. Brown Act, the cases listed below have been resolved since directions were given by the Executive Committee.

**CURRENT SITUATION**

<b><u>Case</u></b>	<b><u>DOI</u></b>	<b><u>Settlement Amount</u></b>
Various v Alameda County WD	6/22/2021	\$1,342,662.81
Various v Sacramento Suburban WD	8/24/2021	\$928,438.70
Various v Fallbrook PUD	2/25/2021	\$240,361.93
City of La Canada v Foothill MWD	4/21/2019	\$1,750,000
Mora Juarez v Madera ID	8/6/2020	\$750,000.00
Kaiser Permanente v Chino Basin WCD	1/24/2019	\$600,000.00
Kinnicutt v Solano ID	6/23/2022	\$490,000.00
Scheer v South Tahoe PUD	4/28/2023	\$323,592.47
City of El Cajon v Otay WD	5/20/2024	\$333,389.39

**RECOMMENDATION**

None, information only.



March 13, 2025

Adrienne Beatty  
Assistant Executive Officer  
ACWA JPIA  
P.O. Box 619082  
Roseville, CA 95661-9082

*RE: Request to Facilitate the 2025 Chief Executive Officer Performance Evaluation Process*

Dear Ms. Beatty:

Thank you for requesting my assistance with your 2025 annual evaluation process. Municipal Resource Group, LLC (“MRG”) is submitting a proposal to assist ACWA JPIA (“Association”) in facilitating the 2025 Chief Executive Officer Annual Performance Evaluation. I am happy to work with the Executive Committee should they want to review the process to be used and put their own touches on the 2025 effort.

One important task of elected officials is the annual review of appointed officials. The results of these evaluations are crucial to organizational success and achieving the Executive Committee’s vision and goals.

MRG has extensive experience with Board-appointed position evaluation processes. When conducting an evaluation of the Chief Executive Officer, we seek to communicate in one voice the desires and expectations of the entire elected body. We must spend sufficient time understanding each member’s perspective of the appointed official’s performance to prepare an evaluation summary that accurately and concisely documents areas of consensus and divergent opinions. The result is an evaluation that permits the elected body and the appointee to know what is going well, areas for further development, and a road map to achieve the desired performance objectives. Please let me know your thoughts on the attached scope of work. We look forward to working with you and the team.

Respectfully submitted,

Mary Egan, CEO  
MRG, LLC  
[egan@solutions-mrg.com](mailto:egan@solutions-mrg.com)  
916-261-7547

## MRG FACILITATOR

Mary Egan oversees this entire practice and provides high-level leadership over every project, including this engagement for ACWA JPIA.

**Mary Egan** (Chief Executive Officer, Principal Consultant) - Mary collaborates with organizations and executive leadership to achieve their full potential. Mary's specialties are facilitating performance evaluations and organizational analysis and coaching employers to address deficiencies and maximize their impact. She is a certified professional executive coach and uses these skills to help clients increase their level of performance and identify potential limiting blind spots. She also advises clients regarding employment-related risk mitigation, strategic planning, and interest-based.



## MRG APPROACH TO ACWA JPIA PERFORMANCE EVALUATION PROCESSES

- *KICK OFF – Introduction to our evaluation process, including a call with the Executive Committee Chair to review the process, highlight key dates, and communicate expectations of the Executive Committee, Executive Officer, and MRG facilitator. In this introductory meeting, we address logistics related to the process and what the Executive Committee and Executive Officer would like to include. The kick-off will also determine if the Executive Committee wants Mary Egan to serve as the intermediary between the Chief Executive Officer and the Executive Committee on salary and contract discussions.*
- *MODIFY PROCESS – Customize the process to reflect the needs of the Executive Committee: We will work with the Association to prepare the questionnaire for interviews with individual Committee Members.*
- *IF DESIRED – OPTIONAL SURVEY ORGANIZATIONAL LEADERSHIP – Create and Conduct a 360-degree evaluation questionnaire to solicit feedback from the Department Heads for the Executive Officer's consideration. Agencies differ in how they use this process; several use it for the edification of the Chief Executive, and others include it as an element of the process.*
- *WORK WITH EXECUTIVE OFFICER TO PREPARE SELF-EVALUATION—Secure a comprehensive self-evaluation document from the Executive Officer to gather her estimation of progress on established goals and performance objectives. We are happy to provide examples and suggestions on communicating progress on committee-developed goals. This self-evaluation is shared with the Executive Committee to prepare for the evaluation conversations.*
- *INTERVIEWS WITH EXECUTIVE COMMITTEE - Interview each Committee Member individually via teleconference or video conference in a manner that meets their time requirements to gather insight and input, including goals from each of the nine Committee Members.*
- *DRAFT DOCUMENT FOR REVIEW BY COMMITTEE—Develop the comprehensive draft summary, including the perspectives of all members, integrated into common “themes”*

