

Executive Committee Meeting



YOUR BEST PROTECTION

Paradise Point Resort & Spa
1404 Vacation Road, San Diego, CA 92109

Tuesday
July 15, 2025
1:30 PM

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

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

Ernie Avila, Contra Costa Water District, ACWA VP

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

Executive Committee Core Values

Trust | Integrity | Listen | Good of the Whole



EXECUTIVE COMMITTEE MEETING

AGENDA

Paradise Point Resort & Spa
1404 Vacation Road, San Diego, CA 92109

Executive Committee Core Values

Trust | Integrity | Listen | Good of the Whole

Tuesday, July 15, 2025 – 1:30 PM

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.

EVACUATION PROCEDURES

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

I. CONSENT AGENDA

- * A. Approve the Minutes of the June 27, 2025 Meeting **5**
- B. Ratify the JPIA Disbursements of: Vendor payments, Employee Benefits claim payments, Payroll, and Summary of Confidential Claims payments for the Liability, Property, & Workers' Compensation Programs: June 16-30, 2025, pursuant to Government Code Section 53910 et seq.
- C. Approve an Excused Absence for Any Executive Committee Member
- D. Significant Claims Report

II. ADMINISTRATION

McDonald	A. Report on Meetings Attended on Behalf of the JPIA	
Beatty	* B. Review Proposed Calendar of Meeting Dates for 2026	15
Beatty	* C. Discuss 2026 Strategic Planning Focus and Facilitator	17
Beatty	* D. Review and Take Action on Proposed Bylaws Changes	33
Greenfield	* E. Legislative Advocacy Update	38

III. CALIFORNIA WATER INSURANCE FUND

Ratterman	* A. Review Agenda Items from the California Water Insurance Fund Meeting Held on June 27, 2025	40
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IV. EMPLOYEE BENEFITS PROGRAM COMMITTEE

Rupp	* A. Review and take action on recommendations of the Employee Benefits Program Committee meeting held on July 15, 2025. Action items from this meeting include: <ul style="list-style-type: none"> • Consent items: <ul style="list-style-type: none"> • 2026 Anthem HMO Medical Plans • 2026 Kaiser HMO Medical Plans • 2026 Anthem Employee Assistance Programs • 2026 The Standard Life and Disability Plans • 2026 UHC Medicare Advantage PPO Medical Plans • 2026 Kaiser Senior Advantage Medical Plans • Employee Benefits Program Reserve Fund Target Balance • 2026 Anthem PPO Medical Plans • 2026 Delta Dental Plans • 2026 VSP Vision Plans 	41
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V. MEMBERSHIP

- * A. Review and Take Action on Membership Applications

	<u>Agency</u>	<u>TIV/Payroll</u>	<u>Program</u>	
Jobe	Union PUD	\$695,154 \$19,668,531	Liability Property	44

VI. UPDATES

Beatty * A. CEO Update **46**

VII. UPCOMING MEETING

McDonald A. Future Agenda Items

McDonald * B. Review Availability of Committee Members for Upcoming Meeting: **47**
September 30, 2025

VIII. 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.

Villa * 1. Rose, et al v. Bolinas Community Public Utility District (DOL 1/4/2023)

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 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.



Unapproved Minutes

Executive Committee Meeting

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

June 27, 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:

- Lu-Yang – 500 N. Brand Boulevard, Suite 1850, Glendale
- McDonald - 254 E. Valley Street, San Bernardino
- Reed – Lewis & Clark Resort, Cabin 7, 43496 Shore Drive, Yankton, South Dakota

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District (via Zoom)
Ernie Avila, Contra Costa Water District
Chris Kapheim, Kings River Conservation District
Szu Pei Lu-Yang, Rowland Water District (via Zoom)
Scott Ratterman, Calaveras County Water District
Randall Reed, Cucamonga Valley Water District (via Zoom)
David Wheaton, Citrus Heights Water District

MEMBERS ABSENT

Brent Hastey, Reclamation District 784
J. Bruce Rupp, Humboldt Bay Municipal Water District

STAFF PRESENT

Chief Executive Officer/Secretary: Adrienne Beatty
Laura Baryak, Event Planner
Chimene Camacho, Senior Executive Assistant to the CEO (*Recording Secretary*)
Sarah Crawford, Member Education Manager
Debbie Cruz, Lead Member Services Representative
Adam Dedmon, Employee Benefits Manager
Tyler Dietz, Cost Estimator/Valuation Consultant (via Zoom)
Robert Greenfield, General Counsel
Jennifer Jobe, Director of Pooled Programs
Erik Kowalewski, IT Manager
Hunter Sargent, Cybersecurity Risk Specialist
Jillian Sciancalepore, Administrative Assistant III
Judy Shiu, Lead Sr. Claims Adjuster
Heidi Singer, Accountant III
Dan Steele, Finance Manager
Kayla Villa, Litigation Manager

Tony Waterford, Human Resources Manager
Nidia Watkins, Member Services Representative II
Mike Whitright, System/Network Administrator
Cece Wuchter, Lead Sr. Claims Adjuster (via Zoom)

OTHERS IN ATTENDANCE

Alex Tokar, Aon

WELCOME

Chair McDonald welcomed everyone in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

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

PLEDGE OF ALLEGIANCE

Director Kapheim 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.

INTRODUCTIONS

Chair McDonald asked that the Executive Committee, staff, and others in attendance introduce themselves. Chair McDonald introduced Hunter Sargent, Cyber Security Specialist, as the newest JPIA employee.

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 (Lu-Yang/Wheaton) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; Drake-Yes; McDonald-Yes): That the Executive Committee approve the minutes of the March 28, 2025 and March 31, 2025 meetings; Ratify the JPIA disbursements of: Vendor payments, Employee_Benefits claim payments, Payroll, and Summary of Confidential Claims payments for the Liability, Property, & Workers Compensation Programs: March 16-31, 2025; April 1-15, 2025; April 16-30, 2025; May 1-15, 2025; May 16-31, 2025; and June 1-15, 2025, pursuant to Government Code Section 53910 et seq.; Approved an excused absence for any Executive Committee member; Significant Claims Report; and Claims Audit Report.

II. RECOGNITION

Recognition of Employee Milestone Anniversary and Retirements

Ms. Beatty introduced a new employee recognition program, which will now be a standing item at all Executive Committee meetings. At this meeting, five employees were recognized for milestone anniversaries, and three retirees were honored for their combined service of over 100 years.

Milestone Anniversaries:

- Veronica Cobian, Senior Benefits Administrator – 20 years
- Pete Korfhage, IT Solutions Developer – 20 years
- Heidi Sander, P/L Claims Adjuster II – 15 years
- Robin Flint, Risk Control Manager – 10 years
- Jillian Sciancalepore, Administrative Assistant III – 5 years

Retirements:

- Debbie Cruz, Lead Member Services Representative
 - Retiring on: July 19, 2025
 - Years of Service at Retirement: 33 Years
- Tandra Vaughn, Lead Senior Workers' Compensation Claims Examiner
 - Retiring on: September 16, 2025
 - Years of Service at Retirement: 23 Years
- Cece Wuchter, Lead Senior Claims Adjuster – Property/Liability
 - Retiring on: October 18, 2025
 - Years of Service at Retirement: 34 Years

III. ADMINISTRATION

Report on meetings attended on behalf of the JPIA

None were reported.

Review and Take Action on Selection of President and Vice President

Ms. Beatty asked for a motion for a nomination of the office of President of the JPIA Board of Directors for a two-year term.

M/S/C (Kapheim/Avila) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee selects Melody McDonald as President of the JPIA Board of Directors for a two-year term, ending June 2027.

