



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

June 22, 2017

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President John Perry at 8:40 a.m. at YCPARMIA located at 77 West Lincoln Avenue, Woodland, CA.

ROLL CALL

BOARD MEMBERS PRESENT: Janet Emmett (*City of Davis*), John Perry (*City of West Sacramento*), Gary Engel (*County of Yolo*), Debbie Howard (*Esparto USD*), Nanci Mills (*City of Winters*), Sheila McShane (*City of Woodland*)

ABSENT: None

OTHERS: Jeff Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*)

APPROVAL OF AGENDA

It was moved by Sheila McShane, seconded by Nanci Mills, that the agenda be approved as submitted. Said motion was unanimously carried.

THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY MATTER, WHETHER OR NOT IT IS ON THE AGENDA, BUT STATE LAW PROHIBITS ACTION BY THE BOARD ON NONAGENDA ITEMS.

COMMUNICATIONS

Board Members. Janet Emmett reported that the City of Davis has a new fire chief and is doing negotiations.

Gary Engel reported that the County is dealing with scheduling of employees.

Debbie Howard reported that regular school is done and summer school has started.

Nanci Mills reported that the City of Winters that the city is doing negotiations.

Sheila McShane reported that the City of Woodland is doing negotiations and working on new job descriptions.

John Perry reported that the West Sacramento has an approved budget and that they are in the process of negotiations.

CEO/Risk Manager. The CEO/Risk Manager reminded the Board that CAJPA is scheduled for September 12th – 15th in South Lake

The CEO/Risk Manager reported that PARMA will be held in Monterey in February..

The CEO/Risk Manager reported that YCPARMIA is interested in developing an e-mail directory for our members' employees to supplement our phone directory..

The CEO/Risk Manager reported that Holly Lyon is out on maternity leave through early August.

The CEO/Risk Manager reminded the board that Drones fall under the aircraft exclusion, but can be endorsed onto excess coverage.

The CEO/Risk Manager reported that LAFCO is proposing that YCPARMIA, along with six other Yolo JPAs participate in a municipal services review process every five years.

The CEO/Risk Manager reported that YCPARMIA will be hosting a government tort claims procedure round table for interested entities in July.

The CEO/Risk Manager reported that we need to watch the public entity liability market might be hardening, which could raise excess rates and impact our annual actuary study.

The CEO/Risk Manager reported that CJPRMA has completed an excess audit of our liability claims.

Next Meeting. August 24, 2017

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of May 25, 2017. It was moved by Janet Emmett and seconded by Gary Engel that the minutes of the previous Board meeting be approved. Said motion was unanimously carried.

ACTION ITEMS

Year-End Program Projections. The CEO/Risk Manager reviewed with the Board the year-end program projections as an information item (Exhibit "A").

Excess Fidelity Coverage. The CEO/Risk Manager reviewed with the Board the excess Fidelity Coverage (Exhibit "B"). After discussion, it was moved by Nanci Mills, seconded by John Perry, that the Board approve the three year renewal of the existing fidelity coverage as submitted. Said motion was unanimously carried.

Cash Payment for the General/Auto Liability Program for FY 17/18. The CEO/Risk Manager reviewed with the Board the cash payment of the General/Auto Liability program (Exhibit "C") as follows:

<u>ENTITY</u>	<u>CASH PAYMENT</u>
City of Davis	\$795,239.36
Esparto USD	55,399.50
West Sacramento	818,698.86
Winters	28,553.24
Woodland	233,015.91

Yolo	1,474,842.38
YECA	22,889.21
Yolo Solano	27,652.50
Capay	5,000.00
IHSS/Public Authority	5,000.00
Davis Cemetery	5,000.00
Law Library	500.00
Yolo Co. Habitat	2,500.00
Madison Fire	5,000.00
Winters Cemetery	5,000.00
Springlake FPD	500.00
East Davis FPD	500.00
No Man's FPD	500.00
Dunnigan FPD	5,000.00
LAFCO	500.00
Cottonwood Cemetery	500.00
Clarksburg FPD	5,000.00
Winters FPD	500.00
PORT	8,500.00
Madison Service Dist.	5,000.00
Woodland-Davis Clean Water	500.00
Willow Oak FPD	5,000.00
West Plainfield FPD	5,000.00
Valley Clean Energy	2,500.00
TOTAL	\$3,523,790.96

After discussion, it was moved by Sheila McShane, seconded by Janet Emmett, that the Board approve the cash payment for FY17/18 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2017. Said motion was unanimously carried.