*and goals that give consistent feedback and speak with one voice where possible. This could include reviewing it with the Executive Committee in advance of the Closed Session to gain perspective and feedback.*

- *FINALIZE DRAFT – GAIN CONCENSUS OF EXECUTIVE COMMITTEE ON DIRECTION FOR NEXT YEAR – SET GOALS - Review and gain consensus on draft evaluation and goals in Closed Session with Executive Committee – clarify what is going well, areas for further development, and a road map to achieve the desired performance objectives.*
- *FINALIZE DOCUMENTATION—Finalize and deliver the evaluation summary and address process issues as necessary. Meet with appointed officials to assist them in developing an action plan to meet the Executive Committee's identified expectations.*

The evaluation process typically takes 6-8 weeks to complete, primarily due to scheduling challenges with an Executive Committee of nine members. The timeline is subject to the availability of the Committee for a closed session, individual interviews, and the availability of the relevant documents by the Association.

### **INVESTMENT IN THIS PROCESS**

The professional fee for conducting the scope of services listed in this response is a fixed fee of \$12,400 for the Chief Executive Officer evaluation and 360-degree feedback survey (assuming 5-6 Executive team members), which is anticipated to include one closed session with the full Executive Committee.

If the Association elects to include salary negotiation services in this process, the fixed fee is an additional \$1,500.

Any additional work not contemplated in this proposal will be billed at \$300 per hour and will begin only after agreed upon between the Association and MRG.

**ACWA JPIA**  
**Overview of Spring Membership Summit and**  
**Executive Committee Elections**  
**March 28, 2025**

**BACKGROUND**

ACWA JPIA's Spring Membership Summit will be held on May 12-13, 2025, in Monterey. The Executive Committee members are elected positions for a four-year term with elections held in odd numbered years at the Spring Membership Summit.

**CURRENT SITUATION**

On Monday, the governance meetings will include the Property Program Committee meeting and a Board of Directors meeting. Following the Property Program Committee meeting, Ms. Beatty will provide an update on the need for a new office building - including historical context, a timeline, and budget estimates - followed by the *Ask ACWA JPIA Anything* educational session. At the pre-Board meeting lunch, Adam Dedmon, Employee Benefits Manager, and Employee Benefits Broker, Tom Sher, from Alliant will present a *State of the Employee Benefits Program*.

On Tuesday, two educational sessions will take place. The first, *Risk Management Best in Show*, will spotlight some of the more notable risk control grants that have been earned by members over the years, followed by a presentation from Citrus Heights Water District on the *Volunteer Citizens Committee Initiative*, which has been very successful in building public support for infrastructure investment. After lunch, General Counsel Robert Greenfield will conduct an *AB1825 Sexual Harassment Prevention Training*. That afternoon, JPIA will host a mixer for current cohorts and graduates of the Leadership Program.

For the remainder of the week, during the ACWA Conference, staff will engage with members at the JPIA booth in the exhibit hall, where both Directors and Managers will be available. Staff will also attend ACWA sessions and receptions and collaborate with the Executive Committee to provide JPIA Updates at the Regional Meetings on Wednesday afternoon. Additionally, Ms. Beatty and Board President Melody McDonald will likely share a JPIA Update during the ACWA Opening Keynote.

**Executive Committee Elections**

An Executive Committee election will take place during the JPIA Board of Directors meeting on the afternoon of May 12, 2025. This election will fill four Executive Committee positions, each serving a full four-year term. Three incumbents—Melody McDonald (San Bernardino Valley Water Conservation District), Chris Kapheim (Kings River Conservation District), and Randall Reed (Cucamonga Valley Water District)—are seeking re-election. David Drake, also an incumbent, is not seeking re-election. As of the distribution of this packet, staff has received five completed nomination packages.

Staff will provide further update to the Committee at the meeting.

**RECOMMENDATION**

None, information only.

Prepared by: Adrienne Beatty, Chief Executive Officer

Date prepared: March 14, 2025

**ACWA JPIA**  
**Legislative Advocacy Update**  
**March 28, 2025**

**BACKGROUND**

This is a standing item on the Executive Committee agenda.