Ms. Beatty then asked for a motion for a nomination of the office of Vice President of the JPIA Board of Directors for a two-year term.

M/S/C (Ratterman/Wheaton) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee selects J. Bruce Rupp as Vice President of the JPIA Board of Directors for a two-year term, ending June 2027.

Process for Advisory Committee Eligibility, Appointments, and Participation

Ms. Beatty noted that the current challenges in the committee appointment process stem from the lack of a formal structure beyond the basic requirements outlined in the Bylaws. This has led to concerns about potential inequities in representation, with smaller member agencies at risk of being underrepresented while larger agencies may dominate committee seats. Without clear eligibility criteria, the appointment process lacks transparency and inclusivity. To address these issues, the Committee discussed staff's proposed eligibility and participation requirements. These proposals include criteria such as requiring appointees to hold leadership roles within their agencies and establishing participation standards, such as minimum attendance expectations.

The Committee expressed concerns about restricting remote attendance due to geographic challenges faced by many members. They emphasized the importance of maintaining flexibility in meeting formats to ensure broader and more equitable participation across the membership.

IV. PROGRAMS

Review and Take Action on the 2025-26 Cyber Liability Renewal

Ms. Jobe reported that as part of the Cyber Liability Program, participating members benefit from vulnerability scans conducted by both KYND and Coalition. KYND provides continuous monitoring of public-facing domains to help manage cyber risks, while Coalition conducts more in-depth scans tied directly to coverage and renewal. For the 2025–26 renewal, Coalition identified 31 members with critical vulnerabilities. JPIA staff worked closely with Coalition and the affected agencies to remediate these issues, resulting in a reduction to 13 unresolved cases. If vulnerabilities remain unresolved by June 30, impacted agencies may face a \$250,000 sublimit on first-party losses.

Coalition has offered flat renewal pricing at \$700,000, maintaining current limits and deductibles. While members expressed interest in higher limits, excess coverage quotes were deemed too costly for the upcoming year.

To further support cyber risk mitigation, JPIA secured five-year contracts with KYND and KnowBe4 to offer services at no additional cost to members. However, member engagement with these tools has been limited. To improve utilization, JPIA has a newly hired Cybersecurity Risk Specialist to provide technical support and coordinate between members and vendors.

Looking ahead, JPIA is exploring a self-insured pooled layer for 2026–27, aiming to improve flexibility and long-term cost control. Building reserves are critical for this transition and to ensure proper allocation of funds for contractual vendor costs. A chart outlined three proposed rate increase scenarios for the 2025-26 program year, showing how each option affects projected revenues, expenses, and surplus.

M/S/C (Kapheim/Ratterman) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve the purchase of the 2025-26 Cyber Liability policy offered by Coalition and authorize staff to charge Cyber Program members a proportionate share based on the expiring year's contribution cost, with an applied increase of 5%.

Review and Take Action on the 2025-26 Underground Storage Tank Pollution Liability Program Renewal

Ms. Jobe reported that there are currently 10 members participating in the UST Pollution Liability Program, which insures 20 underground storage tanks, most of which are over 20 years old. Due to aging infrastructure and tightening insurance markets, securing affordable coverage has become increasingly difficult. In response, JPIA staff held a series of virtual town halls during the 2024-25 program year to explore long-term solutions. These discussions considered tank age, market conditions, and capital improvement timelines.

Following these meetings, members agreed to a three-year phase-out of the pooled program. Year 1 (2024–25) maintained the current structure, while Year 2 (beginning July 1, 2025) raises member deductibles to \$250,000. In Year 3 (starting July 1, 2026), the pooled layer will be eliminated, and members will assume full responsibility for the deductible. At the end of the transition on June 30, 2027, the pooled program will dissolve, and any remaining equity will be returned to members. Future coverage needs may shift to a group-purchase, pass-through structure. For 2025–26, the incumbent carrier, Ironshore, provided the only renewal quote, reflecting a 4% rate increase and covering 16 tanks, with additional updates pending.

Ms. Jobe further reported that following detailed negotiations, Ironshore provided a revised quote that introduced 25/50/100 deductibles, effectively eliminating the pooled layer and transitioning to a pass-through structure. Coverage limits remain consistent with the expiring policy at \$3M per occurrence, \$3M aggregate per member, and a \$3M program aggregate. The updated premium is nearly \$11,000 less than the current pooled/excess structure. As an ancillary program with a pooled component, the original intent was to

bypass the RCA process and return any net position directly to participating members—including prior years' balances—to help offset costs associated with tank remediation.

M/S/C (Reed/Wheaton) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve purchase of the revised 2025–26 Underground Storage Tank Pollution Liability policy offered by Ironshore, with coverage structured as an ancillary pass-through program. Staff is further authorized to dissolve the existing pooled component, charge UST Program members their proportionate share of the premium costs, and return any remaining net position—including prior year balances—directly to participating members.

V. CALIFORNIA WATER INSURANCE FUND

California Water Insurance Fund (CWIF) Vice Chair Ratterman reviewed the agenda items from the CWIF Board meeting held on June 4, 2025, in Salt Lake City, Utah.

VI. PERSONNEL COMMITTEE

Personnel Committee Chair McDonald reported on the recommendations of the Committee from its meeting on June 2, 2025. A question for a future discussion on salary matrixes methodology was noted.

M/S/C (Ratterman/Avila) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve a 3% increase in the updated Salary Schedule, as presented.

VII. WORKERS' COMPENSATION PROGRAM COMMITTEE

Workers' Compensation Program Committee Chair Wheaton reported on the recommendations of the Committee from its meeting on June 26, 2025.

M/S/C (Ratterman/Kapheim) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve the Workers' Compensation Program Memorandum of Coverage, effective July 1, 2024, to include a revision to Section III.B. changing the reference to the Defense Panel Policy to the Litigation Management Guidelines.

M/S/C (Ratterman/Kapheim) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve Safety National's reinsurance renewal terms, extending a 3% rate decrease and a rate pass for the upcoming 2026-27 program year as presented, with an effective date of July 1, 2025.

M/S/C (Kapheim/Ratterman) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the

Executive Committee approve a flat rate renewal for member contributions, effective July 1, 2025.

VIII. PROPERTY PROGRAM COMMITTEE

Property Program Committee Chair Kapheim reported on the recommendations of the Committee from its meeting on June 26, 2025.

M/S/C (Wheaton/Avila) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve the Crime Memorandum of Coverage, as presented, effective July 1, 2025.

M/S/C (Ratterman/Wheaton) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve the Property Program Memorandum of Coverage, as presented, effective July 1, 2025.

M/S/C (Ratterman/Reed) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve the 2025-26 renewal terms and pricing, as presented, including the transition to an April 1 – March 31 program year, effective April 1, 2026, as provided for under the negotiated reinsurance long-term agreements.

M/S/C (Wheaton/Avila) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve *Option 3*, a 10% rate increase, which includes a \$3M Catastrophic Fund contribution, with a \$10M self-insured retention for the July 1, 2025, program renewal.

IX. UPDATES

ACWA Update

Mr. Avila shared updates from ACWA, including progress on the recruitment of a new Executive Director. He also noted that the ACWA Spring Conference drew over 1,600 attendees, reflecting strong interest and active engagement in water-related issues.

CEO Update

Ms. Beatty shared that in April, the leadership team held a day-and-a-half offsite meeting dedicated to developing a comprehensive digital strategy. The session focused on setting key strategic goals and identifying early opportunities for immediate implementation to advance the JPIA's digital initiatives. Ms. Beatty also noted that digital strategy updates and discussions are now a standing agenda item at monthly managers' meetings to support ongoing progress and alignment. A link to view a Digital Strategy video that was shown to JPIA employees at their June 11 all staff meeting, will be emailed to the Committee after the meeting.

