



Approved: January 30, 2023

Risk Management Committee Meeting

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

January 31, 2022

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: Fred Bockmiller, Mesa Water District
Vice-chair: Brent Hastey, Yuba Water Agency
Bob Kuhn, San Gabriel Basin Water Quality Authority (*arrived 11:10 a.m.*)
John Weed, Alameda County Water District
Tanisha Welch, Madera Irrigation District
Dan York, Sacramento Suburban Water District

MEMBERS ABSENT

Eddie Gonzalez, Desert Water Agency
Gaby Olson, Valley Center Municipal Water District

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells
Adrienne Beatty, Assistant Executive Officer
Thor Benzing, Senior Risk Control Advisor
Mathew Bunde, Senior Risk Control Advisor
Chimene Camacho, Executive Assistant to the CEO
Jesse Cota, Senior Risk Control Advisor
Sarah Crawford, Training Manager
David deBernardi, Director of Finance
Robin Flint, Risk Control Manager
Robert Greenfield, General Counsel
Peter Kuchinsky II, Lead Risk Control Advisor
Terry Lofing, Administrative Assistant III (*Recording Secretary*)
Jennifer Nogosek, Liability/Property Claims Manager
Lee Patton, Senior Risk Control Advisor
Jeremy Sadler, Risk Control Advisor
Patricia Slaven, Director of Human Resources and Administration
Sandra Smith, Employee Benefits Manager
Dan Steele, Finance Manager

Melody Tucker, Workers' Compensation Manager
Chuck Wagenseller, Cost Estimator/Risk Control Advisor

OTHERS IN ATTENDANCE

David Drake, Rincon Del Diablo Municipal Water District
E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency
Melody McDonald, San Bernardino Valley Water Conservation District
Randall Reed, Cucamonga Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
Cathy Green, ACWA Vice President, Orange County Water District

WELCOME

Chairman Bockmiller welcomed everyone in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Bockmiller called the meeting to order at 10:02 a.m. Chairman Bockmiller announced that there was a quorum.

ANNOUNCEMENT RECORDING OF MEETING

Chairman Bockmiller announced the meeting would be recorded to assist in the preparation of minutes. Recordings are kept for 30 days following the meeting, as mandated by the California Brown Act.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

There was no public comment.

INTRODUCTIONS

Chairman Bockmiller introduced Cathy Green, Orange County Water District, and Jeremy Sadler, JPIA Risk Control Advisor.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chairman Bockmiller asked for any additions to or deletions from the agenda. Staff had none.

CONSENT AGENDA

Chairman Bockmiller called for approval of the minutes of the February 9, 2021, meeting:

M/S/C (Hastey/York) (Bockmiller-Yes; Hastey-Yes; Weed-Yes; Welch-Yes; York-Yes): That the Risk Management Committee approve the minutes of February 9, 2021.

REPORT ON MEETINGS ATTENDED ON BEHALF OF THE JPIA

None reported.

RISK CONTROL DEPARTMENT UPDATE

Risk Control Department 2020/21 Fiscal Year Summary

Ms. Flint reported that Risk Control staff conducted 177 risk assessment visits, 59 consultations, and four virtual classes during the year. Additionally, seven virtual Professional Development Program (PDP) courses were developed and conducted. Thirty-one safety awards were presented, and 11 Grant Program awards were issued.

There were challenges during the year due to COVID-19 that include public health orders to stay at home, members requesting no in-person visits, and issues with internet connections while doing virtual risk assessment meetings.

Two new members were onboarded during this time. Otay Water District joined in July 2020, and San Bernardino Valley Municipal Water District joined in July 2021.

Service Plans with members focused on hazard identification, corrective actions, and site visits.

The Risk Control staff demonstrated resiliency in action with department meetings being conducted using Zoom and a virtual Amazon Fulfillment Center tour.

Review Commitment to Excellence Webpage of Best Practices/Resources

Ms. Flint demonstrated where the Commitment to Excellence (C2E) Best Practices resources are located on the JPIA's website. Six loss reduction focus areas are listed. Vehicles Operations Best Practices were highlighted, showing the available templates members can customize for their needs, and Standard Operating Procedures that were given to us by other JPIA members. A "Resource Quick Search" is available to quickly find more in-depth information.