**CURRENT SITUATION**

The JPIA's Director of Member Outreach will update the Executive Committee on the JPIA's legislative advocacy efforts.

**RECOMMENDATION**

None, information only.

**ACWA JPIA**  
**Building and Property Ad Hoc Committee Recommendations**  
**March 28, 2025**

**BACKGROUND**

At their first meeting on March 5, 2025, the Building and Property Ad Hoc Committee acknowledged the urgent need for additional space as the current office is at capacity.

**CURRENT SITUATION**

The Committee discussed the search for a new office location, focusing on two potential properties: the 532 Gibson building, which offers 50,490 sq ft and desirable amenities, but is likely larger than needed, and the 1376 Lead Hill property, noted for its industrial site but concerns include retrofitting costs and location. Financial insights revealed JPIA's \$95.2 million cash reserve for a purchase, leading to discussions on implications for member rates. Staff confirmed the impact on member rates would be minimal in light of the potential re-sale value of the current building and the ability to depreciate the value of the new building in the budget over a 30-year period. The Committee leaned towards the Gibson building, authorizing broker Scott Bennett to negotiate pricing. The Committee discussed the decision-making process and clarified that the Executive Committee has the authority to approve the purchase, with plans to present updates to the Board in May.

Staff will prepare an informational presentation for the Board of Directors at the Spring Summit on May 12, 2025, to inform the membership of staff and pool growth since purchase of the current building, current space issues/limitations, and the plan to address them.

**RECOMMENDATION**

That the Executive Committee delegate authority to the Building and Property Ad Hoc to work through all aspects of a new building purchase and renovation and subsequent sale of the current building.



**ACWA JPIA**  
**Systems Implementation Update**  
**March 28, 2025**

**BACKGROUND**

At their January 29, 2025 meeting, the Executive Committee requested an IT system update at their next meeting.

**CURRENT SITUATION**

The JPIA is actively managing several key IT initiatives, including a SharePoint conversion for departmental data and the transition away from expiring software solutions such as Risk Console for managing member data and Navrisk for member billing. Additionally, we are exploring a new contact management solution to enhance member communication. We have also dedicated time to researching options for transitioning to an updated claims system.

Erik Kowalewski, IT Manager, will provide an overview of current and future implementations at the meeting.

**RECOMMENDATION**

None, information only.

**ACWA JPIA**  
**Underground Storage Tank**  
**Pollution Liability Program Update**  
**March 28, 2025**

**BACKGROUND**

Federal regulations mandate that Underground Storage Tank (UST) operators maintain sufficient financial resources to address potential spills, overflows, or leaks that may result in environmental contamination.

In response, the JPIA initiated a group-purchase UST Pollution Liability program in 1992-93 to protect members from such exposures. The original policy included \$1,000,000 in coverage limits with a \$500,000 deductible per loss, addressing liability for bodily injury, property damage, and environmental cleanup.

Recognizing the need to reduce the financial impact on individual members, the JPIA enhanced the program in 1995-96 by introducing a primary pooled layer of \$500,000 and lowering the per-loss deductible to \$10,000. This strategic shift helped distribute risk more equitably among participants and strengthened long-term program sustainability.

As member tanks aged and exposure levels increased, the Executive Committee approved an increase in coverage limits to \$3,000,000 in 2010-11, while maintaining the \$500,000 deductible. This adjustment aligned coverage with evolving risk and regulatory expectations.

In 2020-21, as the program reached a healthy equity position, the Executive Committee authorized a distribution for Program Years 1995-96 and 1996-97 under the Retrospective Contribution Adjustment (RCA) process. This action reflects the program's sound financial management and commitment to returning value to members.

**CURRENT SITUATION**

At present, 10 members participate in the UST Pollution Liability Program, covering a total of 20 tanks. Notably, 19 of these tanks are over 20 years old. As the infrastructure continues to age, obtaining cost-effective coverage has become increasingly challenging. Insurers are responding to the elevated risk by reducing coverage limits and raising premiums and deductibles with each renewal cycle.

To assess how best to meet member needs, on June 6, 2024, staff hosted a virtual "Town Hall" with participating agency representatives to discuss the future structure of the UST Pollution Liability Program. After reviewing key factors—including the age of tanks, evolving coverage limitations, the financial impact of tank removal or conversion, and the timing of capital improvement plans—it was agreed that further evaluation was necessary before implementing programmatic changes.

