

Executive Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

Monday
April 27, 2026
4:00 PM

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

Vice Chair: J. Bruce Rupp, Humboldt Bay Municipal Water District

Brent Hastey, Reclamation District 784

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

David Wheaton, Citrus Heights Water District

Carol Lee Gonzales-Brady, Rancho California Water District, ACWA VP

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



EXECUTIVE COMMITTEE MEETING

AGENDA

Zoom Link

Meeting ID: 532 180 4035

Passcode: 5742

Telephone Number (669) 900-6833

Executive Committee Core Values

Trust | Integrity | Listen | Good of the Whole

Monday, April 27, 2026 – 4:00 PM

This meeting will be held via teleconference with the following remote sites:

- Gonzales-Brady – 37850 De Portola Road, Temecula
- Hasteley - 3000 Plumas Arboga Road, Plumas Lake
- Kapheim – 11101 Avenue 412, Dinuba
- Lu-Yang – 500 North Brand Boulevard, Suite 1850, Glendale
- McDonald – 254 E Valley Street, San Bernardino, CA 92408
- Ratterman – 1216 Magers Road, San Andreas
- Reed – 6171 Columbus Court, Alta Loma
- Rupp – 69-275 Waikoloa Beach Drive, Waikoloa Beach, Hawaii
- Wheaton – 7525 Lost Creek Court, Citrus Heights

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 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.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Presenter

Page #

I. GENERAL COUNSEL REQUEST FOR PROPOSALS

Beatty

- * A. Review and Take Action on the Draft General Counsel Request for Proposals and Timeline

4

II. UPCOMING MEETING

- | | | |
|----------|---|-----------|
| McDonald | * A. Review Availability of Committee Members for the Next Executive Committee Meeting on June 26, 2026 | 15 |
|----------|---|-----------|

III. CLOSED SESSION

- | | |
|------|---|
| Shiu | <p>A. Conference With Legal Counsel (Tort Liability Losses, Public Liability Losses/Claims, Or Workers' Compensation Liability Claims) – Pursuant To Government Code Sec. 54956.95.</p> <p>1. Shanna Kuhlemier vs. Truckee Donner Public Utility District (DOL 7/18/2024)</p> |
|------|---|

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, Senior Executive Assistant to the CEO, ACWA JPIA, PO Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. The JPIA's normal business hours are Monday – Friday, 7:30 AM to 4:30 AM. (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 AM to 4:30 AM

ACWA JPIA
Draft General Counsel Request for Proposals and Timeline
April 27, 2026

BACKGROUND

With the retirement of Robert Greenfield, JPIA General Counsel, on April 4, 2026, the JPIA needs to refill the position of General Counsel.

CURRENT SITUATION

As per best practices recommended by the Association of Governmental Risk Pools (AGRiP) and in conformance with their Governance Standards for Recognition, the governing body is to obtain competent legal advice regarding its own governance and operational issues. The Standards identify that coverage counsel, general legal counsel, and defense counsel functions are most optimally segregated and documented in written contracts compliant with the Service Provider Contracts Standards for Recognition.

As such, it is staff's recommendation that General Counsel services be transitioned externally to the organization and become a fully contracted service. Attached for the Committee's reference is a draft Request for Proposals (RFP) for general counsel services. The draft timeline is, as follows:

May 1, 2026	RFP distributed
May 22, 2026 (5 p.m.)	Proposals due
June 11, 2026	Evaluation of Proposals and selection of interview candidates
June 24, 2026	Interview candidates, possible selection of candidate to recommend to Executive Committee for approval
June 26, 2026	Possible final selection by Executive Committee
July 27, 2026	Possible 2 nd round of interviews, selection of candidate to recommend to Executive Committee for approval
July 29, 2026	Final selection by Executive Committee, inform candidates of selection, negotiation of Agreement
July or August 2026	Begin Engagement

As per staff's proposal that the review of proposals and selection of candidates for interview be conducted by an Ad Hoc Committee of the Executive Committee, President McDonald has already appointed an Ad Hoc Committee, as follows:

- Vice President Rupp
- Director Wheaton
- Director Ratterman
- Director Hastey

The June 24th and – if needed – July 27th interviews of selected candidates will be held at the ACWA JPIA offices. The interview panel will be comprised of the Ad Hoc Committee and – additionally - the CEO, DEO, and Director of People and Culture.

RECOMMENDATION

That the Executive Committee approve the draft General Counsel RFP and timeline.

REQUEST FOR PROPOSAL

**GENERAL COUNSEL SERVICES
FOR THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY (ACWA JPIA)**

Return Proposal to:

Adrienne Beatty, Chief Executive Officer
abeatty@acwajpia.com

Date Issued: May 1, 2026

Response Deadline: May 22, 2026

GENERAL COUNSEL SERVICES
FOR THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE
AUTHORITY

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Exhibits and Appendices

- Appendix A – ACWA JPIA Organizational Chart**
- Appendix B – ACWA JPIA Governing Documents**
- Appendix C – ACWA JPIA Employee Handbook**

ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY

REQUEST FOR PROPOSAL

I. INTRODUCTION

The Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) is requesting proposals from qualified Board Counsel to provide legal services to its Executive Committee and Chief Executive Officer.

