



Sandy Seifert-Raffelson, Board President

Robert Swan, Vice President
Jesse Claypool, Secretary
Mike Scheafer

Thomas Wright
Robert Housley, CSDM
Virginia Chang Kiraly

Special District Risk Management Authority
Regular Board Meeting

Thursday, January 8, 2026
8:00 a.m.

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

Via Zoom

Phone: 669.900.9128
Meeting ID: 562 012 1037
Password: 875411

*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.*

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a regular meeting to arrange for such reasonable accommodations: Candice Richardson, 916.231.4141 or crichardson@sdrma.org.

AGENDA

1.0 CALL MEETING TO ORDER

1.1 Roll Call

1.2 Administer Oath of Office to Directors (Interim Chief Executive Officer)12
Administer the Oath of Office to Directors Mike Scheafer, Tom Wright, Robert Housley, and Virginia Chang Kiraly.

1.3 Consideration of Off Agenda Items

Pursuant to Government Code Section 54954.2(b), except as provided in this paragraph, no action or discussion shall be taken at a regular meeting on any item which does not appear on the posted Final Agenda. Pursuant to Government Code Section 54954.2 (b)(2) an item may be added to the Final Agenda after the Final Agenda has been posted upon a determination by a two-thirds vote of the Board of Directors (or an unanimous vote if less than two-thirds of the Board of Directors are present); the vote shall be on a motion stating that there is a need to take immediate action and that the need for action came to the attention of the Board of Directors subsequent to the Final Agenda being posted. Any such motion shall be accompanied by distribution of a written statement on a form provided by the office of the Chief Executive Officer/Secretary of the Board, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the Final Agenda was posted. In addition, action may be taken on an item not on the posted Final Agenda under the circumstances stated in Government Code Section 54954.2 (b)(1) [emergency] and 54954.2 (b)(3) [continued regular meetings].

2.0 PUBLIC COMMENT

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.

3.0 PUBLIC HEARING: Board Member Compensation Time Sensitive – 8:00 a.m. (Interim Chief Executive Officer)19

Conduct a public hearing and upon conclusion, adopt Ordinance No. 2026-01 Increasing Board Member Compensation.

4.0 CONSENT CALENDAR – Items expected to be routine and non-controversial

4.1 Approval of Minutes..... 25
An action to approve the minutes of the November 5-6, 2025, Board Meeting and December 1, 2025, Special Board Meeting.

4.2 Meeting, Conference, and Educational Schedules..... 44
Review the 2026 meeting, conference, and educational schedules.

- 4.3 Board Resolution 2026-01 Amending the Conflict of Interest Code Pursuant to the Political Reform Act of 1974..... 49
An action to adopt Board Resolution 2026-01 Amending the Conflict of Interest Code Pursuant to the Political Reform Act of 1974.

5.0 GENERAL BUSINESS ITEMS AND PRESENTATIONS

- 5.1 Executive Summary of Training (Board President)..... 67
An informational item to review and discuss training sessions attended since the last Board meeting.
- 5.2 CSDA Business and Activity Update (CSDA Chief Executive Officer).....68
An informational item to review and discuss CSDA business and activity.
- 5.3 Alliance Executive Council, Special District Leadership Foundation, and CSDA Committee Updates (AEC Members; SDLF Members; CSDA Committee Members) 69
An informational item to review and discuss AEC, SDLF, and CSDA Committee business and activity.
- 5.4 Marketing and Underwriting Update – Property/Liability and Workers’ Compensation (Chief Underwriting Officer) 71
An action item to receive and file the reports for the Property/Liability and Workers’ Compensation Programs.
- 5.5 Marketing and Underwriting Update – Health Benefits (Health Benefits Manager) 77
An informational item to provide an update on the Health Benefits Program.
- 5.6 Board Policy Establishing Purchasing/Contracting Procedures (Chief Financial Officer) 92
An action item to approve Board Policy 2026-01 – Purchasing Contracting Procedures.
- 5.7 Board Policy Record Retention and Destruction (Interim Chief Executive Officer) 102
An action item to approve Board Policy 2026-02 – Record Retention and Destruction Policy.
- 5.8 Board Policy Guidelines for Member Recognition Programs (Interim Chief Risk Officer) 125
An action item to approve Board Policy 2026-03 – Member Recognition Programs.