Staff was asked to renew the 2024-25 coverage under existing terms and hold regular meetings with agency representatives throughout the program year. These meetings provided a forum to evaluate market trends, share agency-specific planning timelines, and explore potential program modifications. The next meeting is scheduled for March 26, 2025, during which agency representatives will work together to identify a long-term, sustainable solution for the Program. Staff will present the Committee with a summary of the outcomes and discuss recommendations for the 2025-26 renewal.

**RECOMMENDATION**

None, information only.



# FINANCE AND AUDIT COMMITTEE MEETING

## AGENDA

ACWA JPIA  
Executive Conference Room  
2100 Professional Drive  
Roseville, CA 95661

**Thursday, March 27, 2025 – 1:00 p.m.**

**Zoom Link** Meeting ID: 230 407 0027; Password: 5742; Telephone No.: 1 (669) 900-6833

This meeting shall consist of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661, and the following remote sites:

- Bryant – 7811 University Avenue, La Mesa
- Smith – 12109 Highway 166, Bakersfield

### **WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS**

#### **PLEDGE OF ALLEGIANCE**

**ANNOUNCE RECORDING OF MEETING** This meeting may be recorded to assist in preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the Ralph M. Brown Act.

**PUBLIC COMMENT** Members of the public will be allowed to address the Finance and Audit Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chair know.

**HYBRID PARTICIPATION GUIDELINES** (See back page of the packet)

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Presenter

Page #

I. **CONSENT AGENDA**

- \* A. Approve the Minutes of the September 25, 2024, Meeting

4

II. **ADMINISTRATION**

- A. Report on Meetings Attended on Behalf of the JPIA

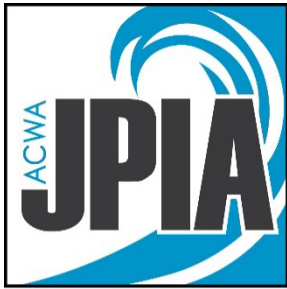
<u>Presenter</u>		<u>Page#</u>
Drake	* B. Presentation of Government Finance Officers Association (GFOA) Award	<b>8</b>
<b>III. <u>FINANCIALS</u></b>		
Steele/ Green	* A. Review and Provide Recommendations on Annual Comprehensive Financial Report (ACFR) for Year Ended September 30, 2024	<b>10</b>
deBernardi	* B. Review and Provide Recommendations on the Proposed Operating Budget for Fiscal Year 2025-26	<b>98</b>
Steele	* C. Retrospective Contribution Adjustment Process Update	<b>101</b>
Beatty/Drake	* D. California Water Insurance Fund (CWIF) Update	<b>105</b>
<b>IV. <u>STAFF UPDATES</u></b>		
deBernardi	A. Director of Finance Update	<b>111</b>
<b>V. <u>UPCOMING MEETING</u></b>		
Drake	* A. Review Availability of Committee Members for the Next Finance and Audit Committee Meeting on September 29, 2025, at 1:00 p.m.	<b>112</b>

## **ADJOURN**

\*Related items enclosed.

**Americans with Disabilities Act** – The JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the JPIA, shall be made to: Jillian Sciancalepore, Administrative Assistant III, ACWA JPIA, PO Box 619082, Roseville, CA 95661-9082; telephone (916) 786-JPIA. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)

Written materials relating to an item on this Agenda that are distributed to the JPIA's Finance and Audit Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-JPIA. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.



YOUR BEST PROTECTION

# LIABILITY PROGRAM COMMITTEE MEETING

## AGENDA

ACWA JPIA  
Executive Conference Room  
2100 Professional Drive  
Roseville, CA 95661

**Thursday, March 27, 2025 – 3:00 p.m.**

**Zoom Link** Meeting ID: 230 407 0027; Password: 5742; Telephone No.: 1 (669) 900-6833

This meeting shall consist of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661, and the following remote sites:

- Schwarm – 505 South Vulcan Avenue, Encinitas

### **WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS**

#### **PLEDGE OF ALLEGIANCE**

**ANNOUNCE RECORDING OF MEETING** This meeting may be recorded to assist in preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the Ralph M. Brown Act.

**PUBLIC COMMENT** Members of the public will be allowed to address the Liability Program Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chair know.

