
Special District Risk Management Authority

Board of Directors

President
Mike Scheafer

Vice-President
Sandy Seifert-Raffelson

Secretary
Bob Swan

Directors
David Aranda, SDA

Jean Bracy, SDA

Ed Gray

Tim Unruh, SDA

Regular Board Meeting

Wednesday, May 1, 2019
3:00 – 5:30 p.m.

Thursday, May 2, 2019
8:00 – 10:00 a.m.

1112 I Street, 3rd Floor, Earl Sayre Board Room
Sacramento, CA 95814

916.231.4141/800.537.7790

*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.*

Agenda



ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
1.0	CALL MEETING TO ORDER <i>Presenter(s): M. Scheafer – Board President</i>		Determination of Quorum
2.0	ADMINISTRATIVE ITEMS		
2.01	<u>Recognize and Hear from Visitors</u> <i>Presenter(s): M. Scheafer – 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): M. Scheafer – Board President</i> a. Recognize Heidi Singer for 3 years of service (2/22/16) b. Recognize Danny Pena for 4 years of service (3/30/15)	0:05	Information/ Discussion
2.03	<u>Meeting, Conference and Educational Schedules</u> <i>Presenter(s): L. Gill – CEO</i> a. 2019 Board Meeting Schedule b. Upcoming Conferences/Educational Workshops <ul style="list-style-type: none"> • CSDA Special Districts Legislative Days • PRIMA 19 Conference • CSDA’s 2019 GM Leadership Summit • CSDA’s Special District’s Leadership Academy 	0:05	Information/ Discussion
3.0	CONSENT CALENDAR		
3.01	<u>Meeting Minutes</u> <i>Presenter(s): L. Gill - CEO; B. Swan – Board Secretary</i> Review and consider approving the following draft minutes: a. March 26, 2019 Annual Membership Meeting b. March 27, 2019 Board Meeting	0:05	Motion to Approve
3.02	<u>Communications and Correspondence</u> None.		

4.0	CSDA RELATED ITEMS		
4.01	<u>CSDA Activity Status Update</u> <i>Presenter(s): N. McCormick - CSDA CEO</i> a. CSDA Board Meeting Minutes – <i>January 18, 2019</i> b. CSDA Executive Director’s Report - <i>verbal</i>	0:05	Information/ Discussion
4.02	<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.	0:05	Information/ Discussion
4.03	<u>Special District Leadership Foundation Activity Status Update</u> <i>Presenter(s): N. McCormick – CSDA CEO; L. Gill – CEO; SDLF Members</i> Review and discuss any SDLF business.	0:05	Information/ Discussion
5.0	COMMITTEE REPORTS		
5.01	None.		
6.0	MEMBER SERVICES ITEMS		
6.01	<u>New Members</u> <i>Presenter(s): E. Doughty – CMSO</i> Review and consider prospective members for approval in the following program(s): <ul style="list-style-type: none"> • Property/Liability Program • Workers’ Compensation Program 	0:05	Motion to Approve
6.02	<u>Marketing Report</u> <i>Presenter(s): E. Doughty – CMSO</i> Review and discuss recent marketing activities.	0:05	Information/ Discussion
6.03	<u>Underwriting Status Report (Quarterly Report)</u> <i>Presenter(s): E. Doughty – CMSO</i> Review and discuss status of underwriting activities.	0:05	Information/ Discussion
6.04	<u>Potential Member Notices of Intent to Withdraw</u> <i>Presenter(s): E. Doughty – CMSO</i> Review and discuss notices received from members for potential withdrawal effective July 1, 2019.	0:10	Information/ Discussion

7.0 FINANCIAL ITEMS

- | | | | |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------|
| 7.01 | <p><u>Paid Bills Listing</u>
 <i>Presenter(s): H. Thomson – CFO</i>
 Review and consider ratifying the bills paid for March 2019.</p> | 0:05 | Motion to Ratify |
| 7.02 | <p><u>Financial Statements</u>
 <i>Presenter(s): H. Thomson – CFO</i>
 Review and consider action to receive and file financial reports presented for Property/Liability, Workers’ Compensation, Health Benefits Programs and Joint/Common Allocated Operations.</p> | 0:10 | Motion to Ratify |
| 7.03 | <p><u>Treasurer’s Investment Report (Quarterly Report)</u>
 <i>Presenter(s): P. Frydendal – COO</i>
 4:00 p.m. Presentation (May 1, 2019)
 Alison Kaune, Sr. Managing Consultant – PFM Asset Management
 Review and consider action to receive and file the Treasurer’s Quarterly Investment Report consisting of:</p> <ul style="list-style-type: none"> a. Public Financial Management (PFM) Investment Report b. Local Agency Investment Fund (LAIF) | 0:15 | Motion to Receive and File |

