

**MEETING OF THE BOARD OF DIRECTORS OF CALIFORNIA ASSOCIATION OF
MUTUAL WATER COMPANIES JOINT POWERS RISK & INSURANCE
MANAGEMENT AUTHORITY (CALMUTUALS JPRIMA)**

**Foothill Municipal Water District
4536 Hampton Rd.
La Cañada Flintridge, CA 91011
& Via Teleconference**

**BOARD MEETING MINUTES
TUESDAY, MARCH 21, 2017**

Call to Order: President Jim Byerrum called the meeting to order at 10 a.m.

Roll Call of Authority Members:

Present: Jim Byerrum (CalMutuals JPRIMA President and Executive Director, California Domestic Water Company), Dave Michalko (CalMutuals JPRIMA Vice President, Valencia Heights Water Company), Ken Bradbury (CalMutuals JPRIMA Secretary, Montebello Land and Water Company), Dave Armstrong (CalMutuals JPRIMA Director, South Mesa Water Company), Ken Tchong (CalMutuals JPRIMA Director, Sunny Slope Water Company – joined the meeting at 10:10 a.m.), Lisa Yamashita-Lopez (CalMutuals JPRIMA Director, Rubio Cañon Land and Water Association), Jim Ciampa (Legal Counsel), Mia Garza (Insurance Administrator Staff – participated via teleconference), Christine Graves (Insurance Administrator Staff – participated via teleconference), Myra Evangelista (Assistant Secretary), Denise Peralta Gailey (Staff), Adán Ortega (Staff), Lynda Noriega (California Domestic Water Company).

Absent: Doug Nunneley (CalMutuals JPRIMA Director, North of the River Municipal Water District), Paul Fuller (Insurance Administrator).

Action & Agenda Items:

Approval of the Minutes of the JPRIMA Board Meeting on February 21, 2017: On a motion made by Director Yamashita-Lopez, seconded by Director Michalko, the minutes of the February 21, 2017 JPRIMA Board meeting were unanimously approved, as submitted.

Consideration and Approval of Demand Sheet: Assistant Secretary Evangelista provided an overview of the demand sheet. On a motion made by Director Bradbury, seconded by Director Michalko, the demand sheet was unanimously approved.

Consideration and Approval of the CalMutuals JPRIMA Insurance Coverage Proposal (4/1/2017 – 4/1/2018): On a motion made by Director Yamashita Lopez, seconded by Director Michalko, the JPRIMA Insurance Coverage Proposal for the period of April 1, 2017 to April 1, 2018 was approved.

Public Comment: No comments were made.

President's Report: President Byerrum thanked staff for their hard work and commitment.

Financial Report: Assistant Secretary Evangelista reviewed the budget report. Director Michalko inquired about the total amount of the loan received from the CalMutuals to which Assistant Secretary Evangelista replied that it was \$35,000. She added that, to date, no other loans have been acquired. On a motion made by Director Michalko, seconded by Director Bradbury, the financial report was received and filed.

Insurance Administrator's Report: Insurance Administrator Staff Garza provided an overview of enrollment efforts. She added that there are currently 162 members and 158 of them are property and casualty (P&C) policy holders. She added that insurance administrative staff members are currently focusing on the April 1st deadline for the enrollment period. No further comments.

Consideration and Possible Approval of the Revision to the Zenith Workers'

Compensation Commission Structure: On a motion made by Director Michalko, seconded by Director Tchong, the revised Zenith Insurance Company workers' compensation commission structure was approved.

Communications Report: Staff Member Ortega reported he and President Byerrum, Director Michalko and Director Yamashita-Lopez traveled in early March to conduct outreach and identify new potential board members. He added that staff is exploring new strategies for promoting the Zenith Insurance Company's online "Zenith Solution Center," a comprehensive risk management and safety resources website designed specifically for water systems – featuring access to online training programs, compliance tools, human resources management best practices, and more. Staff Member Ortega also added that staff continues to assist members in applying for technical assistance funding.

Public Records Act Case – City of San Jose v. Superior Court: General Counsel Ciampa provided an overview of the California Supreme Court's decision in the case of *City of San Jose v. Superior Court* which held that public records held on a public official's or public employee's personal electronic devices are subject to disclosure under the Public Records Act. General Counsel Ciampa added that as a result of the decision in the case, he would be drafting a policy to address the matter for the Board's review and approval at a later date.

Update on New Board Member(s) Recruitment: No additional comments from Staff Member Ortega on this matter.

2017 Annual Meeting: Staff Member Gailey reported that the annual meeting is confirmed for Friday, June 2nd in Paso Robles.

Adjournment: President Byerrum adjourned the meeting at 10:47 a.m.

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Ken Bradbury, CalMutuals JPRIMA Secretary

Date

Affirmed by:

Jim Byerrum, CalMutuals JPRIMA President & Executive Director

Date