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*Approved February 9, 2021*

## **Risk Management Committee Meeting**

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

**March 20, 2019**

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

- Kuhn - 337 W. Foothill Blvd., Glendora
- Welch – 12152 Road 28¼, Madera

### **MEMBERS PRESENT**

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Chair: Kathy Tiegs, Cucamonga Valley Water District

Vice-chair: David Drake, Rincon del Diablo Municipal Water District (via WebEx, not part of quorum)

Fred Bockmiller, Mesa Water District

Victor Fortenberry, Solano Irrigation District

Ron Kilburg, El Dorado Irrigation District

Bob Kuhn, San Gabriel Basin Water Quality Authority (via WebEx)

Gaby Olson, Valley Center Municipal Water District

Tanisha Welch, Madera Irrigation District (via WebEx)

### **MEMBERS ABSENT**

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Dan York, Sacramento Suburban Water District

### **STAFF PRESENT**

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Chief Executive Officer/Secretary: Walter “Andy” Sells

Carol Barake, Risk Control Manager

Thor Benzing, Senior Risk Control Advisor

Mathew Bunde, Senior Risk Control Advisor

David deBernardi, Director of Finance

Robert Greenfield, General Counsel

Erik Kowalewski, (WebEx Coordinator)

Terry Lofing, Administrative Assistant II (Recording Secretary)

Patricia Slaven, Director of Human Resources & Administration

Sandra Smith, Employee Benefits Manager

Dianna Sutton, Finance Manager

Karen Thesing, Director of Insurance Services

Melody Tucker, Workers’ Compensation Manager

Chuck Wagenseller, Cost Estimator Risk Control Advisor

Bobbette Wells, Executive Assistant to the CEO

## **OTHERS IN ATTENDANCE**

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E.G. “Jerry” Gladbach, Castaic Lake Water Agency (via WebEx)  
Melody McDonald, San Bernardino Valley Water Conservation District  
Bruce Rupp, Humboldt Bay Municipal Water District

## **WELCOME**

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Chair Tiegs welcomed everyone in attendance. The Committee members attending via WebEx introduced themselves. Committee members and staff introduced themselves.

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

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Chair Tiegs called the meeting to order at 10:03 a.m. She announced there was a quorum. Director Drake joined the meeting via WebEx. Due to posting requirements, Director Drake was not counted as part of the quorum.

## **ANNOUNCEMENT RECORDING OF MINUTES**

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Chair Tiegs announced that the meeting would be recorded to assist in preparation of minutes. Recordings are only kept 30 days following the meeting, as mandated by the California Brown Act.

## **EVACUATION PROCEDURES**

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Mr. Sells announced the evacuation procedure instructions.

## **PUBLIC COMMENT**

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Chair Tiegs noted that, as the agenda stated, members of the public would be allowed to address the Risk Management Committee on any agenda item prior to the Committee’s decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

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

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Chair Tiegs asked for any additions to, or deletions from, the agenda. Staff had none.

## **CONSENT AGENDA**

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Chair Tiegs called for approval of the minutes of the March 19, 2018 meeting:

M/S/C (Bockmiller/Olson) (Bockmiller-Yes; Fortenberry-Yes; Kilburg-Yes; Kuhn-Yes; Olson-Yes; Tiegs-Yes; Welch-Yes): That the Risk Management Committee approve the minutes of March 19, 2018.

## **REPORT ON MEETINGS ATTENDED ON BEHALF OF THE JPIA**

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None reported.

## **H.R. LABOURTY SAFETY AWARDS PROGRAM**

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Ms. Barake stated that the program was strengthened in 2018 and continues to be very successful. The JPIA received better quality nominations as a result.

In fall 2018, 20 members received awards for their nominations. The program is linked to correspond with the following categories in the Commitment to Excellence Program: Office/Field Ergonomics; Vehicle Operations; and Slips, Trips, and Falls. A new category was added to create more participation in program reviews and corrective actions. Selected awards were highlighted during the fall ACWA JPIA Conference.

Risk advisors review the nominations as a group during staff meetings. Scoring criteria are used to determine eligibility. Advisors contact their district for more information if a nomination is incomplete. Ideas are being shared between districts and are available for review on the JPIA's website. The Risk Management Committee indicated that this is a very good program.

## **PROPOSED RISK CONTROL GRANT PROGRAM**

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A grant program was proposed to reinforce the focus in the Commitment to Excellence Program. The grant program allows for more strategic risk management program improvements initiated by district management.