8.0 CLAIMS/LOSS PREVENTION ITEMS

- | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------|
| 8.01 | <p><u>Claims Status Update (Quarterly report)</u>
 <i>Presenter(s): D. Yokota – CRM</i>
 Review the status of open claims.</p> | 0:10 | Information/Discussion |
| 8.02 | <p><u>Claims and Loss Prevention Report (Quarterly report)</u>
 <i>Presenter(s): D. Yokota – CRM</i>
 Review quarterly claims and loss prevention report.</p> | 0:10 | Information/Discussion |

9.0 BOARD ITEMS

- | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|
| 9.01 | <p><u>Policy 2019-05 Rates & Charges for 2019-20 Program Year</u>
 <i>Presenter(s): H. Thomson – CFO; L. Gill – CEO</i>
 Review and consider approving Policy 2019-05 Rates and Charges for 2019-20 Program Year.</p> | 0:10 | Motion to Approve |
| 9.02 | <p><u>2019-20 COLA for Budget Calculations</u>
 <i>Presenter(s): L. Gill – CEO</i>
 Review and consider approving a COLA for 2019-20 Program Year.</p> | 0:10 | Motion to Approve |

Agenda



-
- | | | | |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------|
| 9.03 | <u>Preliminary Program Budgets for Program Year 2019-20</u>
<i>Presenter(s): H. Thomson – CFO; L. Gill – CEO</i>
Review and discuss the preliminary budgets for FY 2019-20. | 0:30 | Information/
Discussion |
| 9.04 | <u>Property/Liability Insurance Submission Requirements for 2019-20</u>
<i>Presenter(s): P. Frydendal – COO</i>
8:00 a.m. Presentation (May 2, 2019)
Doug Wozniak, Alliant Insurance Services, Inc.
Review and discuss Property/Liability insurance submission requirements. | 0:30 | Motion to
Approve |
| 9.05 | <u>Non-renewal of One Member(s)</u>
<i>Presenter(s): P. Frydendal – COO; L. Gill – CEO</i>
Review and consider action to approve non-renewal “for cause” of one member(s) of the Property/Liability Program. | 0:10 | Motion to
Approve |
| 9.06 | <u>Strategic Plan Update</u>
<i>Presenter(s): L. Gill – CEO</i>
Review progress report on 2022 Strategic Business Plan. | 0:05 | Information/
Discussion |
| 9.07 | <u>Board of Directors’ Policy Manual Review</u>
<i>Presenter(s): L. Gill – CEO</i>
Review and consider approving revision to the Communication Norms section of the Board of Directors’ Policy Manual. | 0:10 | Motion to
Approve |
| 9.08 | <u>Revisit Underwriting Policy</u>
<i>Presenter(s): P. Frydendal – COO; L. Gill – CEO</i>
Review and consider potential changes to our current Underwriting Policy to be revised as No. 2019-06. | 0:10 | Motion to
Approve |
| 10.0 | <u>CLOSED SESSION</u> | | |
| 10.01 | None | | |
| 11.0 | REPORTS/COMMENTS/OTHER BUSINESS | 0:05 | Discussion/No
Agenda Support |
| 11.01 | Staff | | |
| 11.02 | Board Members | | |
| 11.0 | ADJOURNMENT | | Adjourn no later
than 11:00 a.m. |

Agenda



The next Board Meeting will be held June 26-27, 2019 at the SDRMA Administration Building in Sacramento.

Agenda Topics for the upcoming Board Meeting will include:

1. W/C Program Claims Audit
2. Final Program Budgets 2019-20
3. Excess Carriers, SIR's, Deductibles, etc.

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. Request must be made as early as possible.

**Election Committee Meeting
Special District Risk Management Authority**

10:00 A.M. • Thursday, May 2, 2019

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

ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
1.0	CALL MEETING TO ORDER <i>Presenter(s): Committee Chair</i>		
2.0	ADMINISTRATIVE ITEMS		
2.01	Review Nomination Documents Filed by Candidates	0:45	Motion to Approve
2.02	Determine Order for Candidates to be Placed on the Ballot	0:05	Motion to Approve
2.03	Review Specimen Election Ballot Documents and Election Policy No. 2017-10	0:10	Action May Be Required
3.0	ADJOURNMENT		

*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.*