Cash Payment for the Workers' Compensation program for FY 17/18. The CEO/Risk Manager discussed with the Board cash payment for the Workers' Compensation program (Exhibit "D") as follows:

<u>Entity</u>	<u>Premium</u>	<u>Rebate</u>	<u>Premium Less Rebate</u>
City of Davis	1,078,388.20	128,968.09	949,420.11
Esparto USD	112,146.00	12,615.92	99,530.08
City of W Sacramento	1,017,222.10	127,583.63	889,638.47
City of Winters	143,425.44	11,816.95	131,608.49
City of Woodland	695,664.92	101,088.50	594,576.42
County of Yolo	2,631,986.10	223,524.93	2,408,461.17
YECA	47,298.52	4,288.47	43,010.05
Yolo-Solano AQMD	15,803.85	1,856.22	13,947.63
Capay Valley FPD	5,000.00	578.51	4,421.49
IHSS	5,000.00	578.51	4,421.49
Davis Cemetery	5,000.00	578.51	4,421.49
Madison FPD	5,000.00	578.51	4,421.49

Winters Cemetery	5,000.00	578.51	4,421.49
Cottonwood Cemetery	500.00	57.85	442.15
Clarksburg FPD	5,000.00	578.51	4,421.49
Dunnigan FPD	5000	1,724.25	3,275.75
Yolo Co Habitat JPA	2,500.00	289.26	2,210.74
Madison CSD	5,000.00	578.51	4,421.49
LAFCO	500.00	57.85	442.15
Port	5,000.00	578.51	4,421.49
West Plainfield FPD	5,000.00	0.00	5,000.00
Willow Oak FPD	5,000.00	0.00	5,000.00
Esparto FPD	5,000.00	0.00	5,000.00
Valley Clean	2,500.00	0.00	2,500.00
TOTAL	5,807,935.13	618,500.00	5,189,435.13

After discussion, it was moved by Nanci Mills, seconded by John Perry that the Board approve the Workers' Compensation Cash Payment for FY 17/18 of \$5,807,935, approve a rebate credit of \$618,500 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2017. Said motion was unanimously carried.

Fidelity Cash Payment. The CEO/Risk Manager discussed with the Board cash payment for the Fidelity program (Exhibit "E") as follows:

<u>ENTITY</u>	<u>PREMIUM</u>	<u>REBATE</u>	<u>Premium Less Rebate</u>
CITY OF DAVIS	4,314.53	1,564.60	2,749.93
ESPARTO SCHOOL DIST	1,066.23	356.05	710.18
CITY OF W SACRAMENTO	4,537.69	1,562.41	2,975.28
CITY OF WINTERS	520.72	174.48	346.24
CITY OF WOODLAND	3,364.01	1,101.67	2,262.34
COUNTY OF YOLO	13,208.07	4,425.35	8,782.72
YECA	322.35	109.48	212.87
YOLO-SOLANO AQMD	181.84	65.12	116.72
IHSS	49.59	12.79	36.80
YOLO COURTS	876.13	294.73	581.40
CLARKSBURG FPD	16.53	6.87	9.66
DUNNIGAN FPD	49.59	17.57	32.02
MADISON SERVICE	24.80	8.88	15.92
Willow Oak FPD	41.33	0.00	41.33
West Plainfield FPD	49.59	0.00	49.59
Esparto FPD	40.00	0	40.00
TOTAL	\$28,663.00	9,700.00	18,963.00

After discussion, it was moved by Nanci Mills, seconded by Janet Emmett that the Board approve the Fidelity Cash Payment for FY 17/18 of \$28,663 and the rebate/credit of \$9,700 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2017. Said motion was unanimously carried.