X. UPCOMING MEETING

Future Agenda items

None.

Availability for Next Meeting: The Executive Committee is scheduled to meet next on July 15, 2025, at the Paradise Point Resort & Spa, San Diego, California.

XI. CLOSED SESSION

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

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

At approximately 10:04 AM., 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. Ellison et al v. Otay Water District (DOL 2/23/24)
- B. Conference with Legal Counsel pending or threatened litigation Pursuant to Government Code Section 54956.95
 - 1. Light v. ACWA JPIA (July 26, 2024)
 - 2. Nogosek v. ACWA JPIA (September 17, 2024)

The Committee returned to open session at 10:26 AM.

Closed session item A-1: Ellison et al v. Otay Water District (DOL 2/23/24)

M/S/C (Lu-Yang/Kapheim) (Avila-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee grant authority to settle in the amount of \$1,371,115.25.

Closed session item B-1: Light v. ACWA JPIA (July 26, 2024)
No action taken. Direction given to staff.

Closed session item B-2: Nogosek v. ACWA JPIA (September 17, 2024)
No action taken.

The Executive Committee meeting adjourned at 10:28 AM.

Attest:

X

Melody McDonald
Chair

X

Adrienne Beatty
Secretary

ACWA JPIA
Significant Claims
July 15, 2025

BACKGROUND

Pursuant to Government Code Section 54957(a)(1)(B), the Ralph M. Brown Act, the following matters were concluded upon direction of the Executive Committee.

CURRENT SITUATION

Eagle Loma Farms vs. Central California Irrigation District (10/28/2023)

This claim arose when the District's canal failed, resulting in the flooding of the customer's cotton fields. This claim was resolved for \$536,993.94.

Grassland Basin Authority vs. Central California Irrigation District (10/28/2023)

This claim arose when the District's canal failed, resulting in damage to the claimant's siphon pipe. This claim was resolved for \$407,382.53.

RECOMMENDATION

None, information only.

ACWA JPIA
Calendar of Meeting Dates for 2026
July 15, 2025

BACKGROUND

A proposed Calendar of Meeting Dates is prepared each year for approval of the Executive Committee.

CURRENT SITUATION

A meeting calendar for 2026 has been prepared, considering the anticipated dates of the Executive Committee members' District board meetings, Committee member vacations and other known conflicts, and Committee member and staff attendance at various symposiums and conferences.

A few things of note:

- The 2026 calendar lists the Executive Committee meetings to start at 8:00 AM, instead of the 8:30 AM start time in 2025.
- In January, the Personnel Committee meeting has moved to later in the month and to be held in-person and in conjunction with the Risk Management and Executive Committee meetings.
- In even years, the Executive Committee is to do some form of Strategic Planning. Typically, this is scheduled for early in the calendar year, after the transition of the ACWA Vice President. For 2026, proposed dates are in late February. Staff intends for the Session to be held offsite, likely in Orange County or San Diego for ease of travel. Under Agenda Item II.C, the Committee will provide direction to staff on the overall focus and hiring of a Facilitator.
- As approved with the July 1, 2025, Property Program renewal, the Program will transition to an April 1st Program Year, starting in 2026. As such, the Property Program Committee meeting dates will need to shift to March for the renewal meeting and September for the mid-year meeting. This will mean in both March and September there will be three (3) Advisory Committee meetings on one day, followed by an Executive Committee meeting the next morning. Committee members will likely need to arrive in Roseville a day early and stay 2 nights versus the customary 1 night.
- As has been past practice for the past few years, the April Employee Benefits Committee meeting is intended to be fully virtual.
- For the Spring Summit, staff intends to continue with a similar schedule to 2025, with no Executive Committee meeting and expanded educational content.
- The October Executive Committee meeting will be scheduled as a placeholder but, unless there are time-sensitive action items to address, this meeting is likely to be cancelled. If held, this meeting is intended to be fully virtual.

RECOMMENDATION

That the Executive Committee approve the Calendar of Meeting Dates for 2026, as presented.

JPIA Proposed Meeting Dates for 2026

January				
Persco (in person)	Wednesday	January	21	3:00 PM
Risk Management	Thursday	January	22	8:00 AM
ExCo	Thursday	January	22	10:30 AM

February				
Strategic Planning Session (Offsite)	Thursday-Friday	February	19-20	
PARMA - February 24-27, Monterey				

March				
AGRIp Governance - March 1-4, Nashville				
CICA - March 8-10, Palm Desert				
Property	Thursday	March	26	10:00 AM
FinCo	Thursday	March	26	1:00 PM
Liability	Thursday	March	26	3:00 PM
ExCo	Friday	March	27	8:00 AM

April				
Employee Benefits (Zoom)	Thursday	April	30	9:00 AM

May - Spring Membership Summit				
Education Session (TBD)	Monday	May	4	8:00 AM
Board	Monday	May	4	2:00 PM
ACWA Spring Conference - May 5-7, Sacramento				
CWIF (Utah)	Friday	May	29	9 AM (MDT)

June				
PersCo (Zoom)	Wednesday	June	3	10:00 AM
Work Comp	Thursday	June	25	3:00 PM
ExCo	Friday	June	26	8:00 AM
CWIF	Friday	June	26	10:30 AM

July				
Employee Benefits	Wednesday	July	29	1:00 PM
ExCo	Wednesday	July	29	3:00 PM

August				
AGRIp CEO Institute - August 9-12 (Location Not Yet Posted)				

September				
CAJPA Conference - September 15-18, Monterey				
PersCo (Zoom)	Friday	Sept	11	9:00 AM
Property	Thursday	Sept	24	10:00 AM
FinCo	Thursday	Sept	24	1:00 PM
Liability	Thursday	Sept	24	3:00 PM
ExCo	Friday	Sept	25	8:00 AM
CWIF	Friday	Sept	25	11:00 AM

October				
AGRIp Staff Forum - October 4-6 (Location Not Yet Posted)				
ExCo - Optional Meeting (Zoom)	Thursday	Oct	22	10:00 AM

December				
CWIF	Monday	Nov	30	8:00 AM
Board	Monday	Nov	30	2:00 PM
ACWA Conference - December 1-3, Anaheim				

ACWA JPIA
Strategic Planning Session Focus and Facilitator
July 15, 2025

BACKGROUND

Every even numbered year, the JPIA conducts an offsite meeting with the Executive Committee and senior staff to discuss future planning. In 2020, a traditional strategic planning process was conducted and facilitated by Clint Camac, Leadership Development Network. In 2022, the session focused on a review of the JPIA's pooled programs and the Cyber Program, the overall JPIA funding and retrospective contribution process, and the roles various departments play in JPIA operations. No facilitator was engaged. In 2024, the Committee worked through the "Measures that Matter" construct and developed Value Statements through feedback gathered from JPIA Board Directors and member staff. Rick Brush, Brush Strokes Consulting, facilitated the Session.

CURRENT SITUATION

For 2026, as noted in the previous report, proposed dates for this Session are February 19-20, 2026. Staff intends for this Session to be held offsite, likely somewhere in Orange County or San Diego, for ease of travel.

With regard to focus, as it has been sometime – not since 2020 – that the Committee has undergone true "strategic planning," in terms of developing governance-level goals or priorities, staff recommends structuring this year's session accordingly, but with a more modern facilitated approach.

As such, staff requested and received two (2) proposals from well known, and frequently used facilitators in the risk pooling industry: Michelle Bechamps, Bechamps & Associates, and Jim DeLizia, DeLizia Consulting Services. Both have worked extensively with risk pools in California and nationally, as well as State and National risk pooling membership organizations, and are prepared to assist the JPIA with Strategic Visioning Facilitation and the development of long-term goals. Both Facilitators' scopes of work include a robust pre-work or discovery process, onsite facilitation services, and a written summary report.