5.9	Board Resolution Authorizing Application to the Director of Industrial Relations (Chief Underwriting Officer).....	129
	<i>An action item to approve Board Resolution 2026-02 – Authorizing Application to the Director of Industrial Relations.</i>	
5.10	Non-Renewal of Marin City Community Services District (Chief Underwriting Officer)	131
	<i>An action item to approve non-renewal of Marin City Community Services District from participation in the Property/Liability and Workers’ Compensation Programs, effective July 1, 2026, at midnight.</i>	
5.11	Multijurisdictional Body Teleconferencing (General Counsel)	134
	<i>Direct staff on adopting a resolution to allow teleconferencing pursuant to Government Code section 54953.8.7.</i>	
5.12	CEO Contract Approval (General Counsel)	137
	<i>An action item to approve the Employment Agreement for the SDRMA CEO with Debbie Yokota.</i>	
5.13	Bryce Consulting (Interim Chief Executive Officer)	151
	<i>An action item to receive and file the Compensation and Classification survey results.</i>	
6.0	INSURANCE PROGRAMS	
6.1	Update on the Workers’ Compensation and Property/Liability Renewal (Chief Underwriting Officer)	200
	<i>An informational item to provide an update on the Workers’ Compensation and Property/Liability renewal cycle.</i>	
7.0	CLAIMS/RISK CONTROL ITEMS	
7.1	Annual Innovation Award Program (Interim Chief Risk Officer).....	202
	<i>An action item to ratify SDRMA’s recommended recipients for the 2025 Innovation Award Program.</i>	
8.0	FINANCIAL ITEMS	
8.1	SDRG Audit Financial Statements (Chief Financial Officer)	205
	<i>An action item to receive and file the SDRG audit results.</i>	
9.0	BOARD ITEMS	
9.1	Election of 2026 Board Officers (Interim Chief Executive Officer)	234
	<i>An action item to approve the election of the Board President, Vice-President, and Secretary to serve for the 2026 calendar year.</i>	

10.0 REPORTS/COMMENTS/OTHER BUSINESS

10.1 Staff Reports

Staff will report on matters of interest to the Board.

10.2 Board Director Reports

Comments, Future Agenda Items, Recommendations, and Questions.

11.0 OPPORTUNITY FOR THE PUBLIC TO ADDRESS CLOSED SESSION MATTERS

12.0 CLOSED SESSION

12.1 Public Employee Performance Review Pursuant to Government Code Section 54957

Title: Interim Chief Executive Officer

12.2 Conference with Legal Counsel - Anticipated Litigation Government Code Section

54956.9(d)(2): one case

13.0 ANNOUNCEMENT OF REPORTABLE ACTION IN CLOSED SESSION

14.0 ADJOURNMENT

The next Board meeting will be held February 4-5, 2026, at the SDRMA Administration Building, 1112 I Street, 3rd Floor, Earl Sayre Board Room, Sacramento, CA 95814. Items to be discussed at this meeting include:

- Board Committee Assignments
- FY 2026-27 Cost-of-Living Adjustment
- Update: FY 2026-27 Rate Review
- Reinsurer/Excess Renewal Update
- Longevity Distributions
- Quarterly Reports:
 - Underwriting
 - Strategic Business Plan
 - Claims Status
 - Risk Control Activities
 - Treasurer's Report
 - Financial Reports

Posted on December 30, 2025



ADA Compliance: *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 Candice Richardson at 800.537.7790 or at crichardson@sdrma.org. Request must be made as early as possible.*