Canal Failure/Flooding resources were added due to increased rodent activity leading to canal failures. The JPIA will hold a new webinar for *Managing Ground Squirrels and Pocket Gophers* in March 2022.

Summary Analysis of the 2020/21 Risk Assessment Focus Areas

Risk Advisors will continually promote the JPIA's Commitment to Excellence Program, the Professional Development Program, and the Risk Control Manual during risk assessment visits due to new staff and directors at the districts. The C2E is the foundation for the H.R. LaBounty Safety Awards Program and Risk Control Grant Program. The Risk Advisors will maintain relevant and timely best practices resources; and will monitor, evaluate, and develop innovative programs and resources to meet the needs of our membership and the JPIA.

Update on the 2021/22 Risk Assessment Focus Areas

The focus areas for 2021/22 include Recreation and Special Events, Volunteer Resolutions for Liability Program members, and Return-to-Work for industrial injuries/illnesses.

Recreation and Special Events

Mr. Patton stated that the JPIA's Recreation Policy was developed in May 1998. It includes Class 1 and 2 events held at members' facilities. Class 3 events require approval from the Executive Committee for events such as swimming pools, water parks, and water playgrounds.

A Class 3 review was recently done at Mission Hills Community Services District for recreational facilities that are installed on the District's property. Risk Control staff made recommendations to establish a maintenance plan, have an inspection done by a certified playground safety inspector, and improve signage around the facilities.

Volunteer Resolutions

In November 1997, the JPIA's Board of Directors approved a recommendation that requires all Liability Program members to adopt a Volunteer Resolution, making volunteers subject to Workers' Compensation coverage.

Mr. Kuchinsky covered the benefits to members of having a Volunteer Resolution.

Return-to-Work Programs

Mr. Benzing highlighted the benefits to employees and members of having a Return-to-Work Program for industrial injuries/illnesses.

Summary Loss Review

Mr. Bunde provided a review of a claim at Fresno Irrigation District. A canal overflowed and affected 200 vehicles and auto parts in a junkyard. The District is doing regular canal maintenance. The root cause of the claim was undetermined. The claim was denied because the claimant failed to provide a list of damaged items.

Mr. Bunde conducted Incident Investigation training with the District's Safety Manager. He reviewed the incident investigation process and provided recommendations. The canal maintenance and inspection process will be reviewed with the District at the next in-person risk assessment visit.

ADMINISTRATION/TRAINING

Training Update

Ms. Crawford reported that members are accessing training through VectorSolutions, live webinars via WebEx and Zoom, and JPIA Prosperity eLearning. Fifty new online videos and new DVDs were added to the JPIA's Lending Library in July 2021.

Ms. Crawford reported that online training has seen huge spikes in usage due to the pandemic.

Graphs were provided in the packet showing PDP course completions and a list of graduates.

New courses were developed by JPIA staff in Prosperity eLearning training. These are interactive, in-house developed courses available on-demand 24 hours a day, seven days a week. New resources will continue to be purchased for online options and virtual offerings via live, instructor-led courses, and eLearning until in-person classroom training can begin in 2022.

LOSS REPORTS

Review Claims Analysis for Liability, Property, and Workers' Compensation Programs

Mr. Sells reviewed the loss reports for the Liability, Property, and Workers' Compensation Programs.

Liability Program

The self-insured retention (SIR) has increased over the years from \$1 million to \$5 million shared by the member agencies. Fifty million in excess insurance is purchased over \$5 million SIR for a total of \$55 million in coverage. The dark red bars on the graph represent pooled losses. The lighter colored bars on top, indicate losses in excess of pooled losses paid by the excess carriers.

The Occurrences per \$1 Million of Payrolls graph shows a very stable Liability Program.

Property Program

The Property Program has a much smaller SIR at \$100,000. Here excess insurance plays a larger role. Losses falling within the excess insurance layer are more frequent. Wildfire losses are having the greatest impact on raising excess insurance rates.

The graph showing the number of occurrences is very steady.

Workers' Compensation Program

The Workers' Compensation Program is very stable. The SIR is \$2 million. There has not been a rate increase in the Workers' Compensation Program in several years and the Program continues to do well.

UPCOMING MEETING(S)

There are no additional Risk Management Committee meetings scheduled for 2022. Chairman Bockmiller adjourned the meeting at 12:03 p.m.