



AGENDA
Executive Management Team Meeting
Wednesday, January 18th, 2017 – 11:00 A.M.
Fort Washington C.C., Fresno, CA

President: Kelly Porterfield
 Vice President: Jim Allen
 Secretary: Kate Knutson
 Treasurer: Janelle Mehling

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting may request assistance by contacting the CRMA Office, 1430 W. Herndon Ave, Fresno, CA 93711, Telephone (559) 476-2999.

Any writings or documents that are public records and are provided to a majority of the Executive Management Team regarding an open session item on this agenda will be made available for public inspection at the time they are distributed to a majority of the governing board at the following location: CRMA Office, 1430 W. Herndon Ave, Fresno, CA 93711 and the documents will be posted on the CRMA website at www.crma-jpa.org

CRMA I

I. OPENING BUSINESS

A. Call to order at _____ a.m. /p.m.

B. Roll Call: Executive Management Team

- | | | | |
|---|-------|--|-------|
| <input type="checkbox"/> Darren Sylvia | CUSD | <input type="checkbox"/> Janelle Mehling | SUSD |
| <input type="checkbox"/> Kate Knutson | CUHSD | <input type="checkbox"/> James Bushman | UHS |
| <input type="checkbox"/> Jim Allen | CHUSD | <input type="checkbox"/> Kelly Porterfield | CUSD |
| <input type="checkbox"/> Andrew Alvarado | GVUSD | <input type="checkbox"/> Leonard Kahn | YUSD |
| <input type="checkbox"/> Kent Albertson | MUSD | <input type="checkbox"/> LeAnn Nowlin | GPUSD |
| <input type="checkbox"/> Eduardo Martinez | SUSD | | |

Treasurer: Janelle Mehling

Administration: Alan Caeton Larry Chow Nick Kovacevich
 Brett Caeton Debbie Smith Carmen Urena
 Lisa Perez

C. Discussion and Approval of Agenda and any additions and/or deletions thereof.

D. Discussion and Approval of Minutes of the September 27th, 2016 EMT Meeting. (Attachment A)

II. COMMUNICATIONS FROM THE PUBLIC

A maximum of 30 minutes total is set aside for persons wishing to address the Executive Management Team on any item not on the agenda. If you wish to address the Executive Management Team on an agenda item, please do so when that item is called. A maximum of three (3) minutes may be allowed. Items requiring lengthy discussion may, at the Executive Management Team's discretion, be scheduled as a specific agenda item at future meetings. Speakers are requested to state their name and to address comments to the Executive Management Team. The Executive Management Team is governed by the Brown Act and legally can only briefly respond to public comments but take no action except on items scheduled on the agenda.

III. DISCUSSION AND ACTION ITEMS

- A. Discussion and Approval Financial Report (Alan Caeton). (Attachment B)
- B. Discussion and Approval of Final Actuarial Report ending June 30, 2016. (PDF Attachment)
- C. Discussion and Approval of 2015-2016 Financial Statements and Independent Auditor's Report. (Handout)
- D. Discussion and Review of 2015-2016 JPA Annual Report.
- E. Discussion and Approval of Endorsing Unmanned Aircraft Coverage and providing Risk Management Guidelines. (Handout)

IV. INFORMATION ONLY ITEMS

- A. Discussion and Update on Memorandum of Coverage for Liability Coverages.
- B. 10 Year Claims Review presented by Alan Caeton as of 12-31-16 (Handout)
- C. Discussion and update of Risk Management Services. (Larry Chow)

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Persons wishing to address the Executive Management Team on any closed session item may do so at this time. Speakers are requested to state their name and to address comments to the Executive Management Team. The Executive Management Team is governed by the Brown Act and may briefly respond to public comments but take no action except on items scheduled on the agenda. A maximum of 10 minutes total is set aside for public comment on closed session items.

VI. CLOSED SESSION (Personnel/Negotiations/Claims/Litigation)

- A. Liability Claims
 - i. **RMA-001464**
 - ii. **RMA-001266**
 - iii. **RMA-001412**

VII. RECONVENE IN OPEN SESSION

- A. Adjourn Closed Session and Reconvene Open Session
- B. Report Action Taken in Closed Session

VIII. ADVANCED PLANNING

- A. Next **EMT Meeting** is scheduled for:

Fort Washington C.C.

Location

March 22nd, 2017 at 11:00 a.m.

