



**MINUTES OF THE  
NCCSIF BOARD OF DIRECTORS MEETING  
ROCKLIN EVENT CENTER, ROCKLIN, CA  
NOVEMBER 19, 2015**

**BOARD MEMBERS PRESENT**

Dylan Feik, City of Auburn  
Brad Koehn, City of Elk Grove  
Bruce Cline, City of Folsom  
Jon Hanken, City of Ione  
Michael Daly, City of Jackson  
John Lee, City of Lincoln

Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Dave Warren, City of Placerville  
Sandy Ryan, City of Red Bluff  
Tim Chapa, City of Rio Vista  
Tim Sailsbery, City of Willows

**ALTERNATE MEMBERS PRESENT**

Liz Cottrell, City of Anderson

**BOARD MEMBERS ABSENT**

Jeff Kiser, City of Anderson  
Toni Benson, City of Colusa  
John Brewer, City of Corning  
Michelle Pellegrino, City of Dixon  
Paula Islas, City of Galt

Matt Michaelis, City of Gridley  
Satwant Takhar, City of Marysville  
Gina Will, Town of Paradise  
Russell Hildebrand, City of Rocklin  
Natalie Springer, City of Yuba City

**OTHER MEMBERS PRESENT**

Donna Lee, City of Rio Vista

**GUESTS & CONSULTANTS**

Marcus Beverly, Alliant Insurance Services  
Michael Simmons, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services  
Henri Castro, Bickmore  
Tom Kline, Bickmore

Dori Zumwalt, York Risk Services  
Cameron Dewey, York Risk Services  
Lela Casey, York Risk Services  
James Marta, James Marta & Company

**A. CALL TO ORDER**

Mr. Bruce Cline called the meeting to order at 10:05 a.m. Mr. Cline noted that Mr. Russell Hildebrand was called in for jury duty and therefore, was not able to attend the meeting.

**B. INTRODUCTIONS**

Introduction was made and the majority of the members were present constituting a quorum.



**C. APPROVAL OF AGENDA AS POSTED**

**A motion was made to approve the Agenda as posted.**

**Motion:** Tim Sailsbery                      **Second:** Michael Daly                      **Motion Carried**  
**Ayes:** Feik, Koehn, Cline, Hanken, Lee, Shaver, Ehrenstrom, Warren, Ryan, Chapa, Cottrell  
**Nays:** None

**D. PUBLIC COMMENTS**

There were no public comments.

**E. CLOSED SESSION**

Pursuant to Government Code Section 54956.95, the Board recessed to closed session at 10:08 a.m. to discuss the following claim for the payment of liability incurred by the joint powers authority:

Liability - Jimenez v. City of Colusa

**F. REPORT FROM CLOSED SESSION**

The Board reconvened to open session at 10:13 a.m.

Mr. Bruce Cline announced that the Board provided direction to the Program and Claims Administrators for the claim referenced above.

**G. CONSENT CALENDAR**

1. Board of Directors Meeting Minutes - October 15, 2015
2. Check Register at October 31, 2015
3. Investment Reports
  - a. Chandler Asset Management Short/Long Term - October 2015
  - b. Treasurer's Report as of September 30, 2015
  - c. Local Agency Investment Fund (LAIF) Report as of September 30, 2015

**A motion was made to approve the Consent Calendar as presented.**

**Motion:** Michael Daly                      **Second:** Liz Ehrenstrom                      **Motion Carried**  
**Ayes:** Feik, Koehn, Cline, Hanken, Lee, Shaver, Warren, Ryan, Chapa, Sailsbery, Cottrell  
**Nays:** None



## **H. ADMINISTRATION REPORTS**

### **H1. President's Report**

Mr. Bruce Cline had no items to report.

### **H2. Program Administrator's Report**

Mr. Marcus Beverly had no items to report.

### **H3. CAJPA Conference Feedback**

Ms. Sandy Ryan, City of Red Bluff, and Mr. Tim Chapa, City of Rio Vista, attended the 2015 CAJPA Conference and shared their experiences and some highlights of the conference.

## **I. FINANCIAL REPORTS**

### **I1. Quarterly Financial Report for Period Ending September 30, 2015**

Mr. James Marta reviewed the quarterly financial report for period ending September 30, 2015. Mr. Marta presented the highlights of the report to the Board. The Liability Shared layer is in deficit.

Mr. Marta reviewed the Budget-to-Actual report. No questions from the Board.

**A motion was made to receive and file the Quarterly Financial Report for the period ending September 30, 2015.**

**Motion:** Liz Ehrenstrom                      **Second:** Michael Daly                      **Motion Carried**  
**Ayes:** Feik, Koehn, Cline, Hanken, Lee, Shaver, Warren, Ryan, Chapa, Sailsbery, Cottrell  
**Nays:** None

### **H2. Budget-to-Actual as of September 30, 2015**

The Budget-to-Actual was reviewed under item I1.

