

Special District Risk Management Authority

Board of Directors

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Ed Gray

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Directors

David Aranda, SDA

Mike Scheafer

Robert Swan

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Regular Board Meeting

1:00 P.M. – 5:30 P.M. | Wednesday, November 7, 2018

8:00 A.M. – 10:00 A.M. | Thursday, November 8, 2018

1112 I Street | 3rd Floor | Earl Sayre Board Room
Sacramento, California 95814
916.231.4141 | 800.537.7790

Teleconference Participants:

The following Director will participate in the Board Meeting via teleconference at the location listed:

Director Scheafer, 1551 Baker Street, Suite B, Costa Mesa, CA (714) 435-0300

*Note: Agenda posting and meetings are done in accordance with Ralph M. Brown Act. Govt. Code §54954.2 and §54953 (b) (1) allows local agencies to conduct meetings via teleconferencing. Part (b) (3) of the same section requires that all teleconference locations be identified in the agenda, and that each location be accessible to the public. Section (b) (2) of this Section requires that **all votes taken during a teleconference meeting shall be by roll call**. Any agenda item may be discussed in a different order, if necessary. The Board may take action whether items are listed as action, information or discussion.*

ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
1.0	CALL MEETING TO ORDER/ROLL CALL <i>Presenter(s): J. Bracy - Board President</i>		Determination of Quorum
2.0	ADMINISTRATIVE ITEMS		
2.01	<u>Recognize and Hear from Visitors</u> <i>Presenter(s): J. Bracy - Board President</i> <i>At this time, members of the public may speak on any item not on the agenda with comments limited to 5 minutes per person. A maximum time limit of 20 minutes for all public testimony is permitted under this agenda item. The Board reserves the right to waive the foregoing time limits by a majority vote.</i>	0:20	Information/ Discussion
2.02	<u>Acknowledgements and Presentations</u> <i>Presenter(s): J. Bracy - Board President</i> a. Recognize Wendy Tucker for 11 years of service (September 17, 2018)	0:05	Information/ Discussion
3.0	CONSENT CALENDAR		
3.01	<u>Meeting Minutes</u> <i>Presenter(s): E. Doughty - CMS; S. Raffelson - Board Secretary</i> Review and consider approving draft minutes from the August 22-23, 2018 and August 29, 2018 regular Board Meetings.	0:05	Motion to Approve
3.02	<u>Communications and Correspondence</u> <i>Presenter(s): P. Frydendal - COO</i> a. SDRMA E-Blast – October 8, 2018	0:05	Information/ Discussion
3.03	<u>Meeting, Conference and Educational Schedules</u> <i>Presenter(s): L. Gill - CEO</i> Review and consider action to approve the 2019 Board Meeting schedule: a. 2019 Board Meeting Schedule b. Upcoming conferences and educational seminars	0:10	Motion to Approve
3.04	<u>Publicly Available Pay Schedule for Program Year 2018-19</u> <i>Presenter(s): P. Frydendal - COO</i> Review and consider approving the Publicly Available Pay Schedule for 2018-19.	0:05	Motion to Approve

ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
3.05	<p><u>Signers for Custodial Bank, Local Agency Investment Fund (LAIF) & River City Bank – Related Board Resolutions</u> <i>Presenter(s): P. Frydendal - COO</i> Review and consider action approving the following:</p> <ul style="list-style-type: none"> • Resolution 2018-01-2 New Signers for The Bank of New York Mellon • Resolution 2018-02-2 New Signers for LAIF • Resolution 2018-03-2 New Signers for River City Bank 	0:10	Motion to Approve
3.06	<p><u>Resolutions Designating CEO Laura Gill</u> <i>Presenter(s): P. Frydendal - COO</i> Review and consider action approving the following:</p> <ol style="list-style-type: none"> a. Resolution 2018-04 Designating Laura Gill as decision maker with CSAC-EIA. b. Resolution 2018-05 Naming Laura Gill as SDRMA representative for AGRIP. 	0:10	Motion to Approve
4.0	CSDA RELATED ITEMS		
4.01	<p><u>CSDA Activity Status Update</u> <i>Presenter(s): N. McCormick - CSDA CEO</i></p> <ol style="list-style-type: none"> a. CSDA Board Meeting Minutes - August 31, 2018 b. CSDA Executive Director’s Report - verbal 	0:10	Information/ Discussion
4.02	<p><u>Alliance Executive Council Activity Status Update</u> <i>Presenter(s): N. McCormick - CSDA CEO; L. Gill – CEO; AEC Members</i> Review and discuss any Alliance business.</p>	0:10	Information/ Discussion
4.03	<p><u>Alliance Cooperative Marketing Program Plan Budget</u> <i>Presenter(s): N. McCormick - CSDA CEO; L. Gill - CEO; AEC Members</i> Review and consider approving proposed Alliance 2019 Cooperative Marketing Program Plan Preliminary Budget.</p>	0:15	Motion to Approve
4.04	<p><u>Alliance Collaborative Opportunities</u> <i>Presenter(s): N. McCormick - CSDA CEO; L. Gill - CEO; AEC Members</i> Review and consider approving proposed Alliance 2019 Collaborative Opportunities.</p>	0:15	Motion to Approve
4.05	<p><u>Special District Leadership Foundation Activity Status Update</u> <i>Presenter(s): N. McCormick - CSDA CEO; L. Gill - CEO; SDLF Board Members</i> Review and discuss any SDLF business, including future scope of work projects.</p>	0:15	Information/ Discussion

ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
5.0	COMMITTEE REPORTS		
5.01	<p><u>Legislative Committee - Review of Proposed Legislation</u> <i>Presenter(s): P. Frydendal - COO, Legislative Committee</i></p> <p>Review various bill positions taken throughout the year by the Board of Directors and the final bill status.</p>	0:05	Information/ Discussion
6.0	MEMBER SERVICES ITEMS		
6.01	<p><u>New Members</u> <i>Presenter(s): E. Doughty - CMSO</i></p> <p>Review and consider prospective members for approval in the following program(s):</p> <ul style="list-style-type: none"> • Property/Liability Program - two • Workers' Compensation Program - one 	0:10	Motion to Approve
6.02	<p><u>Marketing Report</u> <i>Presenter(s): E. Doughty - CMSO</i></p> <p>Review and discuss recent marketing activities.</p>	0:15	Information/ Discussion
6.03	<p><u>Underwriting Status Report (Quarterly Report)</u> <i>Presenter(s): E. Doughty - CMSO</i></p> <p>Review and discuss status of underwriting activities.</p>	0:10	Information/ Discussion
7.0	FINANCIAL ITEMS		
7.01	<p><u>Paid Bills Listing</u> <i>Presenter(s): H. Thomson - CFO</i></p> <p>Review and consider ratifying the bills paid for July-September 2018.</p>	0:05	Motion to Ratify
7.02	<p><u>Financial Reports</u> <i>Presenter(s): H. Thomson - CFO</i></p> <p>Review and consider action to receive and file financial reports for Property/Liability, Workers' Compensation, Joint/Common Allocated Operations & Health Benefits Programs.</p>	0:15	Motion to Receive and File
7.03	<p><u>Treasurer's Investment Report (Quarterly Report)</u> <i>Presenter(s): P. Frydendal - COO</i></p> <p>1:30 p.m. Presentation – Lauren Brant, Managing Director, PFM Asset Management</p> <p>Review and consider action to accept the Treasurer's Quarterly Investment Report consisting of:</p> <ol style="list-style-type: none"> a. Public Financial Management (PFM) Investment Report b. Local Agency Investment Fund (LAIF) 	0:35	Motion to Receive and File

ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
8.0	CLAIMS/LOSS PREVENTION ITEMS		
8.01	<u>Claims Status Update (Quarterly Report)</u> <i>Presenter(s): D. Timoney - CRO</i> Review the status of open claims.	0:10	Information/ Discussion
8.02	<u>Claims and Loss Prevention Report (Quarterly Report)</u> <i>Presenter(s): D. Timoney - CRO</i> Review quarterly claims and loss prevention report.	0:10	Information/ Discussion
9.0	BOARD ITEMS		
9.01	<u>Annual Independent Financial Audit/Internal Controls Reports</u> <i>Presenter(s): H. Thomson - CFO</i> 8:30 a.m. Presentation – David Becker, Partner – James Marta & Company LLP Review and consider action to receive and file the financial audit report and internal controls report for the 2017-18 program year.	0:30	Motion to Receive and File
9.02	<u>Annual Internal Control Policies Review with Proposed Revisions</u> <i>Presenter(s): H. Thomson - CFO</i> Review existing internal control policies and consider action approving Policy 2018-03 Defining Financial Internal Controls with proposed revisions.	0:10	Motion to Approve
9.03	<u>Investment Policy Proposed Revisions</u> <i>Presenter(s): P. Frydendal - COO</i> Review and consider action approving Policy 2018-04 Investment Policy with proposed revisions.	0:10	Motion to Approve
9.04	<u>Rates and Charges Scenario for 2019-20</u> <i>Presenter(s): H. Thomson - CFO</i> Discussion regarding rates and charges for 2019-20 Program.	0:40	Information/ Discussion
9.05	<u>Employee Handbook Revisions</u> <i>Presenter(s): L. Gill - CEO</i> Review and consider action approving revisions to the SDRMA Employee Benefits: a. Retirees continue to obtain dental and vision for employees and dependents – at their cost. b. SDRMA provide the employee and dependents Dental HMO coverage - at no cost.	0:30	Motion to Approve

ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
9.06	<u>Ratify Employment Agreement with CEO Gill</u> <i>Presenter(s): J. Bracy - Board President</i> Review and consider ratifying Employment Agreement for Chief Executive Officer.	0:10	Motion to Ratify
10.0	REPORTS/COMMENTS/OTHER BUSINESS	0:10	Discussion - No Agenda Support
10.01	Staff		
10.02	Board Members		
11.0	ADJOURNMENT		Adjourn no later than 10:00 A.M.

Next Meeting: The next Board Meeting will be January 10-11, 2019 (tentative), at the SDRMA Administration Building in Sacramento.

Agenda Topics for the upcoming Board Meeting will include:

1. Election of Board Officers
 2. Workers’ Compensation Program (WCP) Actuarial Report – Final
 3. Property/Liability Program (PLP) Actuarial Report – Final
 4. Review Updated Key Dates Timeline of Important Dates for 2019
 5. Board Election Schedule for 2019
- (3-year Strategic Business Planning Workshop will occur at the February meeting)*

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact Diane Daniels at (800) 537-7790 or at ddaniels@sdrma.org. Requests must be made as early as possible.