Michelle Bechamps

Ms. Bechamps has worked with numerous risk pools and pooling organizations such as Government Entities Mutual (GEM) a large multi-state insurance captive; SchoolCare, a large statewide employee benefits risk pool in New Hampshire; TWARM a Texas water risk pool; and has been a consultant to the Association of Governmental Risk Pools (AGRiP) for several years. The quote for services is between **\$17,695 - \$19,405** and dependent on hours spent. The quote is comprised of:

- \$3,070 - \$3,655 – Discovery
- \$14,625 - \$15,750 – Onsite Facilitation Services and Summary Report

Prepared by: Adrienne Beatty, Chief Executive Officer Date prepared: June 30, 2025

Jim DeLizia

Mr. DeLizia has worked with numerous risk pools and pooling organizations such as Public Risk Innovation, Solutions, and Management (PRISM); Special Districts Risk Management Authority (SDRMA), and has been a consultant to the Public Agency Risk Management Association (PARMA) and the California Association of Joint Powers Authorities (CAJPA). The quote for services is **\$11,000**. The quote is comprised of:

- \$5,000 – Development hours (discovery and summary report)
- \$6,000 – Onsite Facilitation Services

Both Facilitators' proposals are attached for the Committee's reference. Travel and lodging expenses are additional and will be billed at cost.

For comparison, fees paid to Brush Strokes Consulting in 2024 were approximately \$6,700 plus travel and lodging expenses. However, it should be noted that the discovery work completed by Mr. Brush for the type of session he was engaged to facilitate was significantly less than the discovery work anticipated to be completed for the 2026 session, contributing to the reduced cost.

RECOMMENDATION

That the Executive Committee provide direction to staff.

PROPOSAL

STRATEGIC VISIONING FACILITATION & PLAN DEVELOPMENT

Prepared for: ACWA JPIA

May 29, 2025



Béchamps & Associates

WHO WE ARE.

Béchamps & Associates is a full-service organizational & brand strategy firm. We are a team of seasoned professionals that have experience working in the public and private sectors. We have been dedicated to our craft for many years & our commitment to effective, sound, quality results for our clients shows in our work.

We believe that every touch point you have with your members is a reflection of the organization. So, it is important to see how every aspect of a given project speaks to the brand & reputation you have developed over the years. That's why we take a holistic approach to each client project we work on.

With this strategic approach, we help to differentiate your organization by building a connection between you & your members beyond price for coverage.

Whether you need an updated vision and new strategic plan, a full marketing plan, to launch new web tools, or you would like to know the best way to spend your marketing dollars in order to promote your value to your current & prospective members, we can help.

WHO WE WORK WITH.

We have worked with public/private partnerships for over 30 years. We understand the importance & value of the services you provide to your members. And we understand the issues that your members are facing with tightening budgets & their need to provide more for less while maintaining the high quality of their own services.

Having this intimate knowledge of you & your members makes us uniquely qualified to assist your team in creating a new vision & strategic direction for the future & create brand & marketing strategies that really make an impact.

WHAT WE DO.

We provide strategic & creative expertise to empower businesses in achieving their success.

GOVERNANCE

- Strategic Planning Facilitation & Plan Development
- Board Governance Training
- Board Coaching

BRAND STRATEGY

- Corporate Positioning
- Recruitment & Retention Strategies
- Client Engagement Strategies
- Key Messaging

- Marketing & Communication Strategies
- Web Site Presence & Design
- Corporate Identity (Logos)
- Collateral Design
- Publications & Newsletters
- Email Marketing

ORGANIZATIONAL MANAGEMENT

- Competitive Analysis
- Market Research
- Group Facilitation
- Event/Meeting Planning

HOW WE DO IT.

Everything starts with a client assessment – to fully understand your current issues & your goals for the future. We need to know all about your organization & your philosophy. We will listen to what you have done, what you like & what's not working.

OUR PROCESS:

Every aspect of your project is tailored specifically to the needs of your organization.

We'll facilitate a kickoff meeting to set expectations & determine desired outcomes. We'll conduct team interviews that will help provide an understanding of your organization's opportunities & challenges. We will then develop the insights & action plans to lead your organization forward.

Next is to provide coaching on a contemporary governance model & setting a foundation with your team to gain input for the strategic planning process. Exercises – individual, small groups & as a whole – will help us identify the optimal & shared vision of the team, discuss strategic considerations & determine the high-level goals & strategic priorities of the leadership.

Then, we will work collaboratively with the organization's internal team to create a dynamic plan document derived from the strategic planning session.

If desired, we then refresh the brand with the visuals and messaging that reflect your new direction.



MEET YOUR TEAM

Michelle Béchamps, President, Brand Strategist, Béchamps & Associates

Michelle brings a rich background of strategy, branding, marketing & web experience. Starting in the public entity self-insurance industry with one of the most well-respected pools in the country, Michelle served in several marketing positions & developed the many strategies they use today. She also led organizational strategy & brand development in her role as Assistant Executive Director. As principal of **Béchamps & Associates** since 2008, Michelle extends her brand strategy, organizational development, strategic planning, marketing, communications, key messaging & web development expertise nationally.

Ken Griffin, President, Brand Strategist, Corporate Path Leadership

Ken brings over 25 years of team leadership experience, working with many enterprise companies including GE, Oracle, & NTT. Over the years of leading teams, he has had the benefit of working with great Human Resources & Organizational Development departments realizing & experiencing the impact that their programs have had on team members. In 2015, Ken founded Corporate Path Leadership to focus specifically on these types of programs tied to corporate strategy & team leadership development. Today, Corporate Path Leadership collaborates with companies of all sizes on strategic planning, curriculum development & team coaching efforts. Ken has been at Michelle's side since 2014, working specifically in facilitating a myriad of Governance, Strategic Planning & Branding sessions nationwide.

OUR APPROACH

Phase I: Kick-Off Meeting, Background Research & Team Interviews

Suggested Timing: Contingent on individual schedules; allow 4-6 weeks for interviews.

Approach:

The first phase of the project involves gathering all the necessary background information that paints the initial picture of the current state of ACWA JPIA. This includes a kick-off meeting with the team to set expectations and determine desired outcomes, board member interviews, and staff interviews.

Developing an interview guide and conducting up to 20 phone interviews helps **Béchamps & Associates** understand individual perceptions of the organization in two distinct ways: as a member of the team managing the business and operational decisions, and as part of the membership being served by the organization.

Deliverables:

1. Team Kick-Off Meeting (virtual)
2. Board & Staff Member Interview Guide
3. Schedule & Conduct Up to 20 Board & Staff Member Phone Interviews
4. Highlight Slides in Support of the Phase II Strategic Planning Session

Phase II: Strategic Planning Session

Suggested Timing: In conjunction with the timing of Board Retreat

Approach:

The second phase of the project is the cornerstone for gaining board member input for the strategic planning process and coaching them on a contemporary governance model. The primary goal of this phase is to educate board and staff members on applying generative thinking to a long-term view of ACWA JPIA's future. The one & one-half-day, interactive, facilitated session focuses on the following elements:

- Detailed review and discussion of ACWA JPIA's current position and financial standing
- Review the strengths, weaknesses, opportunities, and challenges for ACWA JPIA
- Review feedback from the team on ACWA JPIA's performance success and areas of improvement needed
- Introducing the concept of a Generative Framework and related exercises for ACWA JPIA
- A vision exercise to highlight the optimal, shared vision for the future of ACWA JPIA
- Individual and small group exercises to identify key components of ACWA JPIA's strategic considerations for the future
- Large group exercises to identify the high-level goals and strategic priorities of the Board

Deliverables

1. Formulation of Strategic Session Content
2. Session Facilitation Guide (for internal **Béchamps & Associates** use)
3. Session Facilitation Slides (to be approved by ACWA JPIA)
4. State of the Business Slide(s) from ACWA JPIA leadership
5. Session Handouts (as needed)
6. One & One-Half-Day, Onsite, Facilitated Session with ACWA JPIA Board Members & Key Staff
7. Board Coaching on ACWA JPIA's Proposed Generative Framework
8. Strategic Session Summary Report

Phase III: Development of a Strategic Plan (OPTIONAL)

Suggested Timing: As determined by the ACWA JPIA Team

Approach:

The third phase of the project involves working in collaboration with ACWA JPIA's CEO and staff to create a three-year, dynamic plan document resulting from the Phase II Strategic Planning Session outcomes.

