



Approved 12.08.2020

Executive Committee Meeting

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

October 22, 2020

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

MEMBERS PRESENT

Chairman: E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency
Thomas A. Cuquet, South Sutter Water District
Fred R. Bockmiller, Mesa Water District
David Drake, Rincon del Diablo Municipal Water District
Brent Hastey, Yuba Water Agency (*left meeting 11:15 a.m.*)
Melody A. McDonald, San Bernardino Valley Water Conservation District
Randall J. Reed, Cucamonga Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
Pamela Tobin, San Juan Water District, ACWA VP

MEMBERS ABSENT

None.

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells
Chimene Camacho, HR Coordinator
David deBernardi, Director of Finance
Robin Flint, Risk Control Manager
Robert Greenfield, General Counsel
Debbie Kyburz, Lead Member Services Representative
Jennifer Nogosek, Liability/Property Claims Manager
Sylvia Robinson, Publications & Web Editor
Patricia Slaven, Director of Human Resources and Administration
Sandra Smith, Employee Benefits Manager
Dan Steele, Finance Manager
Dianna Sutton, Special Projects Manager
Karen Thesing, Director of Insurance Service
Melody Tucker, Workers' Compensation Claims Manager
Nidia Watkins, Member Services Representative II
Bobbette Wells, Executive Assistant to the CEO (*Recording Secretary*)

OTHERS IN ATTENDANCE

Tiffany Giammona, ACWA, Director of Member Outreach & Engagement
Carrie Guarino, Cucamonga Valley Water District, Finance Chair
Al Lopez, Western Municipal Water District
Palmer McCoy, Grassland Basin Authority

WELCOME/CALL TO ORDER AND ANNOUNCEMENT OF QUORUM/INTRODUCTIONS

Chairman Gladbach called the meeting to order at 10:03 a.m. Chairman Gladbach announced that there was a quorum.

PUBLIC COMMENT

There was no public comment.

PLEDGE OF ALLEGIANCE

Chairman Gladbach asked all to join him in the pledge of allegiance.

CONSENT AGENDA

Chairman Gladbach called for approval of the Consent Agenda:

M/S/C (Hastey/McDonald) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; Hastey-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee approve the minutes of the September 21, 2020 and October 1, 2020 meetings; and approve the JPIA disbursements of:

Vendor Payments, Employee Benefits Claim Payments, Payroll, and summary of confidential claims payments for the Liability, Property, & Workers' Compensation Programs: September 1-15, 2020; and September 16-30, 2020.

ADMINISTRATION

Meetings attended on behalf of the JPIA

Several Executive Committee members attended the CAJPA Virtual Pooling Conference.

New Position

Ms. Slaven explained that as the number of JPIA staff and members reliant on human resources expertise grows, the need for additional staff with expanded human resource knowledge has become apparent. The JPIA requested to add a Human Resource Specialist position to the organization. The new position would require specific knowledge in laws and policies related to human resources and be responsible for specific member-facing services such as reviewing handbooks, supporting regional human resource meetings and conducting human resource related training. The job description for the position follows.

M/S/C (Tobin/Rupp) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; Hastey-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee approve the new position of Human Resources Specialist as presented.

Incentive Policy changes

Ms. Slaven reported that due to a recent CalPERS audit, JPIA found that the Employee Incentive Plan Policy did not comply with the format required for special compensation.

M/S/C (Rupp/Drake) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; Hastey-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee approve the changes to the Incentive Policy in the Employee Handbook as presented.

CWIF update

Vice-chair Cuquet reported on the action items from the October 19, 2020 meeting of the California Water Insurance Fund (CWIF). Randall Reed was selected at a Shareholders meeting as a new member of the Board.

JPIA Fall Conference & Board Meeting

Mr. Sells reported that the JPIA Fall Conference and Board of Director's meeting will be held virtually again this year due to COVID. The Board of Director's meeting will be held on November 30, 2020 at 10:00 a.m. The following day, December 1, the JPIA will present a virtual seminar on cyber security.

MEMBERSHIP

San Mateo County Flood & Sea Level Rise Resiliency District

Ms. Smith presented San Mateo County Flood & Sea Level Rise Resiliency District's application for admission into the Employee Benefits Program, effective January 1, 2021.

M/S/C (McDonald/Rupp) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; Hastey-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee approve San Mateo County Flood & Sea Level Rise Resiliency District's application for admission into the Employee Benefits Program, effective January 1, 2021.

Grassland Basin Authority

Ms. Watkins and Ms. Smith presented Grassland Basin Authority's application for admission into the Liability, Property, Workers' Compensation, and Employee Benefits Programs, effective December 1, 2020.

M/S/C (Hastey/Rupp) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; Hastey-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee approve Grassland Basin Authority's application for admission into the Liability, Property, Workers' Compensation, and Employee Benefits Programs, effective December 1, 2020.

MISCELLANEOUS

Future agenda items

None stated.

CEO update

Mr. Sells had each of the Department Managers report on their divisions.

Availability for next Zoom meeting

There are no additional Executive Committee meetings scheduled for 2020.

CLOSED SESSION

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

M/S/C (Drake/McDonald) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee adjourn to closed session.

At approximately 11:15 a.m., the Executive Committee, upon advice of General Counsel, adjourned to closed session pursuant to Government Code(s) Section 54956.95 to discuss Liability and/or Workers' Compensation claims in:

1. Conger vs. Montecito Water District

M/S/C (Drake/McDonald) (Bockmiller-Yes; Cuquet-Yes; Drake-Yes; Gladbach-Yes; McDonald-Yes; Reed-Yes; Rupp-Yes; Tobin-Yes): That the Executive Committee reconvene to open session.

The Committee returned to open session at approximately 11:22 a.m.

- Closed session item #1: No action was taken, direction was given to staff.

The Executive Committee meeting adjourned at 11:23 a.m.

Attest:

X

E.G. "Jerry" Gladbach
Chairman

X

Walter A. Sells
Secretary