Date & Time

IX. ADJOURNMENT



MINUTES
EXECUTIVE MANAGEMENT TEAM
September 27th, 2016 11:00 A.M.

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I. OPENING BUSINESS

A. CALL PUBLIC SESSION TO ORDER

The meeting was called to order at 10:52 am by Mr. Kelly Porterfield, President.

B. ROLL CALL:

Executive Management Team:

Kelly Porterfield, Jim Allen, Kate Knutson, Darren Sylvia, Kent Albertson, Kevin Edwards, James Bushman, Leonard Kahn, Andy Alvarado and LeAnn Nowlin

Administration:

Alan Caeton, Brett Caeton, Larry Chow, Nick Kovacevich, Debbie Smith, Lisa Perez and Carmen Urena

Other Members in Attendance:

Emily Anderson, Charlotte Kelsey and Nathan Rose

Members Absent:

Janelle Mehling

C. Discussion and Approval of Agenda. The board moved to approve the agenda as presented.

Motion: Andy Alvarado **Seconded:** Jim Allen

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

D. Discussion and Approval of Minutes of the May 25th, 2016 EMT Meeting. The board moved to approve the minutes of previous meeting.

Motion: Kent Albertson **Seconded:** Andy Alvarado

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

II. COMMUNICATIONS FROM THE PUBLIC:

NONE

III. DISCUSSION AND ACTION ITEMS:

A. Discussion and Approval of Financial Report as of August 31st, 2016) The board moved to approve the financial report as presented.

Motion: James Bushman **Seconded:** Kent Albertson

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

B. Discussion and Approval of Actuarial Draft Report ending June 30th, 2016) The board moved to approve the actuarial draft report as presented.

Motion: Darren Sylvia **Seconded:** Andy Alvarado

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

IV. INFORMATION ONLY ITEMS

- A. The Administrator discussed developing a Memorandum of Coverage (MOC) for liability coverages as a way to counter the anticipated increase in the SIR (increase at least \$400K) and to protect our interest. One option is to create a Memorandum of Coverage that specifies specifically what we want our liability carrier to cover and tailor this coverage to the group (i.e. Drones, weather balloons, trampoline, cyber protections, pollution, water treatment, ETC). One solution is to identify “our coverages” and send MOC out to bid to reinsure us for this coverage. Taking our coverage need outside of the insurance market. Alan proposed that a committee be formed to be a sounding board to identified things that are part of our daily business that you want covered or not. Alan called to form a committee. Members of the committee: Alan Caeton, Kevin Edwards, Kelly Porterfield, Andy Alvarado, Leonard Kahn, Leann Nowlin, and Darren Sylvia.
Discussion to approve the committee. The board approved the Memorandum of Coverage Committee.
Motion: Jim Allen **Seconded:** Darren Sylvia
Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)
- B. 10 Year Claims Review presented by Alan Caeton discussed the claims summary report and notated the position and trends of the claims within the JPA.

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- A. ACTION ITEM:

VI. CLOSED SESSION

- A. LIABILITY CLAIMS:
i. RMA-000990
ii. RMA-001235
iii. RMA-001382

VII. RECONVENE IN OPEN SESSION

- A. DISCUSSION Adjourn Closed Session and Reconvene Open Session - The Meeting was reconvened at 12:05 p.m.
- B. Report Action Taken in Closed Session
iii. RMA-001382- Discussed liability settlement authority approved.
The board moved to approve the settlement authority as presented
Motion: James Bushman **Seconded:** Andy Alvarado
Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

VIII. ADVANCED PLANNING

- A. Next Regular meeting date: January 18th,2017 @11:00 A.M.

- IX. ADJOURNMENT - The meeting was adjourned at 12:06 p.m.

California Risk Management Authority I

Balance Sheet

As of December 31, 2016

Accrual Basis

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
9009 · Central Valley Community Bank	3,011,168.90
9017 · CD 011400729	823,943.21
9020 · CBB CD 359905200	506,921.63
9099 · Journal Entry	2,899.00
Total Checking/Savings	<u>4,344,932.74</u>
Accounts Receivable	
1200 · *Accounts Receivable	7,480.86
Total Accounts Receivable	<u>7,480.86</u>
Other Current Assets	
1300 · Accrued Interest Receivable	3,717.51
9022 · Citizens Trust	975,064.74
Total Other Current Assets	<u>978,782.25</u>
Total Current Assets	<u>5,331,195.85</u>
TOTAL ASSETS	<u><u>5,331,195.85</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	2,210.87
Total Accounts Payable	<u>2,210.87</u>
Total Current Liabilities	2,210.87
Long Term Liabilities	
9590 · Unpaid claims & expense	1,513,162.22
Total Long Term Liabilities	<u>1,513,162.22</u>
Total Liabilities	1,515,373.09
Equity	
1110 · Beginning Period Net Assets	2,193,997.98
Net Income	1,621,824.78
Total Equity	<u>3,815,822.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,331,195.85</u></u>