ACWA JPIA is one of an estimated 150 Joint Powers Authority self-insurance pools operating in California. ACWA JPIA is a statewide JPA formed in 1979 to provide broad liability, property, workers' compensation, and employee benefits coverages and tailored risk management and training services to reduce the risks and insurance-related costs of California public water agencies. ACWA JPIA is the first and only California risk-sharing pool created exclusively for public water agencies and its programs cover approximately 400 California public entities.

ACWA JPIA members share liability, workers' compensation, property, medical, dental, and vision losses on a self-insured basis, jointly purchasing excess coverage and administrative and other services such as claims adjusting, litigation management, risk management consultation, training, human resources consultation, and human resources, information technology, accounting, actuarial communications, and legal services in connection with the full operations of the JPA. ACWA JPIA is a "brick and mortar" risk pool – with the vast majority of JPA and direct member services provided by ACWA JPIA's approximately 65 employees.

ACWA JPIA is largely governed by a nine (9) member Executive Committee that meets approximately five times per year in the months of January, March, June, July, and September. All 400 members of the ACWA JPIA appoint a Representative to the Board of Directors which meets twice per year in May and December. The Board of Directors has delegated all authority to the Executive Committee, with the exception of the final approval of the ACWA JPIA General & Operating Budget and Financial Audit. ACWA JPIA also has seven (7) Advisory Committees that each meet approximately one (1) to three (3) times per year, in conjunction with the Executive Committee.

ACWA JPIA also wholly owns its own Captive, the California Water Insurance Fund (CWIF) which meets approximately four (4) times per year. CWIF retains its own General Counsel who resides in Utah, the state of domicile.

Over the last 10 to 15 years, ACWA JPIA has been consistently accredited with excellence by the California Association of Joint Powers Authorities (CAJPA) and received Recognition by the Association of Governmental Risk Pools (AGRiP).

Please consult the ACWA JPIA [website](#) for additional information.

II. SCOPE OF SERVICES

The services to be provided by the selected law firm include, but may not be limited to, the following:

- A. Review, analyze and interpret ACWA JPIA's governing documents, including the ACWA JPIA Joint Powers Agreement, Bylaws, and other policies adopted by the Executive Committee. Develop language revising such documents at the direction of the Chief Executive Officer and/or the Executive Committee;
- B. Review, analyze and interpret ACWA JPIA's Employee Handbook. Develop language revising such documents at the direction of the Chief Executive Officer;
- C. Upon request of the Chief Executive Officer, assist staff in internal human resources and employment relations issues, including but not limited to: assistance with the implementation of leave laws, drafting of disciplinary letters, performance improvement plans, termination or severance letters, oversight of workplace investigations, etc.;
- D. Review, analyze, and, as requested, negotiate contracts with outside vendors on behalf of ACWA JPIA;
- E. Attend regularly scheduled and special Board, Executive, and Advisory Committee meetings;
- F. Provide legal advice to staff and Executive Committee on the *Ralph M. Brown Act* and *California Public Records Act* issues and other legal issues under the California Government Code and other relevant state and federal regulations and statutes. Assist staff in timely responding to *California Public Records Act* requests;
- G. Upon request of the Chief Executive Officer and/or the Board President, represent ACWA JPIA in legal proceedings on contested matters affecting ACWA JPIA; and
- H. Perform other such duties that may be requested by the Chief Executive Officer and/or the Executive Committee.

III. DESIRED QUALIFICATIONS

To qualify, the candidate should meet the following minimum qualifications:

- A. Experience as General Counsel to and/or representation of a California public agency or comparable work with California JPAs, with a minimum of three to five years preferred but not required;
- B. Substantial experience in civil litigation, preferably in representing governmental clients, and knowledge in the area of tort liability and employment discrimination and including the ability to represent the Authority in any litigated employment dispute;
- C. Experience with and knowledge of the *Ralph M. Brown Act* and *California Public Records Act*, and other laws governing the operation of Joint Powers Insurance Authorities;
- D. Experience with and knowledge of joint powers authority agreements, bylaws, employee handbooks, and other governing documents or employment policies, including the ability to analyze and suggest language clarifying intended policies; and
- E. Ability to work effectively with the Executive Committee, Chief Executive Officer, and other staff, with respect to any of the services required by the Authority.

IV. PROPOSAL REQUIREMENTS

Candidates submitting a proposal will provide ACWA JPIA with the following information:

- A. Resume of the attorney and law firm and brief descriptions of recent legal services provided to representative clients.
 - Include three (3) clients' names, contact persons, and telephone numbers as reference;
- B. Resumes of key individuals who will be assigned to work with ACWA JPIA.
 - Include information on their experience as it pertains to the Scope of Services outlined herein;
- C. Provide two samples of written coverage opinions or analysis of governing documents;
- D. Description of any potential conflicts of interests in representing ACWA JPIA;
- E. A brief description of counsel and the law firm's philosophy in serving as General Counsel to a joint powers insurance authority or other government agency; and
- F. Billing rates, including any minimum charges or retainers, together with a sample billing.