## **J. JPA BUSINESS**

### **J1. Risk Management Planning Session Follow Up**

#### **J1.a. Policy and Procedure Reviews**

Mr. Marcus Beverly indicated based on the current risk management assessments and feedback from members regarding the most critical areas to be addressed, the Risk Management Committee (RMC) identified four policies that needs to be updated and an implementation of two new policies:





process. Members were advised to check out sewersmart.org and livesewersmart.org as reference point.

The general consensus of the Board is to make this policy as advisory and not mandatory, henceforth, a good enforcement mechanism. The proposed policy was approved with the following modification:

- Under 1.0 Policy: strikeout the second sentence entirely and replace “We will achieve this by recommending to utilize best practices.”
- Under 3.0 Objectives: finish the sentence “...sewer system.”
- Under 9-2 of Operational Best Practices: The city “may have” an ordinance requiring backflow devices...”
- Under 9-6 of Operational Best Practices: to include “wipes and other impediments”

**A motion was made to approve the proposed changes to RM-9 Sewer Overflow and Backup Response policy as modified.**

**Motion:** Bruce Cline                      **Second:** Dave Warren                      **Motion Carried**  
**Ayes:** Feik, Koehn, Hanken, Daly, Lee, Shaver, Ehrenstrom, Ryan, Chapa, Sailsbery, Cottrell  
**Nays:** None

**J1.a. iv. RM-12 Risk Management Reserve Program**

Mr. Marcus Beverly noted RM-12 Risk Management Reserve Program was formerly known as the Safety Grant Funds. The main change is the process for approval, previously it requires approval of both the Program Administrator and the President.

The Board discussed prior approval is not necessary for member city to use its own funds. The process is for the member city submit the request in advance and the use of funds is for safety/risk management related use. If for any reason the requested use is questionable and only then it must go through review and approval process at the discretion of the Program Administrator.

The proposed update to the policy was approved with the following modification:

- First paragraph under Procedure: strikeout “intended” and replace with “purpose.”
- Fifth paragraph under Procedure: to revise that it doesn’t require prior approval.

**A motion was made to approve the proposed updates to RM-12 Risk Management Reserve Program policy as modified.**

**Motion:** Tim Sailsbery                      **Second:** Liz Ehrenstrom                      **Motion Carried**  
**Ayes:** Feik, Koehn, Cline, Hanken, Daly, Lee, Shaver, Warren, Ryan, Chapa, Cottrell  
**Nays:** None



New Policies based on the current Risk Management Assessment criteria

**J1.a. i. RM-13 ADA Compliance and Transition Plans**

Mr. Beverly indicated the ADA Compliance was discussed extensively at the Risk Management Committee Planning session. This is part of the risk assessment that Bickmore conducted and remains a hot topic across the board. Ms. Castro noted a self-evaluation is required for City with less than 50 employees.

After further discussion, the Board approved the proposed RM-13 ADA Compliance and Transition Plans policy with the following modification:

- Under 1.0 Policy: strikeout the second sentence entirely and replace it with “We will achieve this by recommending to utilize best practices.”
- Under 13-1 of Operational Best Practices: to finish the sentence “as defined by law.”
- Under 13-3 of Operational Best Practices: to add a distinction between transition plan and self-evaluation for those with less than 50 employees.

**A motion was made to approve the proposed RM-13 ADA Compliance and Transition Plans as modified.**

**Motion:** Bruce Cline

**Second:** Liz Ehrenstrom

**Motion Carried**

**Ayes:** Feik, Koehn, Hanken, Daly, Lee, Shaver, Warren, Ryan, Chapa, Sailsbery, Cottrell

**Nays:** None

**J1.a. ii. RM-14 Urban Forest Management**

Mr. Beverly indicated the City must have a written plan to maintain trees: trimming maintenance and inspection by degree of hazard specifically trees planted on the street planting strip and cracks on sidewalks caused by tree roots hence, a tripping hazard. Discussion ensued as to who is liable for trees that was planted by property owners. Ownership and liability remains debatable as responsibility shifts when encroachment is in play. City ordinances varies and member must exercise control relating to public property. Due to budget constraint, add “when feasible” under 14-5 of Operational Best Practices.

After discussion, the Board suggested to have an Arborist from City of Folsom and City of Oroville to review and provide their input to ensure there is a clear definition of what private property covers that affects the public.

This item was tabled to next Risk Management Committee meeting to refine this policy with feedback from an Arborist.



### **J1.b. Employment Practices Liability (EPL) Hotline**

Mr. Beverly indicated members were surveyed to determine the need for an Employment Practices Liability (EPL) hotline service through NCCSIF. It was noted thirteen members responded to the survey and the result is split in half. The majority of the members have EPL in place on their own through the Liebert Cassidy Consortium. Proposals received from providers ranging from \$26,000 to \$53,900 per year if all members participate.

After further discussion, the Board determined there is no need to fund this service at this time.