California Risk Management Authority I

Profit & Loss

Accrual Basis

July through December 2016

	<u>Jul - Dec 16</u>
Ordinary Income/Expense	
Income	
5401-1 · Alview-Dairyland	20,485.74
5402-1 · Bass Lake	49,646.02
5403-1 · Big Creek	13,730.32
5404-1 · Burrel	7,331.94
5405-1 · Chawanakee	81,075.24
5406-1 · Chowchilla High	64,078.59
5407-1 · Coalinga	248,729.66
5409-1 · Madera	813,719.30
5410-1 · Mariposa	123,202.08
5411-1 · Pine Ridge	10,504.88
5412-1 · Raymond	6,914.73
5413-1 · Sierra Unified	125,875.96
5415-1 · Yosemite	114,219.24
5416-1 · Golden Valley	110,289.50
5418-1 · University High	27,313.12
5420-1 · Sherman Thomas Charter	8,996.39
5421-1 · Corcoran Unified	181,786.72
5422-1 · Western Sierra	11,222.30
5423-1 · Central Unified School District	758,998.71
5424-1 · Yosemite Wawona Elementary ...	1,527.65
5425-1 · Golden Plains	138,367.43
5426-1 · Sanger Unified	559,859.53
5808-1 · Tablet Insurance Program	
District Billing	163,734.80
Insurance Proceeds	825.00
Total 5808-1 · Tablet Insurance Program	<u>164,559.80</u>
Total Income	<u>3,642,434.85</u>
Gross Profit	3,642,434.85
Expense	
5001-1 · Travel and Conference	2,582.14
5002-1 · Memberships / Subscriptions	75.00
5500-1 · Claims	142,914.39
5500.1 · Claims Liability Adjustment	206,162.22
5501-1 · Tablet Claims	47,127.93
5503-1 · Property / Liability	1,197,402.52
5504-1 · Excess P & L Insurance	178,151.00
5809-1 · DOT	1,050.00
5820-1 · Administrative Services	228,000.00
5822-1 · Tablet Insurance Administration	10,500.00
5827-1 · Safety Training	2,993.98
5830-1 · Audit, General	9,500.00
5840-1 · Legal	379.50
5845-1 · Office Expense	20.00
5850-1 · Actuarial Report	3,200.00
5860-1 · Web Site & Training Modules	494.36
5875-1 · Roundtable	220.40
Total Expense	<u>2,030,773.44</u>
Net Ordinary Income	1,611,661.41

California Risk Management Authority I

Profit & Loss

July through December 2016

Accrual Basis

	<u>Jul - Dec 16</u>
Other Income/Expense	
Other Income	
5000-1 · Interest Income	
CBB	231.74
CVCB	<u>9,931.63</u>
Total 5000-1 · Interest Income	<u>10,163.37</u>
Total Other Income	<u>10,163.37</u>
Net Other Income	<u>10,163.37</u>
Net Income	<u><u>1,621,824.78</u></u>