Cash Payment for the Property/Boiler Machinery Program for FY 17/18. The CEO/Risk Manager discussed with the Board cash payment for the Property/Boiler Machinery program (Exhibit “F”) as follows:

<u>ENTITY</u>	<u>PREMIUM</u>	<u>REBATE</u>	<u>PREMIUM Less Rebate</u>
CITY OF DAVIS	76,151.27	6,323.62	69,827.65
ESPARTO SCHOOL DIST	15,649.07	1,228.87	14,420.20
CITY OF W SACRAMENTO	98,847.73	8,289.99	90,557.74
CITY OF WINTERS	12,198.07	1,111.11	11,086.96
CITY OF WOODLAND	73,578.45	6,235.10	67,343.35
COUNTY OF YOLO	163,059.08	13,827.73	149,231.35
YECA	3,802.95	309.46	3,493.49
YOLO-SOLANO AQMD	400.53	33.15	367.38
CAPAY VALLEY FPD	1,735.75	136.90	1,598.85
IHSS	44.93	4.50	40.43
DAVIS CEMETERY DIST	926.71	77.54	849.17
LAW LIBRARY	1,286.62	111.09	1,175.53
YOLO COURTS	3,495.54	263.99	3,231.55
CLARKSBURG FPD	1,090.53	75.15	1,015.38
MADISON FIRE DIST	1,510.98	88.78	1,422.20
WINTERS CEMETERY DIST	355.51	27.88	327.63
COTTONWOOD CEMETERY	25.86	2.16	23.70
DUNNIGAN FPD	838.44	72.17	766.27
PORT	60,364.41	5,775.86	54,588.55
MADISON SERVICE	51.61	4.43	47.18
Yolo County HCP/NCCP JPA	10.45	0.52	9.93
Willow Oak FPD	2,322.41	0.00	2,322.41
West Plainfield FPD	818.78	0.00	818.78
Woodland-Davis Water Agency	94,355.84	0.00	94,355.84
Esparto FPD	2,969.70	0.00	2,969.70
TOTAL	615,891.22	44,000.00	571,891.22

After discussion, it was moved by John Perry, seconded by Debbie Howard that the Board approve the Property/Boiler Machinery Cash Payment for FY 17/18 of \$615,891 and the rebate credit of \$44,000.00 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2017. Said motion was unanimously carried.

Reinsurance of the Esparto School Bus Fleet. The CEO/Risk Manager reviewed with the Board the renewal of the Reinsurance of the Esparto School Bus Fleet (Exhibit “G”). After discussion, it was moved by Debbie Howard, seconded by Nanci Mills, that the Board authorize the CEO/Risk Manager to bind coverage with an annual premium of \$28,0200. Said motion was unanimously carried.

Election of Officers. The Board discussed the election of officers for the next fiscal year. After discussion, it was moved by John Perry, seconded by Nanci Mills that the Board elect Sheila McShane as President and Janet Emmett as Vice President. Said motion was unanimously carried.

INFORMATION ITEMS

YCPARMIA Financial Report. The YCPARMIA Financial reports through May 31, 2017 (Exhibit “H”) were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer’s Investment Report and Chandler Asset Management through May 31, 2017 (Exhibit “I”) was reviewed by the Board.

Notification of New Claims Received Since the Previous Board Meeting. The CEO/Risk Manager reviewed with the Board the list of Liability claims since the last Board meeting (Exhibit “J”).

Closed Liability Files. The CEO/Risk Manager reviewed with the Board the list of Closed Liability claims since the last Board meeting (Exhibit “K”).

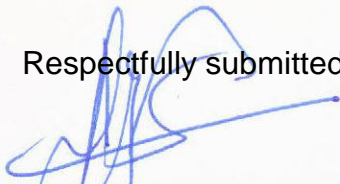
Workers’ Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers’ Compensation Loss Run Summary as of May 31, 2017. (Exhibit “L”)

Certificates Issued. The CEO/Risk Manager reviewed the list of certificates that were issued since the previous Board meeting (Exhibit “M”).

Strategic Planning. The CEO/Risk Manager allowed the Board to discuss any trends, actions, or future risk management plans.

At 10:10 a.m. it was moved by Nanci Mills, seconded by John Perry, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,



Jeffrey M. Tonks
CEO/Risk Manager