A draft plan would include key inputs from the Strategic Planning Session with board members, as well as the ACWA JPIA leadership team, and determining appropriate resources needed to execute elements of the plan.

Deliverables

1. Three-Year Strategic Plan, including:
 - a. Goals
 - b. Developed and Recommended Strategies
 - c. Detailed Action Plans for each Goal, including Objectives, Metrics & Timing

Phase IV: Presentation of the Strategic Plan to the Board of Directors (OPTIONAL)

Suggested Timing: TBD (Date of the presentation to correlate with a ACWA JPIA Board meeting)

Approach:

The final phase of the project would involve a one-hour presentation of highlights from the new strategic plan to the Board at an official board meeting. Board members would be able to see the entire plan in advance and **Béchamps & Associates** would lead a facilitated discussion that shows the link between the new governance model and board input from the Strategic Session to the content of the newly developed plan.

Deliverables:

1. Strategic Plan Presentation to the Board of Directors

REFERENCES

Client Name: GEM

(reinsurance pool for national public entity pools. Membership includes 24 municipal, parks & recreation, school, and transit self-insurance pools serving over 4,500 entities)

Contact: Andrew Halsall, President & CEO

Address: 116 South River Road, Suite D-4, Bedford, New Hampshire 03110

Phone: (603) 223-0321

Projects: Board Governance Coaching; Strategic Planning Facilitation; Strategic Plan Development; Branding; Corporate Positioning & Marketing; Recruitment & Retention Strategies; Member Engagement Strategies; Web Site Presence; Key Messaging; Annual Report; Annual Conference Planning; Group Facilitation

Client Name: Enduris

(self-insurance pool for Washington special purpose districts. Membership includes over 500 public entities)

Contact: Sheryl Brandt, Executive Director

Address: 1610 S. Technology Blvd., Suite 100, Spokane, Washington 99224

Phone: (509) 838-0910

Projects: Board Governance Coaching; Strategic Planning Facilitation; Strategic Plan Development

Client Name: Washington Cities Insurance Authority – WCIA

(self-insurance pool for Washington cities. Membership includes over 160 local governments)

Contact: Ann Bennet, Executive Director

Address: P.O. Box 88030, Tukwila, Washington 98138

Phone: (206) 575-6046

Projects: Board Governance Coaching; Strategic Planning Facilitation; Strategic Plan Development; Marketing Plan Development; Newsletter

REFERENCES (continued)

Client Name: Virginia Transit Liability Pool

(self-insurance pool for Virginia public transit)

Contact: David Harmer, Administrator

Address: P.O. Box 71265, Richmond, Virginia 23255

Phone: (804) 784-0394 ext. 101

Projects: Board Governance Coaching; Strategic Planning Facilitation

Client Name: SchoolCare

(self-insurance pool for 90 New Hampshire schools)

Contact: Lisa Duquette, Executive Director

Address: 370 Harvey Road, Ste. 4, Manchester, New Hampshire 03103

Phone: (603) 836-5031 ext. 305

Projects: Board Governance Coaching; Strategic Planning Facilitation; Strategic Plan Development



JOB ESTIMATE - REVISED

Date: June 24, 2025
Client Name: ACWA JPIA
Contact: Adrienne Beatty, Chief Executive Officer
Address: 2100 Professional Drive
Roseville, CA 95661-3700
Phone: (916) 786-JPIA

Project Title: ACWA JPIA Strategic Planning – Discovery

Description: As preparation for ACWA JPIA's Strategic Planning Session, **Béchamps & Associates** will participate in a kick-off meeting with the ACWA JPIA team and conduct up to 13 phone interviews in advance of the session to gather supportive data. An ACWA JPIA-approved interview guide will be developed to aid in this data gathering.

Please note development of the final strategic plan is not included in this estimate and has been quoted separately.

Please note travel expenses are not included and will be billed at cost, if applicable.

TOTAL: \$3,070.00 – \$3,655.00

Approved by: _____ **Date:** _____

*This is an estimate only. Any changes to the parameters of the project are subject to a cost review. The client signature above authorizes **Béchamps & Associates** to proceed with the project described.*



JOB ESTIMATE

Date: May 28, 2025
Client Name: ACWA JPIA
Contact: Adrienne Beatty, Chief Executive Officer
Address: 2100 Professional Drive
Roseville, CA 95661-3700
Phone: (916) 786-JPIA

Project Title: Strategic Planning Session Facilitation

Description: **Béchamps & Associates** will facilitate a one & one-half-day, onsite strategic planning session for the ACWA JPIA Board and staff, inclusive of governance training. This session is intended to facilitate and guide ACWA JPIA's strategic plan. Also included is organizational research, CEO planning meetings, and a session summary report.

Please note development of the final strategic plan is not included in this estimate and has been quoted separately.

Please note travel expenses are not included and will be billed at cost.

TOTAL: \$14,625.00 – \$15,750.00

Approved by: _____ **Date:** _____

*This is an estimate only. Any changes to the parameters of the project are subject to a cost review. The client signature above authorizes **Béchamps & Associates** to proceed with the project described.*

ACWA JPIA Strategic Planning

PLANNING PROCESS CONCEPT

Planning Process Focus and Outcomes

An organization's strategic plan represents a set of important agreements and a shared vision between the Board and Management around organizational focus, direction, goals and priorities. An effective plan becomes an invaluable tool for both the Board and Management to evaluate opportunities, direct action and align resources at all levels of the organization, in addition to assessing progress and success.

Conducting a strategic planning process in times of significant change can be difficult, but even more essential in identifying a clear path forward that considers the challenges and opportunities of a turbulent environment, but is not buffeted by it. ACWA JPIA is challenged in fulfilling its mission by both external shifts in the pooling and insurance industries, as well as internal transitions of staff management and culture. But with the strong leadership of a new CEO and the support and engagement of a committed Executive Committee leadership team, the organization is on solid footing and is ready to build a new strategic plan to ensure it remains relevant and essential to members for years to come. Specific outcomes for the planning process include:

- Assess the state of the JPA and risk management/insurance environments, identifying shifts and understanding implications for members and ACWA JPIA programs. Identify opportunities for ACWA JPIA growth and enhanced value.
- Building upon a solid mission and set of core values, develop a vision and set of long-term goals that can guide action and align resources, providing ACWA JPIA staff and leadership with a shared sense of direction and priority.
- Identify critical issues that should be addressed over the next three to five years, along with input around a preliminary set of measurable objectives for the planning cycle.
- Engage key ACWA JPIA stakeholders in the process to import valuable experience, perspectives and ideas and to ensure support for the resulting strategic plan.
- Discuss a system for ongoing plan implementation, monitoring, evaluating, reporting and updating to ensure that plan stays responsive to changing needs and expectations.