California Risk Management Authority I

Profit & Loss Budget vs. Actual

July 2016 through June 2017

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5401-1 · Alview-Dairyland	20,485.74	20,485.74	0.00	100.0%
5402-1 · Bass Lake	49,646.02	49,646.02	0.00	100.0%
5403-1 · Big Creek	13,730.32	13,730.32	0.00	100.0%
5404-1 · Burrel	7,331.94	6,750.94	581.00	108.6%
5405-1 · Chawanakee	81,075.24	81,075.24	0.00	100.0%
5406-1 · Chowchilla High	64,078.59	64,078.59	0.00	100.0%
5407-1 · Coalinga	248,729.66	248,729.66	0.00	100.0%
5409-1 · Madera	813,719.30	813,719.30	0.00	100.0%
5410-1 · Mariposa	123,202.08	123,202.08	0.00	100.0%
5411-1 · Pine Ridge	10,504.88	10,504.88	0.00	100.0%
5412-1 · Raymond	6,914.73	6,914.73	0.00	100.0%
5413-1 · Sierra Unified	125,875.96	125,875.96	0.00	100.0%
5415-1 · Yosemite	114,219.24	114,219.24	0.00	100.0%
5416-1 · Golden Valley	110,289.50	110,289.50	0.00	100.0%
5418-1 · University High	27,313.12	27,313.12	0.00	100.0%
5420-1 · Sherman Thomas Charter	8,996.39	7,896.39	1,100.00	113.9%
5421-1 · Corcoran Unified	181,786.72	181,786.72	0.00	100.0%
5422-1 · Western Sierra	11,222.30	11,222.30	0.00	100.0%
5423-1 · Central Unified School District	758,998.71	758,998.71	0.00	100.0%
5424-1 · Yosemite Wawona Elementar...	1,527.65	1,527.65	0.00	100.0%
5425-1 · Golden Plains	138,367.43	138,367.43	0.00	100.0%
5426-1 · Sanger Unified	559,859.53	559,859.53	0.00	100.0%
5808-1 · Tablet Insurance Program				
District Billing	163,734.80	0.00	163,734.80	100.0%
Insurance Proceeds	825.00	0.00	825.00	100.0%
Total 5808-1 · Tablet Insurance Program	164,559.80	0.00	164,559.80	100.0%
Total Income	3,642,434.85	3,476,194.05	166,240.80	104.8%
Gross Profit	3,642,434.85	3,476,194.05	166,240.80	104.8%
Expense				
5001-1 · Travel and Conference	2,582.14	8,500.00	-5,917.86	30.4%
5002-1 · Memberships / Subscriptions	75.00	1,250.00	-1,175.00	6.0%
5023-1 · Tablet Insurance	0.00	0.00	0.00	0.0%
5500-1 · Claims	145,376.34	1,557,609.29	-1,412,232.95	9.3%
5500-1 · Claims Liability Adjustment	206,162.22	0.00	206,162.22	100.0%
5501-1 · Tablet Claims	47,127.93	0.00	47,127.93	100.0%
5503-1 · Property / Liability	1,197,402.52	1,241,587.46	-44,184.94	96.4%
5504-1 · Excess P & L Insurance	178,151.00	179,076.99	-925.99	99.5%
5809-1 · DOT	1,050.00	2,500.00	-1,450.00	42.0%
5810-1 · Treasurer's fee	0.00	0.00	0.00	0.0%
5820-1 · Administrative Services	266,000.00	456,000.00	-190,000.00	58.3%
5822-1 · Tablet Insurance Administration	10,500.00	0.00	10,500.00	100.0%
5826-1 · Building Appraisals	0.00	2,500.00	-2,500.00	0.0%
5827-1 · Safety Training	2,993.98	10,000.00	-7,006.02	29.9%
5830-1 · Audit, General	9,500.00	9,500.00	0.00	100.0%
5840-1 · Legal	379.50	7,500.00	-7,120.50	5.1%
5850-1 · Actuarial Report	3,200.00	3,500.00	-300.00	91.4%
5851-1 · Opacity	0.00	2,000.00	-2,000.00	0.0%
5855-1 · Claims Audit	0.00	1,000.00	-1,000.00	0.0%
5860-1 · Web Site & Training Modules	494.36	4,000.00	-3,505.64	12.4%
5875-1 · Roundtable	220.40	5,000.00	-4,779.60	4.4%
6561-1 · We Tip	2,500.00	2,640.28	-140.28	94.7%
Total Expense	2,073,715.39	3,494,164.02	-1,420,448.63	59.3%
Net Ordinary Income	1,568,719.46	-17,969.97	1,586,689.43	-8,729.7%
Other Income/Expense				
Other Income				
5000-1 · Interest Income				
CBB	231.74	0.00	231.74	100.0%
CVCB	9,931.63	0.00	9,931.63	100.0%
5000-1 · Interest Income - Other	0.00	30,000.00	-30,000.00	0.0%
Total 5000-1 · Interest Income	10,163.37	30,000.00	-19,836.63	33.9%

California Risk Management Authority I
 Profit & Loss Budget vs. Actual
 July 2016 through June 2017

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total Other Income	10,163.37	30,000.00	-19,836.63	33.9%
Net Other Income	10,163.37	30,000.00	-19,836.63	33.9%
Net Income	<u>1,578,882.83</u>	<u>12,030.03</u>	<u>1,566,852.80</u>	<u>13,124.5%</u>