



Approved: January 31, 2022

Risk Management Committee Meeting

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

February 9, 2021

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
Victor Fortenberry, Solano Irrigation District
Eddie Gonzalez, Desert Water Agency (*left meeting at 11:00 a.m.*)
Gaby Olson, Valley Center Municipal Water District
John Weed, Alameda County Water District
Tanessa Welch, Madera Irrigation District (*arrived at 9:45 a.m.*)
Dan York, Sacramento Suburban Water District

MEMBERS ABSENT

Bob Kuhn, San Gabriel Basin Water Quality Authority

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells
Thor Benzing, Senior Risk Control Advisor
Mathew Bunde, Senior Risk Control Advisor
Chimene Camacho, Executive Assistant to the CEO
Sarah Crawford, Training Specialist
Cassie Crittenden, Human Resources Specialist
Jesse Cota, Senior Risk Control Advisor
David deBernardi, Director of Finance
Robin Flint, Risk Control Manager
Robert Greenfield, General Counsel
Peter Kuchinsky II, Lead Risk Control Advisor
Debbie Kyburz, Lead Member Services Representative
Terry Lofing, Administrative Assistant III (*Recording Secretary*)
Jennifer Nogosek, Liability/Property Claims Manager
Lee Patton, Senior Risk Control Advisor
Sylvia Robinson, Publications and Web Editor
Jillian Sciancalepore, Administrative Assistant I

Patricia Slaven, Director of Human Resources and Administration
Dan Steele, Finance Manager
Karen Thesing, Director of Insurance Services
Melody Tucker, Workers' Compensation Manager
Chuck Wagenseller, Cost Estimator/Risk Control Advisor
Nidia Watkins, Member Services Representative II

OTHERS IN ATTENDANCE

Jack Burgett, North Coast County Water District
E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency
Thomas A. Cuquet, South Sutter Water District
David Drake, Rincon Del Diablo Municipal Water District
Tiffany Giammona, ACWA, Senior Director of Operations and Member Engagement
Carrie Guarino, Cucamonga Valley Water District, Finance and Audit Committee Chair
Melody McDonald, San Bernardino Valley Water Conservation District
Randall Reed, Cucamonga Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
Pam Tobin, San Juan Water District

WELCOME

Chairman Bockmiller welcomed everyone in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Bockmiller called the meeting to order at 9:32 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 the new members of the Risk Management Committee Eddie Gonzalez, Desert Water Agency, and John Weed, Alameda County Water District.

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 March 20, 2019 meeting:

M/S/C (Hastey/Olson) (Bockmiller-Yes; Fortenberry-Yes; Gonzalez-Yes; Hastey-Yes; Olson-Yes; Weed-Yes; York-Yes): That the Risk Management Committee approve the minutes of March 20, 2019.

REPORT ON MEETINGS ATTENDED ON BEHALF OF THE JPIA

None reported.

RISK CONTROL DEPARTMENT UPDATE

Review the Commitment to Excellence – Wildfire Loss Reduction Focus

Ms. Flint stated that wildfire prevention was added to the Commitment to Excellence (C2E) Program as a new loss reduction focus area. Wildfire prevention includes best practices for planning and coordination, staff training, facility protection and readiness, and response and recovery. Resource links were highlighted. Many of these resources are at no charge to our members. During the coming year, the Risk Management staff will continue to add more resources and best practices documents to our C2E webpage.

The Risk Management Committee asked about adding a pandemic response to the C2E. Ms. Flint shared possible new resources on pandemic preparedness may be considered for the Risk Control Manual and resources for C2E wildfire prevention.

Risk Control Manual

Ms. Flint reviewed the Risk Control Manual (Manual) on the JPIA's website. She reported that the Manual was recently updated. These resources are referenced during risk assessment visits, consultation visits, and risk assessment reports. Every six months, these resources will be reviewed, and new resources will be added or revised.

2020/2021 Risk Assessment Focus Areas

In 2019, Risk Control staff recognized the need for a more uniform focus for our annual risk assessment visits with members. Risk Control staff focus is assisting members with the continuous improvement of their safety programs in addition to regulatory compliance.

Due to the pandemic, the Risk Management staff is conducting virtual risk assessment visits. To supplement the virtual visits, staff identified risk assessment focus areas to assist members with maintaining effective safety programs. The following focus areas were developed: *Reviewing the JPIA's Commitment to Excellence Program*, *Professional Development Program*, and the *Risk Control Manual*.

A comment was made by one Risk Management Committee member that their agency appreciates that the Professional Development Program classes were moved online. Having the classes available online makes it more accessible for their employees.

Overview of the Risk Assessment Process

Ms. Flint highlighted the pre-risk assessment visit, what is covered during the risk assessment visit, and post-risk assessment visit. Each member is visited annually. The JPIA continues to support each member during the year with service plans, consultation visits, attend exercises at agencies, and regional safety meetings.

Mr. Kuchinsky, Lead Risk Control Advisor, provided an overview of the Risk Assessment process held with Rancho California Water District.

On November 9, 2020, the District had a fatality incident when a contractor fell from a tank. The JPIA was notified. The District's legal counsel investigated in case a claim was filed. The District reviewed their construction inspector procedures, risk transfer language, and reviewed their engineering controls in the contractor process.

The District shared their five-year capital improvement project which includes a review of their contractor safety program. The District is considering installing stairs and fixed guard rails on their tanks. The JPIA's risk advisor will continue to support this member with their risk management and safety programs.

LOSS REPORTS

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

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

Liability Program

The graph for the Liability Program Reported Losses per \$1 Million of Payroll was reviewed.

The graph for Occurrences per \$1 Million of Payroll was also reviewed. There has been a lot of growth in the Liability Program. This graph shows that claims are very stable.

Property Program

Reported Losses per \$100 Million of Insured Values graph was reviewed. The Occurrences per \$100 Million of Insured Values graph was reviewed. This graph shows a large claim in 2018/19 for the wildfires in Paradise, CA.

Workers' Compensation Program

The graph for Reported Losses per \$1 Million of Payroll was reviewed. The Workers' Compensation Program is very stable. The graph for Claims per \$100 Million of Payrolls was reviewed showing the Program is very stable. Claims continue to go down even though new members were added.

ADMINISTRATION/TRAINING

Training Update

Ms. Slaven referred to the training graphs in the packet. Since the pandemic, instructor-led training dropped off. Currently, the JPIA is not doing any instructor-led training. Course materials are being converted to virtual offerings where

applicable. The demand for online training is very high and is expected to continue. Members are seeing the value in online training.

UPCOMING MEETING(S)

There are no additional Risk Management Committee meetings scheduled for 2021. Chairman Bockmiller called to adjourn the meeting.

M/S/C (Hastey/York) (Bockmiller-Yes; Fortenberry-Yes; Hastey-Yes; Olson-Yes; Weed-Yes; Welch-Yes; York-Yes): That the Risk Management Committee adjourn the meeting.

The Risk Management Committee meeting was adjourned at 11:59 a.m.