**HYBRID PARTICIPATION GUIDELINES** (See back page of the packet)

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Presenter

Page #

#### **I. CONSENT AGENDA**

\* A. Approve the Minutes of the September 25, 2024, Meeting

B. Group Purchase Programs Update

#### **II. ADMINISTRATION**

A. Report on Meetings Attended on Behalf of the JPIA

Jobe \* B. Membership Report

**III. LOSS REPORTS**

Greenfield \* A. Review of General Liability Claims Trends

Greenfield \* B. Review of Biennial Claims Audit

**IV. COVERAGE AND CONTRIBUTIONS**

Hetzel \* A. State of the Market

Jobe B. Liability Program Update and Renewal Strategy

Jobe \* C. Review and Provide Recommendations on Amendments to the 2025-26 Memorandum of Liability Coverage (MOLC)

**V. STAFF UPDATES**

Jobe A. Director of Pooled Programs Update

**VI. UPCOMING MEETING**

Reed \* A. Review Availability of Committee Members for the Next Liability Program Committee Meeting on September 29, 2025, at 3:00 p.m.

**ADJOURN**

\*Related items enclosed.

**Americans with Disabilities Act** – The JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the JPIA, shall be made to: Jillian Sciancalepore, Administrative Assistant III, ACWA JPIA, PO Box 619082, Roseville, CA 95661-9082; telephone (916) 786-JPIA. The JPIA’s normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)

Written materials relating to an item on this Agenda that are distributed to the JPIA’s Liability Program Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-JPIA. The JPIA’s normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.

**ACWA JPIA**  
**ACWA Update**  
**March 28, 2025**

**BACKGROUND**

This is a standing item on Executive Committee agendas.

**CURRENT SITUATION**

ACWA Senior Director of Operations & Member Engagement, Tiffany Giammona, will update the Executive Committee on ACWA's relevant current issues and events.

**RECOMMENDATION**

None, information only.



**ACWA JPIA**  
**CEO Update**  
**March 28, 2025**

**BACKGROUND**

This is a standing item on Executive Committee agendas.

**CURRENT SITUATION**

The JPIA's Chief Executive Officer will update the Executive Committee on relevant current issues and potential future opportunities and challenges.

**RECOMMENDATION**

None, information only.

# ACWA JPIA MEETINGS CALENDAR – 2025

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 15			9:00 AM *							
JAN 29		10:30 AM						8:00 AM		
MARCH 9-11 CICA CONFERENCE – TUCSON, AZ										
MARCH 16-19 AGRIP GOVERNANCE CONFERENCE – LAS VEGAS										
MAR 27				1:00 PM		3:00 PM				
MAR 28		8:00 AM								
APRIL 30					9:00 AM *					
MAY 12-15 ACWA JPIA SPRING MEMBERSHIP SUMMIT/ACWA CONFERENCE – MONTEREY										
MAY 12	1:45 PM	10:30 AM					8:00 AM			
JUNE 2			3:00 PM *							
JUNE 4									9:00 AM (UTAH)	
JUNE 26						3:00 PM	1:00 PM			
JUNE 27		8:30 AM							11:00 AM	
JULY 14-15 EXECUTIVE COMMITTEE ONBOARDING WORKSHOP – SAN DIEGO										
JULY 15					1:00 PM					
JULY 16		8:30 AM								
SEPT 3			10:00 AM *							
SEPTEMBER 16-19 CAJPA ANNUAL CONFERENCE - MONTEREY										
SEPT 29				1:00 PM		3:00 PM				
SEPT 30		8:30 AM							11:00 AM	
OCT 22		10:00 AM *								
DECEMBER 1-4 ACWA JPIA FALL MEMBERSHIP SUMMIT/ACWA FALL CONFERENCE – SAN DIEGO										
DEC 1	1:45 PM	10:30 AM							8:00 AM	

\*Virtual Meeting



## Hybrid Meeting Participation Guidelines

### **For Remote Meeting Participants**

**Remember to mute yourself until you are ready to speak.**

If you have a question or comment, raise your hand in Zoom.

To raise or lower your hand:

1. For PC users:
  - a. Press 'Alt-Y' on your keyboard
  - b. Or go to 'Reactions' on your Zoom screen
2. For IPAD users, go to 'More'.
3. For telephone (audio only) users, press \* then 9.

### **For In-House Meeting Participants**

**Remember to use your microphone when speaking.**

- Remote participants will not hear you if you don't.
- Before speaking, check that your mic is unmuted (green light).

For in-house participants that do not have a microphone, please wait for the mic runner before speaking.