V. INSURANCE REQUIREMENTS

Prior to and during the performance of the engagement, the proposer shall maintain at its own expense Professional Errors & Omissions insurance with minimum limits of \$1 million per occurrence; \$2 million aggregate. Any deductibles or self-insured retentions must be declared to ACWA JPIA.

Verification of Coverage

Proposer shall furnish ACWA JPIA with original certificates and amendatory endorsements affecting coverage required by this clause, if requested. The endorsements should be on forms provided by ACWA JPIA or on other forms, provided those endorsements conform to ACWA JPIA requirements. All certificates and endorsements are to be received and approved by ACWA JPIA prior to execution of a service agreement. ACWA JPIA reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

VI. TERM

The term of the representation of ACWA JPIA shall commence in approximately July or August 2026, and may be cancelled at any time, with or without cause, by either party, with the law firm's letter of engagement to provide that the law firm shall give ACWA JPIA at least 90 days' written notice prior to withdrawal as counsel.

VII. SELECTION PROCESS

Only those proposals which are complete and delivered to the office of ACWA JPIA by 5:00 p.m. on or before May 22, 2026, shall be considered.

Proposals are to be submitted electronically as PDFs.

Send all proposals to:

Adrienne Beatty, Chief Executive Officer
ACWA JPIA
abeatty@acwajpia.com

All proposals, whether selected or rejected, shall become the property of ACWA JPIA. Costs of preparation of proposals will be borne solely by the proposer.

ACWA JPIA will review the proposals submitted. The candidates whose proposals are selected as finalists for consideration will be asked to appear, at their own expense, before an evaluation panel in Sacramento to discuss their proposal.

ACWA JPIA reserves the right to: reject any and all proposals; to waive any informality, defect, or irregularity in a proposal; to alter the selection process in any way; to postpone the selection process for its own convenience at any time; to accept or reject any individual that a law firm proposes to use; and/or to decide whether or not to enter into an engagement with any law firm or candidate. Nothing in this RFP shall be construed to obligate ACWA JPIA to negotiate or enter into an engagement with any particular law firm or candidate. This RFP shall not be deemed to be an offer to enter into an agreement of any kind.

Listed below is an anticipated timetable:

May 22, 2026 (5 p.m.)	Proposals due
June 11, 2026	Evaluation of Proposals and selection of interview candidates
June 24, 2026	Interview candidates, possible selection of candidate to recommend to Executive Committee for approval
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July or August 2026	Begin Engagement

Questions regarding this Request for Proposal may be directed to:

Adrienne Beatty, Chief Executive Officer
abeatty@acwajpia.com
(916) 786-5742

VIII. LIST OF POTENTIAL PROVIDERS

Doug Alliston

doug@alliston.law

Alliston Law Office

2795 E. Bidwell St. Ste. 100 PMB 140

Folsom, CA 95630-6480

(916) 860-1357

John Bakker

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Redwood Public Law

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Sacramento, CA 95815

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Marc Zafferano

Marc@Boucher.law

Boucher Law, PC

2081 Center Street

Berkeley, CA 94704

(510) 838-1000

ACWA JPIA MEETINGS CALENDAR – 2026

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 16		8:00 AM*								
JAN 21			3:00 PM							
JAN 22		10:30 AM							8:00 AM	
FEB 11							11:00 AM*			
FEBRUARY 19-20 STRATEGIC PLANNING SESSION - SAN DIEGO										
MARCH 1-4 AGRIP GOVERNANCE CONFERENCE - NASHVILLE										
MARCH 8-10 CICA CONFERENCE - PALM DESERT										
MAR 26				1:00 PM			3:00 PM			
MAR 27		8:00 AM								
APRIL 27		4:00 PM*								
APRIL 30					9:00 AM*					
MAY 4-7 ACWA JPIA SPRING MEMBERSHIP SUMMIT AND ACWA CONFERENCE - SACRAMENTO										
MAY 4	2:00 PM						8:15 AM			
MAY 29										9:00 AM (UTAH)
JUNE 3			10:00 AM *							
JUNE 25								3:00 PM		
JUNE 26		8:00 AM								10:30 AM
JULY 29		3:00 PM			1:00 PM					
SEPTEMBER 15-18 CAJPA ANNUAL CONFERENCE – SOUTH LAKE TAHOE										
SEPT 11			9:00 AM *							
SEPT 24				1:00 PM		3:00 PM	10:00 AM			
SEPT 25		8:00 AM								11:00 AM
OCT 22		10:00 AM*								
NOVEMBER 30-DECEMBER 3 ACWA JPIA FALL MEMBERSHIP SUMMIT AND ACWA FALL CONFERENCE - ANAHEIM										
Nov 30	2:00 PM									8:00 AM

*Virtual Meeting

Date Prepared: 4/17/2026 9:33 AM

**DATES AND TIMES SUBJECT TO CHANGE