Facilitator Requirements: Experience and Scope of Work

To achieve process outcomes, the successful strategic planning facilitator will have demonstrated experience in:

- Process design and delivery within both in-person and virtual environments
- Techniques and tools to support both creative and critical thinking and to generate a high level of group engagement and productivity
- Essential facilitation skills – probing, synthesizing of ideas and consensus building
- Capturing discussion content and spirit in clear, concise language
- Familiarity with the purpose, operations, and culture of JPAs and the field of risk management.

Scope of Work

Based on a thorough understanding of ACWA JPIA programs, operations, performance and potential, the strategic planning facilitator will work with leadership to develop and implement a

sound research strategy and a dynamic planning process to achieve stated goals. The facilitator will lead discussions of the planning group, creating a stimulating environment for strategic thinking, and will capture decisions and format the ACWA JPIA strategic plan.

Suggested Plan Product – Retreat Outcome

In bringing the Executive Committee and the Staff Management Team together during the Retreat, a shared agreement can be developed around the following components of the Strategic Plan. Based on the focus and direction provided during the Retreat, the Staff Management Team will be able to develop strategy and an action plan to achieve the goals, with concrete deliverables and priorities for each year of the planning cycle.

- A ACWA JPIA *Strategic Framework*, including the existing mission and operating values, and development of a vision and set of long-term goals.
- A three-to-five year ACWA JPIA *Strategic Plan*, including plan pillars (key performance areas), strategic issues to be addressed, and preliminary planning cycle objectives.

Suggested Planning Process and Timeline

PHASE 1: Process Organization	
November	<ul style="list-style-type: none"> • Finalize process goals, approach and logistics. • Develop a research strategy (see suggestion below) to engage ACWA JPIA stakeholders and gather essential data for decision-making.
PHASE 2: Input and Information Gathering	
November-January	<ul style="list-style-type: none"> • Implement research strategy. Suggested strategy would include: <ul style="list-style-type: none"> <i>External Environment</i> <ul style="list-style-type: none"> ○ Document relevant macro trends shaping the general public agency environment in which ACWA JPIA and its members operate (including social/demographic/cultural, economic, environmental, legislative/regulatory/political, technological and other trends). ○ Document relevant pooling industry and insurance market trends and outlook, as well as factors impacting the operation of JPAs. <i>Constituent Input</i> <ul style="list-style-type: none"> ○ Incorporate the results of the ACWA JPIA value statement activity concluded in July 2025. ○ Conduct a short survey of the ACWA JPIA Board and a more in-depth survey of the Executive Committee and Staff Management Team to solicit perspectives on critical trends, ACWA JPIA performance, opportunities, future direction, etc. ○ Support ACWA JPIA Executive Committee members and Staff in conducting short interviews with a selected group of members, including creation of an interview guide and summary of responses. ○ Consider including in the interview process interviews with a small number of thought leaders/partners/influencers to obtain the views, experience and ideas from those with unique perspectives, experience and/or deep insights into industry trends, emerging issues, etc.

	<p><i>Internal (Operational) Environment</i></p> <ul style="list-style-type: none"> ○ Assemble operating data representing key ACWA JPIA performance indicators (e.g., membership trends, program performance, financial health, industry outreach/visibility). • Summarize all research in a Planning Background Data Report for distribution and review by the strategic planning group seven to ten days before the planning session.
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PHASE 3: Conduct Planning Meetings	
February	<ul style="list-style-type: none"> • Facilitate a 1.5 day planning Retreat, February 19-20, to achieve process goals and outcomes.

PHASE 4: Documentation and Follow-up	
February- Early March	<ul style="list-style-type: none"> • Prepare a 'Review Draft' of the ACWA JPIA Strategic Framework/Plan for comment, and a subsequent 'Approval Draft'. • Develop an outline of an ACWA JPIA Plan Implementation System to monitor, evaluate, report and update the Plan on a regular basis, including clear roles and responsibilities.

Fee Estimate

DCS Fee Schedule	
\$4000/day:	Facilitation
\$2500/day:	Consultation
\$125/hour:	Development
\$50/hour:	Project Management

ACWA JPIA Strategic Planning Fee Estimate

\$6,000	1.5 Days Facilitation
\$5,000	40 Hours Development <ul style="list-style-type: none"> • Finalize process goals, design, and schedule • Design and conduct research strategy (as suggested above) • Summarize results in a Background Planning Data Report • Develop agenda, discussion materials, visuals/aids for planning Retreat • Develop Review and Approval drafts of Strategic Framework and Plan, and an outline of a Plan Implementation System.
\$11,000	Total Fee Estimate

Reimbursable Expenses: round-trip coach airfare or mileage, ground transportation, parking, hotel room/tax, meals not included in sessions and copying of session materials.

Consultant Profile and Contact Information

James S. DeLizia, CAE

Principal, DeLizia Consulting Services ■ Burbank, California

818-559-3620 • delizia@att.net • www.deliziaconsultingservices.com

Highlight of Relevant Consultant Experience and Credentials

- 30 years of leadership, management and consultation experience working with and for non-profit professional and trade associations, public entities and philanthropic organizations
- Engagement as a consultant within risk management / pooling community, including Public Agency Risk Management Association, PRISM, CAJPA, Public Agency Risk Sharing Authority of California, SDRMA
- Proven expertise in:
 - Design and facilitation of consensus-building and decision-making processes
 - Visioning and strategic planning
 - Leadership development systems, training design and delivery
 - Development and analysis of assessment tools
 - Quantitative and qualitative research/analysis, including surveys, focus groups and interviewing
 - Facilitator training and coaching
- Nationally recognized consultant and facilitator, with expertise in development of interactive instructional techniques in both in-person and virtual environments
- Certified Association Executive (CAE) since 1990
- Certification in focus group moderation
- Training in negotiation techniques through the Harvard Negotiation Project
- Master's Degree in English, University of Maryland, College Park

ACWA JPIA
Bylaws Changes - Executive Committee Voting Procedures
July 15, 2025

BACKGROUND

As defined in the JPA Agreement, Article 10 – Executive Committee, eight of the nine members of the Executive Committee shall be elected by the Board of Directors. Elections to fill these terms are held at the Spring Board of Directors meeting every odd year. The Bylaws and Board of Directors Manual each detail different elements of the election process.

Over the last few years, the Committee has discussed several potential revisions to the Bylaws with regard to the Executive Committee election process – most notably – transitioning to electronic voting.

As defined in Article VII – Amendments, Section 2. Power of Executive Committee, amendments to the Bylaws, other than amendments changing the authorized number of members of the Executive Committee, may be adopted by the Executive Committee and shall be on the agenda of the next meeting of the Board of Directors for ratification.

CURRENT SITUATION

As noted above, certain elements of the Executive Committee election process are detailed in the Bylaws and the Board of Directors manual; however, as the Board of Directors Manual is a procedural document and not a governing document, official election policy and process should be memorialized in the Bylaws, approved by the Executive Committee, and ratified by the Board of Directors.

Attached are “Section 9. Voting” and “Section 10. Inspectors of Election” of the Bylaws and Section 8 – Executive Committee Elections from the Board of Directors Manual. The “Election Rules” have been stricken from the Board of Directors Manual and appropriate sections that should be memorialized in a governing document have been added to the Bylaws. Changes are shown in strikethrough/red text for ease of review.

RECOMMENDATION

That the Executive Committee approve the revision to the Bylaws, as presented, and forward for ratification to the Board of Directors.

Bylaws Of The Association of California Water Agencies Joint Powers Insurance Authority

Article II — Board Of Directors

Section 8. Nominations for Executive Committee Members.