To be eligible, members must participate in at least two pooled JPIA Programs (Liability, Property, or Workers' Compensation), they must sign the Commitment to Excellence agreement, and complete an application. Grant funds must apply to the coverage programs in which the member participates. Examples of grant ideas were reviewed with the Risk Management Committee for the Liability, Property, and Workers' Compensation programs.

The program will begin on October 1, 2019 and will end September 30, 2020. Funds of \$50,000 will be available for the program. Five grants will be awarded per program term. Up to \$10,000 would be reimbursed for after-the-fact expenses for eligible projects. The program will be highlighted at the Spring ACWA JPIA Conference.

M/S/C (Fortenberry/Bockmiller) (Bockmiller-Yes; Fortenberry-Yes; Kilburg-Yes; Kuhn-Yes; Olson-Yes; Tiegs-Yes; Welch-Yes): That the Risk Management Committee recommends that the Executive Committee approve the proposed Risk Control Grant Program.

## **INJURY AND ILLNESS PREVENTION PROGRAM**

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Risk control advisors review member's Injury and Illness Prevention Programs (IIPP) for members in the Workers' Compensation Program during annual risk assessments. The IIPP reviews assist in implementing and maintaining effective safety and health programs. During the review, six questions are asked to

determine the effectiveness of the member's IIPP. The review is meant to encourage the member to update their programs, and to ascertain where the member may need help. Members are encouraged to update their programs if it has been more than two years since the programs were revised. The review is not focused on regulatory compliance and is voluntary for the member. The review is tailored to the individual member and size of the district.

In the future, the "Effectiveness Questions" will be sent to members in advance of the meeting. In this way all districts will be able to prepare for the meeting. The response to the IIPP reviews has been positive.

## **LOSS REPORTS**

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Mr. Sells reviewed the losses in the Liability, Property, and Workers' Compensation Programs. The loss reports are reviewed monthly by Program. The lighter colored bars in the graphs represent reinsurance or excess insurance.

In the Liability Program in the 2013/14 year, there was a large claim for aerial spraying. In the 2015/16 year, there were several large claims in one year. In the 2016/17 year, the JPIA went from a \$2 million to a \$5 million-dollar retention. The Liability Program is very steady.

In the Property Program in the 2016/17 year, there were flooding claims in Northern California. The 2017/18 year had claims from wildfires. In 2018/19 there were more claims for wildfires, especially the Paradise, CA wildfire.

The Workers' Compensation Program is doing well with approximately 180 claims per year. The 2012/13 policy year had one large claim. The Program shows a steady decline in claims per \$1 million in payroll.

## **RISK CONTROL DEPARTMENT STAFFING**

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Ms. Thesing reported that three new employees were recently hired. Jesse Cota was introduced as the new Senior Risk Control Advisor in Southern California. This position is new; this is a large territory and the JPIA needed another advisor in Southern California.

Thor Benzing, Senior Risk Control Advisor, was hired in January 2019 to service part of Northern California. His territory runs from Monterey to the Humboldt area and south of Roseville.

Mathew Bunde, Senior Risk Control Advisor, started in February 2019. He will service members in the Central Valley.

Carol Barake, Risk Control Manager, will retire in April. Carol's position will be filled by the next Risk Management Committee meeting. Ms. Thesing will manage the department in the interim with the aid of Peter Kuchinsky, Lead Risk Control Advisor.

Both Thor and Mathew stated that the JPIA has a collaborative attitude where employees are valued, and members want to improve their safety environments.

## **ADMINISTRATION/TRAINING**

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Ms. Slaven reported on the changes in the Training Department. This year, the JPIA introduced the first e-learning online training program created in-house. Several classes are now available using this interactive format. The JPIA has also purchased e-learning training courses through various vendors. The JPIA will expand its use of this format over the coming year. The JPIA is also looking forward to developing its own videos pertinent to areas in the field.

The Training Conference took place last week. Over 90 district employees attended the first day, and 80 employees the second day. Twenty-five districts were represented.

Several resources are available to complete the Sexual Harassment Prevention training. The Leadership Training Program has over 100 district employees enrolled in the program. Ms. Slaven reviewed the number of courses and the different types of training that were given over the last year.

## **UPCOMING MEETING(S)**

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There are no Risk Management Committee meetings scheduled for the remainder of 2019. The Risk Management Committee meeting adjourned at 11:55 a.m.