*The Board recessed for lunch at 11:37 a.m.*

Mr. Michael Simmons provided a presentation of the State of the Insurance Market during lunch.

*The meeting reconvened at 12:18 p.m.*

### **J.2. NCCSIF Bylaws Amendment - Principal Office of the Authority**

Mr. Beverly indicated the Alliant Insurance Services moved office and the Program Administrator's office is listed as the Principle Office of the Authority in the NCCSIF Bylaws. Pursuant to the 30-Day Notice of Intent to amend the Bylaws, Section 24 - Amendments, an e-mail was sent to all Board members on October 16, 2015.

**A motion was made to approve the amendment to NCCSIF Bylaws as presented.**

**Motion:** Liz Ehrenstrom                      **Second:** Michael Daly                      **Motion Carried**

**Ayes:** Feik, Koehn, Cline, Hanken, Lee, Shaver, Warren, Ryan, Chapa, Sailsbery, Cottrell

**Nays:** None

### **J.3. Executive Committee Rotation Schedule and 2016 Slate of Officers**

Mr. Bruce Cline noted he is stepping down as the Vice President for the 2016 term and nominated Mr. Dave Warren for the Vice President position.

**A motion was made to approve Mr. Dave Warren from City of Placerville as the Vice President.**

**Motion:** Tim Sailsbery                      **Second:** Michael Daly                      **Motion Carried**

**Ayes:** Feik, Koehn, Cline, Hanken, Lee, Shaver, Ehrenstrom, Warren, Ryan, Chapa, Cottrell

**Nays:** None

Mr. Beverly indicated Ms. Michelle Pellegrino decided to not serve as Secretary for another term as City of Dixon is rotating off the Executive Committee. Ms. Corey Shaver from City of Nevada City volunteered for the role of Secretary.



**A motion was made to approve Ms. Corey Shaver from City of Nevada City as the Secretary.**

**Motion:** Liz Ehrenstrom                      **Second:** Bruce Cline                      **Motion Carried**  
**Ayes:** Feik, Koehn, Hanken, Daly, Lee, Shaver, Warren, Ryan, Chapa, Sailsbery, Cottrell  
**Nays:** None

**J.4. 2016 NCCSIF Service Calendar**

Mr. Beverly reviewed the Service Calendar to the Board that outlines the timeline of the annual activities to be completed on behalf of NCCSIF.

There was no discussion on this item.

**J.5. Financial Transaction Resolutions**

**J.5.a. Resolution 16-01 Authorizing Signers for the Investment of Monies in the Local Agency Investment Fund (LAIF)**

Mr. Beverly indicated the Resolution 16-01 gives authority to certain officers to order deposits or withdrawals of monies in the LAIF account.

After review and discussion, the Board approved the following officers as authorized signers: NCCSIF President, NCCSIF Treasurer and NCCSIF Financial Consultants - James Marta and Alana Theiss.

**A motion was made to approve the NCCSIF Resolution 16-01 with the recommended revisions to the officers per the discussion above.**

**Motion:** Brad Koehn                      **Second:** Liz Ehrenstrom                      **Motion Carried**  
**Ayes:** Feik, Cline, Hanken, Daly, Lee, Shaver, Warren, Ryan, Chapa, Sailsbery, Cottrell  
**Nays:** None

**J.5.a. Resolution 16-02 Authorizing the Treasurer to Invest and Re-invest Funds**

Mr. Beverly indicated annually the Board must approve a resolution authorizing the NCCSIF Treasurer to invest and reinvest funds, including the sale or exchange of securities.

**A motion was made to approve the NCCSIF Resolution 16-02 as presented.**

**Motion:** Corey Shaver                      **Second:** Dave Warren                      **Motion Carried**  
**Ayes:** Feik, Koehn, Cline, Hanken, Daly, Lee, Ehrenstrom, Ryan, Chapa, Sailsbery, Cottrell  
**Nays:** None



**J.6. 2016/17 Insurance Market Update and Renewal Marketing Plan**

Mr. Beverly provided an update on the expected changes to the insurance market for FY 2016/17 and the marketing plan for the various coverages.

Information only and no action were taken.

**J.7. Round Table Discussion**

None.

**K. INFORMATION ITEMS**

1. PARMA Conference (February 23-26, 2016) in Indian Wells, CA
2. NCCSIF Organizational Chart
3. NCCSIF 2016 Meeting Calendar
4. NCCSIF Travel Reimbursement Form
5. NCCSIF Resource Contact Guide

These items were provided as information only.

**L. ADJOURNMENT**

The meeting was adjourned at 12:49 p.m.

**Next Meeting Date:** April 28, 2016 in Rocklin, CA

Respectfully Submitted,

A handwritten signature in blue ink that reads "Corey Shaver". The signature is written in a cursive style and is positioned above a horizontal line.

Corey Shaver, Secretary

5/3/2016

Date