Members may nominate members from the Board of Directors to the Executive Committee in the following manner:

- (a) On forms provided by the Authority, a Member may place into nomination its member of the Board of Directors for any open position with the concurrence of three (3) Members in addition to the nominating Member.
- (b) Nominating forms must be completed and received by the Authority at least thirty (30) days before the Board of Directors' meeting, at which the election will occur.
- (c) This Member nomination process shall be the sole method for placing candidates into nomination for Executive Committee positions.

Section 9. Voting.

Unless a record date for voting purposes is set by the Executive Committee, Districts and Friends of ACWA which are Members on the day of the meeting of the Board of Directors shall be entitled to vote at such meeting. Such vote ~~shall may~~ be by electronic ballot any acceptable means, provided, however, that all elections for members of the Executive Committee must be by ballot upon demand made by a Member at any election and before the voting begins, and no action may be taken by secret ballot. If a quorum is present, the affirmative vote of the majority of the Members voting in the prescribed manner shall be the act of the Board, unless the vote of a greater number is required by the Agreement creating the Authority or other sections of these Bylaws. Every Member shall have only one vote.

Section 10. Election Rules.

- (a) An electronic ballot with the names of all qualified candidates shall be provided to the Board of Directors at the time of the vote.
- (b) Only those JPIA member agencies with either a Director or Alternate Director present may vote. Proxy voting is not permitted.
- (c) Ballots are tabulated by the Chief Executive Officer, and additional staff as may be needed and as directed by the Chief Executive Officer, and the results are announced immediately upon conclusion of the vote.
- (d) All nominated candidates run for election at the same time.

- (e) If candidates for office do not receive a majority of cast votes, a subsequent ballot shall be held with one more candidate's name than the number of vacancies to be filled; i.e. the **three** candidates who receive the most votes to run for **two vacancies**; or, the **two** candidates who receive the most votes to run for **one vacancy**.
- (f) If a tie vote occurs in a preliminary ballot (majority of votes not obtained by required number of candidates), the tied candidates are included in the subsequent ballot if they have received the required number of ballots as determined in (e) above.
- (g) If a tie vote occurs in a final ballot (two candidates for one office or position) the presiding officer will designate one of the tied candidates to call a coin toss, by the presiding officer, to determine the election results.

Section 110. Inspectors of Election.

- (a) **Appointment.** The Chief Executive Officer, and additional staff as may be needed and as directed by the Chief Executive Officer, will act~~In advance of any meeting of the Board of Directors, the Executive Committee may appoint any persons, other than nominees for office, as inspectors of the election to act at such meeting or any adjournment thereof. If inspectors of election be not so appointed, the President or Vice President in his or her absence, may, and on the request of any Member's representative or alternate, shall make such appointment at the meeting. The number of inspectors shall be three (3), at least one of whom shall be a voting member of the Board of Directors. In case any person appointed as inspector fails to appear or fails or refuses to act, a vacancy shall be deemed to exist, and on the request of any Member, shall be filled by appointment by the Executive Committee in advance of the meeting, or at the meeting by the President, or the Vice President in his or her absence.~~
- (b) **Duties.** The duties of such inspectors shall include: Determining the current number of Members, the Members represented at the meeting, and the existence of a quorum; receiving votes, electronic ~~ballots or consents~~; hearing and determining all challenges and questions in any way arising in connection with the right to vote; ~~counting and~~ tabulating all votes ~~or consents~~; determining when the polls shall close; determining the results; and all such other acts as may be proper to conduct the election or vote with fairness to all Members.
- (c) **Procedure.** The inspectors of election shall perform their duties impartially, in good faith, to the best of their ability and as expeditiously as is practical. The decision, act or certificate of a majority of the inspectors shall be effective in all respects as the decision, act or certificate of all. Any report or certificate made by the inspectors of election is *prima facie* evidence of the facts stated therein.

ACWA JPIA

Board of Directors' Manual

Section 8 — Executive Committee Elections

Executive Committee

Eight of the nine Executive Committee member positions each have four-year terms. Elections to fill these terms are held at a spring Board of Directors' meeting, every other year. The ninth Executive Committee member position is an ex-officio position, which is held by the current ACWA Vice President.

Nominating Procedures

Approximately 120 days prior to an election, members are notified of the upcoming election. The notice includes date and place of election, positions and terms of office to be filled, incumbent office holders, and the nominating procedures.

Candidates are required to be their district's director representative on the JPIA's Board of Directors in order to be nominated to the Executive Committee. Also, the member district must participate in all of the JPIA's Programs: Liability, Property, Workers' Compensation, and at least one of the Employee Benefits programs. Nominations must be by resolution and three other current JPIA members must, by resolution, also concur in the candidate's nomination. These resolutions must be submitted to the JPIA office no later than 30 days prior to the date of the election. This is the sole method for placing candidates into nomination for Executive Committee positions.

Members have until 30 days prior to the election to submit their nominating resolutions, three concurring in nomination resolutions, and statement of qualifications for their candidate.

Fourteen days before the election, a final notice of the upcoming election is sent. This notice includes the date, time, and place of the election; name and district of all qualified candidates; the candidates' statements of qualifications; and the election procedures and rules. This notice is sent out as part of the Board of Directors' meeting packet to those who have requested a packet. It is also posted on the JPIA's website.

Election Rules

~~1. The ballots with the names of all qualified candidates are distributed at the entrance to the meeting room before the meeting is called to order.~~

- ~~2. Only the Board of Directors member or Alternate Board of Directors member may obtain the ballot.~~
- ~~3. Only those JPIA member agencies with either a Director or Alternate Director present may vote. **Proxy voting is not permitted.**~~
- ~~4. Additional color-coded ballots are supplied for any necessary subsequent balloting.~~
- ~~5. Ballots are counted by the three (3) appointed election inspectors and the results are announced at the board meeting.~~
- ~~6. All nominated candidates run for election at the same time. Those candidates with the greatest majority of votes are elected to the longest term of office.~~
- ~~7. Since the Bylaws require a **majority vote** to elect Executive Committee members (Article II, Section 9), subsequent ballots may be needed if the required number of candidates do not receive a majority of votes from the members present and voting.~~
- ~~8. If candidates for office do not receive a majority of cast votes, a subsequent ballot is held with one more candidate's name than the number of vacancies to be filled; i.e. the **three** candidates who receive the most votes to run for **two vacancies**; or, the **two** candidates who receive the most votes to run for **one vacancy**.~~
- ~~9. If a tie vote occurs in a preliminary ballot (majority of votes not obtained by required number of candidates), the tied candidates are included in the subsequent ballot if they have received the required number of ballots as determined in seven above.~~
- ~~10. If a tie vote occurs in a final ballot (two candidates for one office or position) the presiding officer will designate one of the tied candidates to call a coin toss, by the presiding officer, to determine the election results.~~

ACWA JPIA
Legislative Advocacy Update
July 15, 2025

BACKGROUND

The Executive Committee is updated on legislative advocacy work performed on behalf of the JPIA as needed. JPIA's General Counsel, Robert Greenfield, will update the Executive Committee on the JPIA's legislative advocacy efforts.

CURRENT SITUATION

With the last report, the Committee was informed that staff and the JPIA's legislative advocate, Matt Broad of Broad & Gusman, LLP, had successfully negotiated with the bill authors of AB 428 to compromise on acceptable language to both parties. Thus JPIA had agreed to not oppose the bill for this session.

With that priority well in hand, staff has transitioned to collaborating with Mr. Broad on the development of a broader legislative platform and/or priorities. The platform – to be distributed for Committee review at the meeting – is intended to align with the platforms of the California Association of Joint Powers Authorities (CAJPA), Public Risk Innovation, Solutions, and Management (PRISM), Schools Excess Liability Fund (SELF) (excluding any specific focus on school district priorities), and the Chamber of Commerce (who often partner with CAJPA on legislative priorities).

Additionally, staff is seeking the Committee's input on soliciting proposals for legislative advocates to potentially provide services to the JPIA for the second year of the 2025-2026 legislative session. While Broad & Gusman has done excellent work for the JPIA to date, on it's very narrowly-focused agenda, the firm has a few affiliations that may prove problematic to a larger platform with broader priorities. For example, Broad & Gusman represent both the consumer attorneys (aka trial lawyers or plaintiff's attorneys) and labor unions. Therefore they would not be able to take positions in opposition to either group. This could be particularly problematic with regard to any positions we may want to take on legislation relative to employment practices. Ironically, it was Broad & Gusman's affiliation with Labor Unions which specifically helped us gain critical negotiating power, and ultimately success in opposing AB 2735, during last year's session.

While the Committee has not yet considered whether to approve JPIA's continued legislative work in 2026, should this be desirable, a confirmed legislative advocate would need to be identified early enough in 2025 that action could actually be taken on identified legislative priorities for the second half of the 2025-2026 session. As such, staff suggests obtaining proposals over the next few months and agendizing consideration of advocate options – as well as whether to continue legislative advocacy work at all – in September 2025.

For reference, Broad & Gusman's contract is month-to-month and can be cancelled upon 30-day notice.

RECOMMENDATION

None, information only.



California Water Insurance Fund

CWIF exists for the sole purpose of advancing and supporting the insurance and risk management needs and insurance-related support programs of the ACWA JPIA.

Board of Directors and Shareholder Meeting

AGENDA

**ACWA JPIA
2100 Professional Drive
Roseville, California 95661**

Friday, June 27, 2025 – 11:00 AM

<u>Presenter</u>			<u>Page #</u>
Morris	*	1. Approve the Minutes of the June 4, 2025 Meeting	3
Morris	*	2. Review Qualified Candidates for Open Board Position and Appoint New Member	5
Beatty	*	3. Workers' Compensation Reinsurance Agreements for 2025-26 Policy Year	15
Morris		4. Discuss Availability for Next Meeting on September 30, 2025	
Beatty	*	5. Shareholder Approval and Ratification of Newly Appointed Board Member	21

ADJOURN

**Related items enclosed.*



EMPLOYEE BENEFITS PROGRAM COMMITTEE MEETING

AGENDA

Paradise Point Resort & Spa
1404 Vacation Road
San Diego, CA 92109

Tuesday, July 15, 2025 – 10:30 a.m.

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.

EVACUATION PROCEDURES

PUBLIC COMMENT Members of the public will be allowed to address the Employee Benefits 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.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Presenter

Page #

I. CONSENT AGENDA

- * A. Approve the Minutes of the April 30, 2025, Meeting
- B. Approve an Excused Absence for Any Committee Member
- * C. Review and Provide Recommendation Regarding Pricing for 2026 Anthem HMO Medical Plans
- * D. Review and Provide Recommendation Regarding Pricing for 2026 Kaiser HMO Medical Plans
- * E. Review and Provide Information Regarding Change to Anthem and Kaiser Consumer-Driven Health Plan (CDHP) Deductibles Based on 2026 IRS Requirements

- * F. Review and Provide Recommendation Regarding Pricing for 2026 Anthem Employee Assistance Program
- * G. Review and Provide Recommendation Regarding Pricing for 2026 The Standard Life and Disability Plans
- * H. Review and Provide Recommendation Regarding Pricing for 2026 United Healthcare (UHC) Medicare Advantage PPO Medical Plans

II. **ADMINISTRATION**

A. Report on Meetings Attended on Behalf of the JPIA

- Dedmon
- * B. Introduction of New Employee Benefits Specialist and Retirement Recognition

III. **PROGRAM UPDATES**

- Dedmon
- * A. Overview of Program History

- Sher/
Dedmon
- * B. Market Update and Utilization

- Dedmon
- * C. Review and Provide Recommendation Regarding Pricing for 2026 Kaiser Senior Advantage Medical Plans

- Beatty
- * D. Review and Provide Recommendation Regarding Employee Benefits Program Reserve Fund Target Balance

- Beatty/Sher
- * E. Stop Loss Analysis

- Dedmon
- * F. Review and Provide Recommendation Regarding Pricing for 2026 Anthem PPO Medical Plans

- Dedmon
- * G. Review and Provide Recommendation Regarding Pricing and Plan Options for 2026 Delta Dental Plans

- Dedmon
- * H. Review and Provide Recommendation Regarding Pricing and Plan Enhancements for 2026 Vision Service Plans

- Dedmon/
Rech
- * I. Wellness Update

IV. UPCOMING MEETING

- Rupp * A. There are no additional meetings scheduled for the remainder of the year

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 Employee Benefits 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
Membership Approval Request
July 15, 2025

AGENCY INFORMATION

Union Public Utility District
Murphys, CA
Calaveras County

Program

Employee Benefits
Workers' Comp.
Liability
Property

Effective Date

1/1/2025
1/9/2025
Applying
Applying

Date Formed: 1946
Type of Agency: Special District
Date Joined ACWA: June 2023

LINES OF COVERAGE

<u>Program</u>	<u>TIV/Payroll</u>	<u>Contribution Estimate</u>	<u>Current Coverage Provider</u>
Liability	\$ 695,154	\$ 33,188	Glatfelter PE
Property	\$ 19,668,531	\$ 38,049	Glatfelter PE

BACKGROUND

The Union Public Utility District (UPUD) was established on July 26, 1946, as an independent special district to provide both agricultural and domestic water services. Until 1961, PG&E provided water service to the area. That year, UPUD acquired its water supply and distribution system from the Calaveras Water Users Association.

The District covers approximately 19.1 square miles and serves the communities of Murphys, Vallecito, and Douglas Flat, as well as the South Ditch area, including Carson Hill.

UPUD receives surface water from the North Fork Stanislaus River, delivered through the Utica Water & Power Authority (UWPA), to supply its facilities. The District's water treatment plant has a capacity of 2 million gallons per day, with an average daily flow of approximately 850,000 gallons. In 2010, residential water demand totaled 1,034 acre-feet. As of 2011, UPUD maintained 1,604 service connections, including 1,382 single- and multi-family, 123 commercial, and 99 irrigation meters.

UPUD is governed by a five-member Board of Directors and staffed by eight employees, including the General Manager.

Depending on the direction of the UPUD Board, the District may join the Liability and Property Programs as early as August 1, 2025. UPUD joined the Cyber Liability group purchase program on April 9, 2025.

RISK MANAGEMENT

Risk Management Consultant: Robin Flint & Jeremy Sadler

Date of Assessment: May 6, 2025

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.

UPUD's current coverage provider's loss reports from 2019-20 through 2023-24 and written safety programs were reviewed.

Overall, a favorable opinion was developed about the staff and operations of the UPUD. Should UPUD join JPIA's Liability and Property Programs, a service plan will be formalized and scheduled to be completed over the first year of participation.

RECOMMENDATION

That the Executive Committee approve Union Public Utility District's applications for participation in the Liability and Property Programs.

ACWA JPIA
CEO Update
July 15, 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	P R O G R A M S				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								
MAR 31		3:00 PM *								
APRIL 30					9:00 AM *					
MAY 12-15 ACWA JPIA SPRING MEMBERSHIP SUMMIT/ACWA CONFERENCE – MONTEREY										
MAY 12	2:00 PM						8:15 AM			
JUNE 2			3:00 PM *							
JUNE 4										9:00 AM (UTAH)
JUNE 26							3:00 PM	1:00 PM		
JUNE 27		8:00 AM								11:00 AM
JULY 14-15 EXECUTIVE COMMITTEE ONBOARDING WORKSHOP – SAN DIEGO										
JULY 15		1:30 PM			10:30 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